

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p style="text-align: center;">Fifth Meeting of the Parties <i>Santa Cruz de Tenerife, Spain, 4 - 8 May 2015</i></p> <p style="text-align: center;">Agreement Sponsorship Policy</p> <p style="text-align: center;"><i>Advisory Committee, Secretariat</i></p>
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SUMMARY

At MoP4 several delegations expressed a desire to have a policy developed to provide transparent guidance on the sponsorship of delegates and experts to meetings, together with an application procedure and criteria for qualification and selection. The Secretariat was requested to develop a policy in the intersessional period for consideration at MoP5.

The Secretariat presented a draft policy for the input of the Advisory Committee, which included selection criteria, an application procedure and a process for assessment ([AC7 Doc 18](#) and [AC8 Doc 22](#)). A number of amendments were proposed at both AC7 and AC8, which have been incorporated into this document.

RECOMMENDATION

That the Meeting of the Parties agree to a policy on the sponsorship of experts and delegates to ACAP meetings.

1. OBJECTIVE OF THE SPONSORSHIP POLICY

The objective of the sponsorship policy is two-fold; firstly, to facilitate the attendance of each ACAP Party at meetings of the Agreement, where a lack of travel funds would otherwise prevent their participation or an adequate level of representation; and secondly, to provide meetings of the Agreement with expert advice that would otherwise not be available due to the lack of funding to support the experts' attendance. The policy will also apply to facilitate the attendance of delegates from developing non-Party range states who may be supported if funds are available once support has been provided to delegates of ACAP Parties in accordance with this policy.

Below are proposed criteria and application and selection processes for both categories of sponsorship.

2. PROPOSED PROCEDURE FOR SPONSORSHIP OF DELEGATES

The following criteria and process shall apply in regard to the selection of delegates to be sponsored to attend ACAP meetings:

2.1 Criteria

All of the following criteria must be met for the sponsorship of delegates to ACAP meetings.

2.1.1. A lack of travel funds otherwise prevents the participation or an adequate level of representation of a developing country¹ Party in an ACAP meeting.

2.1.2. The Party has submitted their annual report for the previous year.

2.1.3. The Party has used previously provided sponsorship funds properly. If a Party cancels their attendance to a meeting for which they have received financial support and the Secretariat is unable to recover the travel costs, the Party will be ineligible to apply for sponsorship to the next ACAP meeting, unless they have fully reimbursed the Agreement. This requirement will not apply if there were exceptional circumstances preventing the Party's participation.

2.1.4. An application for sponsorship is received on the approved application form, within the time-frame specified by the sponsorship policy.

2.1.5. Sponsorship funds will be available to developing country Parties to sponsor one delegate of that Party to attend the relevant ACAP meeting.

2.1.6. Priority will be given to ACAP Parties. If funds are available, support may then be provided to delegates from non-Party Range States.

2.2 Application

2.2.1. The Secretariat will write to National Contact Points 120 days in advance of an ACAP meeting seeking requests for sponsorship. The Secretariat will advise Parties of the approximate number of delegates likely to be supported and the level of funds available.

2.2.2. Parties requiring sponsorship support for a delegate will submit an application in accordance with Annex A to the Secretariat, at least 60 days before the start of the meeting.

2.2.3. The Secretariat will advise Parties of the level of sponsorship available at least 50 days before the start of the meeting.

2.2.4. The delegate being sponsored will provide the Secretariat with a copy of their passport (personal details page only) and their preferred itinerary, at least 45 days before the start of the meeting.

¹ As defined by the United Nations.

2.3 Selection

2.3.1. The Executive Secretary will review all applications received for the sponsorship of delegates to ensure that they meet the selection criteria.

2.3.2. Taking into account the level of funding available to support the sponsorship of delegates, the Executive Secretary and the Chair of the Advisory Committee will allocate support to the applications meeting the selection criteria.

