

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p style="text-align: center;">Seventh Meeting of the Advisory Committee <i>La Rochelle, France, 6 - 10 May 2013</i></p> <p style="text-align: center;">Policy on Sponsorship of Delegates</p> <p style="text-align: center;">Secretariat</p>
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SUMMARY

At MoP4 several Party 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 has developed a draft policy that includes selection criteria, an application procedure and a process for assessment. The draft policy is presented for consideration by the Advisory Committee and to provide an opportunity for it to provide input into the development of the policy.

RECOMMENDATIONS

The Advisory Committee is requested to:

1. Review the draft sponsorship policy and to provide input into its development to enable consideration of the draft policy by Parties at MoP5.

1. DRAFT SPONSORSHIP POLICY

1.1. Objective of the Sponsorship Policy

The objective of the sponsorship policy is two-fold; firstly, to facilitate the attendance of ACAP Parties at meetings of the Agreement, where a lack of travel funds would otherwise prevent their participation or prevent 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.

1.2. Proposed Criteria

The following criteria must be met for the sponsorship of **delegates** to ACAP meetings:

1. A lack of travel funds would otherwise prevent the participation of a Party in an ACAP meeting, or prevent an adequate level of representation. Sponsorship will only be provided for one delegate from each Party;
2. The Party is prepared to pay the per diem costs for the delegate being sponsored;
3. The Party has submitted their annual report on time for that year;
4. The Party has responded promptly to all communications from the Secretariat;
5. The Party has made proper use of sponsorship support provided previously. 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 for the next ACAP meeting, unless they reimburse the Agreement for the amount lost; and
6. An application for sponsorship is received on the approved application form, within the time-frame specified by the sponsorship policy.

The following criteria must be met for the sponsorship of **experts** to ACAP meetings:

1. A lack of travel funds would otherwise prevent the participation of an expert in an ACAP meeting; and
2. The lack of this person's expertise would seriously hinder/ limit the work of that meeting in achieving a successful outcome.

1.3. Proposed Application Procedure

The sponsorship scheme for **delegates** will operate in accordance with the following procedure:

1. The Secretariat will write to National Contact Points 120 days in advance of an ACAP meeting seeking requests for sponsorship.
2. Parties requiring sponsorship support will submit an application in accordance with Annex A to the Secretariat at least 90 days before the start of the meeting.
3. The Secretariat will advise Parties of the level of sponsorship available approximately 80 days before the start of the meeting.
4. Subject to funding being available, the Secretariat will organise airfares and accommodation for the delegate. The payment of a per diem will remain the responsibility of the delegates' Party.
5. The delegate being sponsored will provide the Secretariat with a copy of their passport (personal details page only) and their preferred itinerary, at least 70 days before the start of the meeting.

The sponsorship scheme for **experts** will operate in accordance with the following procedure:

1. The Secretariat will write to the respective Convenors of Working Groups and/or Chair of the Advisory Committee 70 days in advance of an ACAP meeting, seeking requests for sponsorship of experts. Note – it is expected that the level of funding available will only allow support to be provided for one expert per meeting.
2. The Convenors/Chair will advise the Secretariat of the name of the expert requiring support at least 63 days before the start of the relevant meeting, together with a justification for their inclusion, based on the above-mentioned selection criteria for experts.
3. The expert being sponsored will provide the Secretariat with a copy of their passport (personal details page only) and their preferred itinerary, at least 55 days before the start of the meeting.

1.4. Proposed Selection Process

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

1. The Executive Secretary will review all applications received for the sponsorship of delegates to ensure that they meet the selection criteria;
2. Taking into account the level of funding available to support the sponsorship of delegates, the Executive Secretary will allocate support to the applications meeting the selection criteria;
3. Where funding is insufficient to support all of the requests for sponsorship, funding will be allocated on a first come basis i.e. those Parties who have submitted their applications the earliest will be given priority for the allocation of support.

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

1. The Executive Secretary and Chair of the Advisory Committee will review all applications received for the sponsorship of experts to ensure that they meet the selection criteria;
2. Taking into account the level of funding available to support the sponsorship of experts, they will allocate support to the applications meeting the selection criteria;
3. Where funding is insufficient to support all of the requests for sponsorship, 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.

ANNEX 1

Application for Delegate Travel Support

This form must be filled out and sent to the ACAP Secretariat (secretariat@acap.aq) at least 90 days prior to the ACAP meeting to which the Party is requesting travel support.

Country _____ **Date of Application** _____

Applicant Contact Information

Full Name _____

Institution _____

Telephone _____ **E-mail address** _____

ACAP Meeting delegate wishes to attend _____

I certify that:

The delegate will not be able to attend meeting without ACAP support: Yes / No

My Party will cover the delegate's travel allowance/per diem cost: Yes / No

My Party has responded promptly to all communications from Secretariat: Yes / No

My Party has submitted their annual report for the current year: Yes / No

Sponsorship support provided previously has been used, or refunded: Yes / No

Signature:

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 in 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.