

 <p>Agreement on the Conservation of Albatrosses and Petrels</p>	<p>Eighth Meeting of the Advisory Committee <i>Punta del Este, Uruguay, 15 -19 September 2014</i></p> <p>Policy on Sponsorship of Delegates</p> <p><i>Secretariat, Advisory Committee Officials</i></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.

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

RECOMMENDATIONS

The Advisory Committee is requested to review the draft sponsorship policy and to provide further input into its development to enable consideration of the draft policy by Parties at MoP5.

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 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.

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

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 or an adequate level of representation of a Party, or Range State, in an ACAP meeting;
2. Preference will be given to delegates from developing countries;
3. The Party has submitted their annual report on time for that year;
4. The Party has used properly sponsorship funds 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. This requirement will not apply if there were exceptional circumstances preventing the Party's participation; and
5. An application for sponsorship is received on the approved application form, within the time-frame specified by the sponsorship policy.

2.2 Application

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 with the level of funds available;
2. Parties requiring sponsorship support will submit an application in accordance with Annex A to the Secretariat at least 60 days before the start of the meeting.
3. The Secretariat will advise Parties of the level of sponsorship available approximately 50 days before the start of the meeting.
4. Subject to funding being available, the Secretariat will organise airfares and accommodation for the delegate and organise the payment of a per diem in accordance with the United Nations scale of allowances. 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.
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 45 days before the start of the meeting.

2.3 Selection

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 and the Chair of the Advisory Committee will allocate support to the applications meeting the selection criteria;

3. Where funding is insufficient to meet all requests, preference will be given to those applications likely to best advance the objectives of ACAP (Parties being given preference to non-Parties) or alternatively,
4. The Executive Secretary will forward the applications to a Committee of Parties for selection of the delegates/experts to be sponsored.

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

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

3.2 Application

1. The Secretariat will write to the relevant Convenors of Working Groups (for relevant WG meetings) and/or the Chair of the Advisory Committee (for AC and MoP meetings) 70 days in advance of the meetings, 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 60 days before the start of the relevant meeting, together with a justification for their inclusion, based on the above-mentioned selection criteria.
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.

3.3 Selection

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;
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.

ANNEX 1

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.

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 can support a portion of the travel and per diem (indicate amount):

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, except if there are exceptional circumstances for the non-participation of the sponsored delegate.