

DRAFT RESOLUTION 8.4
PROCEDURE FOR PROJECTS SUBMITTED FOR INSTITUTIONAL SUPPORT

The Meeting of the Parties to the Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and Contiguous Atlantic Area:

Considering that the implementation of the Agreement requires the development and implementation of projects for research and conservation that are in line with the objectives and priorities of ACCOBAMS,

Recalling that, as part of its functions as defined in the Agreement, the Scientific Committee should provide advice on the development and coordination of international research and monitoring programmes,

Desirous of encouraging scientists, intergovernmental organizations and non-governmental organizations to consult with the Scientific Committee and the Secretariat of ACCOBAMS when developing research and conservation projects,

Aware that letters of support are an important part of a project funding application process, as they demonstrate the credibility of the applicants and the reasons why project proposals are suitable for funding,

1. *Adopts* the procedure in Annex to this Resolution for providing institutional support to project proposals;
2. *Instructs* the Secretariat and the Scientific Committee to apply the procedure in Annex for projects submitted for institutional support;
3. *Requests* the Secretariat to publicize the procedure on the ACCOBAMS website;
4. *Requests* the Secretariat, including through National Focal Points, to communicate the procedure to all interested stakeholders;
5. *Decides* that the present Resolution replaces Resolution 3.6.

ANNEX

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 an ACCOBAMS support letter should proceed as follows:

- 1) The applicant provides a summary document (3 pages maximum) 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, with a brief statement as to how they relate to ACCOBAMS objectives and priorities;
 - b. Methodology and a brief statement that it follows any relevant guidelines and/or best practice adopted within the framework of ACCOBAMS;
 - c. Information on the applicant and other project partners (if any);
 - d. Expected outputs and a statement that they will be provided, within a reasonable timeframe, as information (e.g. as project report) to the Scientific Committee of ACCOBAMS and data logged in relevant databases, if applicable;
 - e. Time frame.
- 2) The Secretariat assesses if the project proposal is in line with the ACCOBAMS provisions and 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. In case of conflict of interest (if the Chair or Vice-Chair is involved in a project proposal to be submitted under the same call for proposal, for example), another member of the Scientific Committee should be consulted, preferably a Task Manager of relevance to the project main topics.
- 4) If the project proposal is considered to be technically and scientifically relevant, the Secretariat elaborates a letter of support to the project and sends it over to the applicant.
- 5) In case the conditions foreseen in this procedure are not fulfilled, the applicant will be accordingly informed by the Secretariat that no letter of support will be provided.
- 6) Applicants receiving a letter of support should inform the Secretariat on the outcome of the funding application process.