

Document: ACCOBAMS-SC14/2021/Doc38
Distribution: 16/11/2021

PROPOSAL FOR AMENDING THE PROCEDURE FOR THE PROJECTS SUBMITTED FOR INSTITUTIONAL SUPPORT

**PROPOSAL FOR AMENDING THE PROCEDURE FOR THE PROJECTS
SUBMITTED FOR INSTITUTIONAL SUPPORT**

Presented by the ACCOBAMS Secretariat

Issue: revising the procedure for providing institutional support to project proposals

1. Action requested

The Scientific Committee is invited to:

- a. **note** the information provided
- b. **review** and **comment** the first draft procedure for the projects submitted for institutional support.

2. Background

In 2007, the ACCOBAMS Parties adopted [Resolution 3.6](#) on the procedure for the submission of projects. This Resolution provided a procedure for submitting project to the Secretariat for endorsement (i.e., institutional support) or financial support.

While the project submission procedure for financial support was amended by 2013 Resolution 5.5, and replaced by 2019 Resolution 7.8 on the “Procedure for the ACCOBAMS calls for proposals for projects to be funded under the Supplementary Conservation grants Fund”, the procedure for submission of projects for institutional support remains as provided by Resolution 3.6.

This procedure is however of difficult application in practice. During MOP7, Parties mandated the Secretariat to prepare a proposal for updating this procedure, in collaboration with the Scientific Committee, to be presented to MOP8 (paragraph 122 of MOP7 report).

A first draft procedure is reflected in this document for Scientific Committee’s review. It aims at reflecting the current practice when the ACCOBAMS Secretariat receives a request for an institutional support letter.

Considering that such requests are often received at the last moment before the submission of project proposals, the objective is to keep the procedure as simple as possible.

Upon review by the Scientific Committee, the Secretariat will present a revised proposal to the Bureau meeting to be held in January 2022 in view of finalizing a subsequent proposal for MOP8 in November 2022.

DRAFT PROCEDURE FOR PROVIDING INSTITUTIONAL SUPPORT TO PROJECT PROPOSALS

Letters of support are an important part of a project funding application process. They demonstrate the credibility of the applicant, their credentials, and the reasons why the project proposal is best fit for the funding.

Aim

The procedure is aimed at ensuring that project proposals supported by ACCOBAMS through a support letter from the Secretariat are in line with ACCOBAMS' provisions and priorities and are technically and scientifically relevant.

Procedure

Any request for project institutional support letter should proceed as follows:

- 1) The applicant provides a summary document to the ACCOBAMS Secretariat on the project proposal, with at least the following information on the project:
 - a. Objectives of the project and activities foreseen
 - b. Methodology
 - c. Project Partners
 - d. Expected outputs
 - e. Timeframe
- 2) The Secretariat assess if the project proposal is in line with ACCOBAMS provisions and the priorities identified both in the ACCOBAMS Strategy and ACCOBAMS Program of work.
- 3) If that is the case, the summary document is sent to the Chair and Vice-Chair of the Scientific Committee for their confirmation on the technical and scientific relevance of the project proposal.
- 4) If the project proposal is considered to be technically and scientifically relevant, the Secretariat elaborates a letter of support to the project and send it over to the applicant.
- 5) The applicant should inform the Secretariat on the outcome of the project application process.