2.3.3. All applications submitted to the Secretariat before the established deadline should be considered according to the above mentioned criteria.

2.3.4. In case funds are not sufficient, priority will be given to sponsoring applicants where only one delegate will attend that ACAP meeting.

2.3.5. Subject to funding availability, the Secretariat will organise the most cost effective airfares and accommodation for the delegate, and organise the payment of a per diem consistent with the United Nations allowance scheme. Where funding is insufficient to meet all costs, the Party can advise the Secretariat of their preferences for the use of the funds (e.g. an airfare in preference to a per diem).

3. PROPOSED PROCEDURE FOR THE SPONSORSHIP OF EXPERTS

The following criteria and process shall apply in regard to the selection of experts to be sponsored to attend ACAP meetings:

3.1 Criteria

3.1.1. The AC Chair and Convenors of the relevant Working Group(s) consider whether the person's expertise would best aid the work of that meeting in achieving a successful outcome.

3.1.2. The AC Chair and Convenors of the relevant Working Groups(s) consider geographical representation of expertise.

3.1.3. The AC Chair and Convenors of the relevant Working Group(s) will also consider (i) the cost effectiveness of sponsorship by considering whether experts are working in the region where the relevant Working Group meeting(s) will be held; and, (ii) the potential for regional capacity building.

3.1.4. Efforts will be made to support all required experts that need assistance, paying particular attention to available expertise in developing countries.

3.2 Application

3.2.1. The Secretariat will write to the relevant Convenors of Working Groups (for relevant WG meetings) and the Chair of the Advisory Committee at least 90 days in advance of the WG meetings, seeking requests for sponsorship of experts.

3.2.2. The Convenors and AC Chair will advise the Secretariat of the name of the expert requiring support at least 80 days before the start of the relevant meeting, together with a justification for their inclusion, based on the above-mentioned selection criteria.

3.2.3. The expert(s) being sponsored will provide the Secretariat with a copy of their passport (personal details page only) and their preferred itinerary, at least 75 days before the start of the meeting.

3.3 Selection

3.3.1. The Grants sub-committee will jointly review the candidates identified to ensure that they meet the selection criteria and that their participation is cost-effective, taking into consideration the availability of regional expertise.

3.3.2. Where funding is insufficient to support all of the experts, funding will be allocated on a highest priority basis (i.e. where the provision of the expertise is most critical to achieving a successful outcome to the meeting concerned).

3.3.3. Subject to funding availability, the Secretariat will organise the most cost effective airfares and accommodation for the expert(s), and organise the payment of a per diem consistent with the United Nations allowance scheme. Where funding is insufficient to meet all costs, the expert(s) can advise the Secretariat of their preferences for the use of the funds (e.g., an airfare in preference to a per diem).

ANNEX A - Application for delegate travel support

This form must be filled out and sent to the ACAP Secretariat (secretariat@acap.aq) at least 60 days prior to the ACAP meeting to which the Party (or Range State) is requesting travel support. Sponsorship will only be provided if a lack of travel funds otherwise prevents the participation or an adequate level of representation of a developing country Party in an ACAP meeting, the Party has submitted their annual report for the previous year, and the Party has used any previously provided sponsorship funds properly.

Country _____ **Date of Application** _____

Applicant Contact Information

Full Name _____

Institution _____

Telephone _____ **E-mail address** _____

ACAP Meeting delegate wishes to attend _____

I certify that my Party can support a portion of the travel, accommodation and/or per diem (please indicate amount):

I have provided the Secretariat with a copy of my current passport (personal details page attached).

Signature:

Authorised by National Contact Point:

Date:

Please notify the Secretariat (secretariat@acap.aq) immediately if your country has secured alternate funding to attend the meeting above, or in the event that you must cancel your participation in the meeting for which you have received financial support. If the Secretariat is unable to recover the travel costs, the Party will be ineligible for applying for sponsorship support for one year, except if there are exceptional circumstances for the non-participation of the sponsored delegate.