Conference* Sponsorship Programme
Call for Applications for Funding in 2015: Application Guidelines and Conditions

CO-OPERATIVE RESEARCH PROGRAMME (CRP):

OBJECTIVES AND CONFERENCE* SPONSORSHIP

The Co-operative Research Programme's ("CRP") main aim is to strengthen scientific knowledge and provide relevant scientific information and advice that will inform future policy decisions related to the sustainable use of natural resources, in the areas of food, agriculture, forests and fisheries.

The objective and work of the CRP are anchored in both a policy and scientific environment in the fields of food, agriculture, forestry and fisheries, which, more than ever, are developed in a multidisciplinary environment. This happens to as to respond to the varied demands from a range of stakeholder groups with interests in these fields, and to take into account that the world is globalised and food production systems are interlinked.

- **The CRP's CONFERENCE sponsorship:**

  Conferences focusing on specific research priority areas of the CRP are sponsored or co-sponsored by the CRP by funding invited speakers. The purpose of funding these conferences is to inform policy-makers, industry and academia of current and future research, scientific developments and opportunities in specific areas.

  Usually, up to 10 conferences are sponsored or co-organised by the CRP and take place in Member countries participating in the CRP. Conferences for Approval by the CRP's Governing Body are identified by the Scientific Advisory Body (SAB).

  Consideration for support is given to scientific meetings of various sizes and structure ranging from small, focused Workshops to larger Conferences or Congresses, provided they are relevant to the CRP objectives. Whilst smaller, focused meetings are preferred, the CRP does on occasion provide sponsorship for larger meetings, but in this case, it is essential that the proposal is for a special, focused session or Symposium within a larger event. Focused one-time meetings are strongly favoured over meetings that take place on a regular basis.

  Only scientists who are citizens or permanent residents of participating Member countries are eligible for support.

DEADLINE FOR CONFERENCE APPLICATIONS: 10 SEPTEMBER 2014

- The CRP also awards FELLOWSHIPS to conduct research projects in a foreign country with a view to strengthening the potential of the scientific community by increasing mobility and exchange of ideas. For more information on the Fellowships awards, please see the Fellowships Programme 2015: Guidelines and Conditions.

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* "Conference(s)" is used throughout this document as a generic term for conferences, workshops, focused symposia and other such events

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THE SPONSORSHIP COVERS:

- A *Travel Lump Sum* for invited speakers from OECD participating Member Countries as provided by the Applicant in the List of Proposed Speakers to be Funded as well as for a relevant Scientific Advisory Body (SAB) member.

  This covers: travel to and from the Conference, accommodation, meals and miscellaneous expenses for the invited speakers and the SAB member(s) to participate in the Conference.

  It is calculated by the Co-operative Research Programme's Secretariat according to the financial rules of the OECD and is non-negotiable; neither the SAB member(s) nor the Conference Organiser(s) may modify it.

  It is paid directly to the Speakers to be Funded.

  CRP funding usually covers a maximum of 12-15 speakers.

- A *contribution* of 3 050€ *towards the publication of the proceedings* of the Conference. This contribution is paid directly to the publishers of the proceedings.

  OECD CRP requires 60 copies of the proceedings to be sent to the Secretariat and one copy to be provided to each of the funded speakers.

THE SPONSORSHIP DOES NOT COVER:

- Any Conference Expenditure: the OECD Co-operative Research Programme cannot pay any organisation or Conference Organiser(s) directly for any conference costs (for example: conference room rental, lunches, dinners, etc.).

- Insurance: the OECD Co-operative Research Programme does not provide insurance cover for any of the invited speakers.

- Status of the Invited Speakers: if the Conference is approved, the invited speakers are not considered as an official of the OECD and consequently, they do not benefit from any tax exemptions on the travel lump sum paid by the Organisation.

OUTCOMES REQUIRED FROM THE SPONSORSHIP:

- Proceedings of the conference, published in a medium that will have as wide an international impact as possible.

- A 2-3 page Policy Brief summarising the lessons learned at the conference that should be passed on to the policy making community and for use within OECD.

- The completion of an evaluation questionnaire by all participants.

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SELECTION CRITERIA FOR CONFERENCE SPONSORSHIP APPLICATIONS

- The promise of a relevant contribution to the achievement of the objectives of the Programme (this should be address in question 2 of the application form)
- Relevance – the extent to which the proposal addresses the objectives of the work programme and its relevance to the theme objective (this should be address in question 2 of the application form)
- The feasibility of achieving the goals set in the proposed work (this should be address in question 2 of the application form)
- The scientific record of the applicant (this should be address in questions 15 of the application form)
- Scientific excellence – the need for defined and well-focussed objectives and the promise provided for both innovation and for increasing the level of debate and understanding of the underlying issues (this should be address in question 2 of the application form)
- Crossing disciplines – the plans for the engagement and interaction of a range of relevant scientific disciplines, and the extent to which the conference demonstrates a readiness to engage others beyond the research community in attempt to explore wider societal and policy-formation aspects (this should be address in question 2 of the application form)
- Potential impact – the way in which the conference and the dissemination of its results could contribute to public debate (this should be address in questions 5 and 13 of the application form)
- Organisation and plans for participation and dissemination – the need for the plans for the conference to illustrate how outcomes will be delivered and disseminated in a way which contributes to achieving the objectives of the Programme (this should be address in question 13 of the application form)
- Policy relevance – how and the degree to which the conference proposal will influence policy makers in the development of their national and international agro-food, fisheries or forestry policies (this should be address in question 4 of the application form)

Applications are assessed on their relevance to these selection criteria. It is therefore highly recommended that all the selection criteria are addressed in any application for conference sponsorship.

Application forms should be precise, concise and not longer than five pages, excluding the cover page and the list of proposed speakers to be funded.

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GENERAL GUIDELINES AND CONDITIONS

- Applicants are strongly recommended that if their event is one of a series of regular conferences that they demonstrate in their application why the particular event they are applying for should benefit from CRP funding. Likewise, if funding is being applied requested for part of a larger conference, applicants will need to demonstrate how the event will be clearly identified as an OECD-CRP sponsored event.
- Applicants should endeavour to cover all the selection criteria (see page 3) in their applications.

Contact with the relevant SAB member(s) during the preparation of the application:

We strongly recommend that the Applicant liaise directly with the relevant Theme Co-ordinator(s) prior to submitting their application as they can assist with the application; they can help ensure that the application and any relevant documentation complies with the CRP's objectives; they can also help in preparing the Conference programme.

Conference Programme:

- A relevant SAB member will attend the conference should it be approved for sponsorship.
- Any application for Conference Sponsorship by the CRP should include in its Programme an opportunity for the SAB member to make a presentation about the CRP (see below under "Compilation of the List of Proposed Speakers to be funded by the CRP").
- The Conference Programme should include a wrap-up session at the end which will bring together the lessons learned during the Conference on how the subjects discussed should help inform the policy making community.
- It would be helpful for the Conference Programme to include the details of any representatives from the policy-making community who may be invited to the conference (*e.g.* representatives from Ministries).

Compilation of the List of Proposed Speakers to be Funded by the CRP:

- It is the responsibility of the Applicant, as local Conference Organiser(s), to draw up the "List of Proposed Speakers to be Funded by the CRP", *i.e.* the key speakers the Applicant would like the CRP to sponsor (see below). The relevant SAB members(s) can help the Applicant in selecting the speakers ("proposed funded speakers") the CRP would fund, should the application be successful.
- The CRP can only fund named speakers; it is not sufficient to propose just an institution, faculty, research organisation, or company.
- This list is an integral part of the Application Form which the Secretariat uses to calculate a draft budget for the conference sponsorship.
- It is important to provide a full postal address, including the position of the proposed funded speakers, in the List of Proposed Speakers to be Funded by the CRP.
- At this stage, although initial contact with the proposed funded speakers should be made by the Conference Organisers, the proposed funded speakers must not be told of any proposed funding by the OECD.
- Should the application be successful, speakers not funded by the CRP would be obliged to participate in the conference at their own expense.
- The relevant SAB member(s) is automatically included in the List of Proposed Speakers to be funded by the CRP by the system.

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❖ *Proposed Funded Speakers – selection and duties*:

- Only speakers who are citizens or permanent residents in one participating Member countries may be funded. It is therefore necessary to know the citizenship of proposed funded speakers.

OECD Member countries participating in the CRP in 2014 are: Australia, Austria, Belgium, Canada, Chile, Czech Republic, Denmark, Estonia, Finland, Germany, Hungary, Ireland, Italy, Japan, Korea, Netherlands, New Zealand, Norway, Poland, Slovak Republic, Spain, Sweden, Switzerland, United Kingdom and United States.

- Proposed speakers for funding should be named individuals, not a laboratory, organisation, institute or company.
- If a conference application is approved, no changes to the list of proposed funded speakers are allowed unless prior approval has been obtained from the relevant SAB member(s) and the Secretariat of the Co-operative Research Programme.
- Funded speakers are expected to participate in the entire conference.
- Funded speakers are required to provide a copy of their presentation to the Conference Organiser(s) within the timeframe defined by the Conference Organiser(s) in consultation with the SAB member(s). The Conference Organiser(s) should ensure that invited speakers are aware of this.
- Unless otherwise agreed, this is a condition of the funding and costs will not be covered if this requirement is not met.

❖ *Notification of Successful Applications*:

The Secretariat will notify successful Applicants in writing, confirming the amount of the sponsorship awarded to the conference. The Conference Organiser(s) of successful applications will be required to sign an acceptance form agreeing to the conditions of the sponsorship award and the budget. Notifications will be sent at the end of December 2012 or beginning of January 2013.

❖ *Administrative Arrangements for Proposed Funded Speakers – after notification of the success of an application for sponsorship*:

- The proposed funded speakers should be contacted again by the Conference Organiser(s), in collaboration with the relevant SAB member(s), to ascertain their availability for the conference.
- If there are changes to the list of proposed speakers to be funded, as approved by the relevant SAB member(s) and the CRP Secretariat, the Conference Organiser(s) must provide their revised list of speakers to be funded to the Secretariat at least four months before the dates of the conference, for the final costs to be assessed and confirmed.
- Failure to respect this deadline may mean that the invited speakers cannot be financially covered by the CRP.
- Whilst the Conference Organiser(s) may advise proposed funded speakers that sponsorship for the conference is being sought, under no circumstances must they inform those speakers that OECD will finance them individually. This is to avoid problems with speakers in case the list of speakers proposed by the Conference Organiser(s) contains more speakers than can be financially covered by the allocated budget.
- The Secretariat finalises the budget and confirms with the Conference Organiser(s) whether or not the total cost for the proposed speakers to be funded by the CRP remains within the allocated budget attributed by the Governing Body of the CRP.
- The Secretariat of the CRP is responsible for the disbursement of all funding directly to the speakers.

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- When the list of speakers to be funded has been finally agreed between the Conference Organiser(s), the relevant SAB member(s) and the Secretariat, the Secretariat will send an official letter from the OECD to each speaker to be funded, setting out the conditions of the funding of the speakers. The Conference Organiser(s) and the relevant SAB member(s) will be copied on these letters.
- The CRP normally tries to pay the travel lump sums to the funded speakers before the Conference. If, for any reason, a speaker proposed for funding cannot attend the conference after they have received the travel lump sum, they will have to return the money to OECD. *Please note that the travel lump sums for USDA-ARS employees and other US federal agents are paid after the conference.*
- As mentioned above, all funded speakers are required to provide a copy of their presentation to the Conference Organiser(s) for inclusion in the publication of the proceedings of the conference.

❖ *Publication of Proceedings of Conferences*

- It is a condition of the sponsorship that the proceedings of the conference are published in a medium that will have as wide an international impact as possible. "Proceedings" assumes full manuscripts which take into account discussions about the speakers' presentations at the conference, and not a book of abstracts. At the bare minimum, they should include the full papers of the speakers funded by the CRP, a summary of the outcome of any discussions, and any messages from the conference that should be brought to the attention of policy makers.
- A special issue of a respected journal is preferred to a book; a free access journal would be more advantageous. However, electronic versions are acceptable – on conference dedicated websites, through free access journals, CDs, etc., provided that the proceedings are indexed in bibliographic databases.
- Early in the planning stage, the Conference Organiser(s), assisted by the relevant SAB member(s), should make preliminary contacts with interested publishers.
- It is the responsibility of the Conference Organiser(s) to contact interested publishers. Once the choice is made, the selected publisher is to be referred to the OECD CRP Secretariat.
- A special issue of a respected journal is preferred to a book; electronic versions of proceedings can be accepted. Applicants should discuss this with the relevant SAB member(s).
- The publication is expected within one year of the Conference.
- The responsibility for collecting the manuscripts and presenting them in the required format to the publisher remains with the Conference Organiser(s).
- The Co-operative Research Programme must be properly credited. This is a condition for receiving a contribution towards the publication of the proceedings.
    - The OECD disclaimer must be clearly printed in the publication after the title page or section title before any texts.
    - The accreditation text should be included appropriately.
    - The OECD logo must be clearly visible with any other logos (if there is joint sponsoring), preferably on the cover page of the proceedings.
    - The Secretariat will provide the OECD disclaimer, accreditation and the appropriate OECD Logo if the application for sponsorship is successful.
- It is the responsibility of the Conference Organiser(s) to follow the proceedings from start to finish, including ensuring that all the above instructions are observed, that the Secretariat of the CRP is kept informed of the different stages of production, and that the CRP receives the copies it requires.
- The Co-operative Research Programme will contribute towards the cost of publishing the proceedings a maximum lump sum of 3 050 euros. This contribution is paid directly to the publishers of the proceedings. It should cover the purchase of a sufficient number of copies of the proceedings for each

OECD CRP funded speaker and SAB member(s) plus 60 copies for the Secretariat. The CRP does not cover providing a copy to all Conference speakers.

OECD Disclaimer

The opinions expressed and arguments employed in this publication are the sole responsibility of the authors and do not necessarily reflect those of the OECD or of the governments of its Member countries.

OECD CRP Accreditation

The Conference* was sponsored by the OECD Co-operative Research Programme on Biological Resource Management for Sustainable Agricultural Systems, whose financial support made it possible for [most of] [some of]** the invited speakers to participate in the Conference*.

* To be changed as appropriate to Workshop, Congress…

** To be changed as appropriate

OECD Logo

The Secretariat will provide the OECD logo at the appropriate time.