

The CBD Alliance: Policies and Procedures 2009/2010 Term

In the 2007-2008 period, the CBD Alliance rapidly increased its presence at CBD negotiations, with over double the funds and many expanded activities, as well as some completely new initiatives. It also moved to a new host – Kalpavriksh (KV), a long-time NGO based in India. Thus, with a new programme term coming up for 2009/2010, it was felt a thorough evaluation of the 2007/2008 period was needed, and a subsequent refinement of what the CBD Alliance is, what it does, and based on whose decision-making authority.

The initial proposals for the revised policies and procedures contained in this document were based upon the evaluation of the 2007/2008 programme, a process which began at the CBD Alliance's General Meeting held at COP9 in Bonn, May 2008. For this meeting, all of the previous documents guiding the CBD Alliance were circulated for comments which could be brought in directly to the meeting, or also submitted via email. Thereafter, the CBD Alliance Coordinators consolidated these comments and used them to develop of a draft set of proposals for the future guidance of the Alliance. These drafts were then circulated for further review and comment by the broader CBD Alliance community via its listserver. This was followed by a further consolidation of these drafts and a subsequent review and further consolidation by its 2007/2008 Advisory Board. Based upon all of the feedback received, these drafts were then again revised and updated by the CBD Alliance Coordinators to reflect their further development. Thus, after quite a succession of drafts, and a final round of approval by the CBD Alliance community, the final version of the CBD Alliance's policies and procedures was approved. These set out how the Alliance is governed, its core objectives and work plan.

Overall the main aspects of the CBD Alliance Policies and Procedures for the 2009/2010 term, covering its mandate, governance, organizational structure and core activities has remained the same, which indicates that the present CBD Alliance is meeting the needs of the community it serves in a fashion that is well-supported.

I. CBD Alliance Mandate

The CBD Alliance does not represent civil society organizations around the CBD – nor do we speak for the diversity of civil society voices. Rather, the CBD Alliance exists to facilitate more diverse, coordinated, and effective civil society input into CBD policy-making. The Alliance is premised on the belief that global policy-making should be a transparent and democratic undertaking, not the purview of global policy elites and Northern bureaucrats. Biodiversity policy cannot be successful if it is largely controlled from Geneva, Washington or London; if the CBD is to succeed, it desperately needs more diverse voices, especially those most impacted by the policies themselves.

Thus, the Alliance works to broaden the scope of civil society groups involved in CBD processes, particularly to increase the informed and effective participation of Southern NGOs, Indigenous Peoples, Community Based Organizations and social movements. The Alliance exists to help

CSOs be more effective in their CBD-related advocacy by facilitating communication among Civil Society representatives and other organizations, Parties to the Convention, media and the CBD Secretariat – to change and ultimately improve biodiversity-related policy at international, national and community levels.

II. CBD Alliance Governance and Organizational Structure

Since its inception, the CBD Alliance has always had a bit of an identity crisis: is it an Alliance, or a network? Does it have members? What *is* it? Most clearly, the CBD Alliance is a project of the ‘civil society community’, probably best categorized as an informal network. Through this informality and ‘project’ status, the Alliance provides strategic, ‘good value’ (i.e. low cost) support to the entire civil society community around the CBD. It has not created another organizational layer with the complicated and time-consuming process of developing collective statements, unwieldy international governance structures, or voting mechanisms. Indeed one of the positive outcomes of this informal structure and our use of an already existing ‘host organization’ (Kalpavriksh) is our ability to remain a lightweight structure with little overhead and bureaucratic management. However, this somewhat mystifying ontology often creates confusion because the Alliance does not fit within the confines of a regular non-governmental organizational structure. We are often asked – how do I become a member? Or, who do you represent? The CBD Alliance does not represent any organizations, but rather we “add value” to existing civil society work – we support the work of all organizations as per our mandate.

In this section we attempt to add clarity to the various constituencies related to the CBD Alliance, and clarify the question of who the CBD Alliance responds to - the question of membership and governance and organizational structure.

II. a) CBD Alliance Structure Overview

Given the current capacity of the CBD Alliance, in terms of staff, administration and funding, it is not feasible at this time to move towards a formal membership structure. However, it is important to add clarity to the various bodies involved in the Alliance, and to increase transparency.

Current Policy Statement: The CBD Alliance will remain a ‘needs-based’ and ‘mandate-based’ network, without a formal membership process. The CBD Alliance will work to meet the needs of ‘global civil society around the CBD’, by working towards its agreed upon mandate as described above. The diagram in *Annex A* presents a schematic chart of how the Alliance operates. Specific descriptions of these entities and proposals for their terms, roles and responsibilities are below.

II. b) The Global Civil Society community around the CBD

The CBD Alliance aims to support the global civil society community (“the community”) around the CBD, as per the mandate. Here we outline who this community is, how they will be communicated with, and what opportunities they will have to shape the work of the CBD Alliance.

Accepted Proposal: The global civil society community around the CBD, which openly includes non-governmental organizations, Indigenous Peoples' Organizations, community based organizations, and social movements is the primary constituency for the CBD Alliance. All civil society is welcomed into the community, recognizing there is a diverse array of organizations and political positions. The primary form of communication with 'the community' is via its listserver, the biodiv_civsoc list, which will remain moderated by CBD Alliance Facilitators. General meetings for "the community" will be held biannually at COPs. Other meetings for feedback will be held, as necessary in conjunction with other CBD negotiations and their meetings.

Major decisions regarding the CBD Alliance must be circulated to the community for comment (i.e. Workplan, Mandate, Governance Changes), and all opportunities to participate in Alliance activities and products must be circulated to this community in timely fashions (i.e. opportunities for travel assistance, to contribute to its publication, the *ECO*, or other materials). If funds are made available, the CBD Alliance will endeavor to build a database of this community for improved information sharing. Primary communication with "the community" will be in English, unless increased funds are made available for translation and interpretation.

II. c) Friends of the CBD Alliance

There is great variation in the extent to which civil society organizations participate in the CBD. This also extends to the CBD Alliance. There are those who want to simply receive information about activities, and remain 'in the loop'. This new body, the 'Friends of the CBD Alliance' attempts to bring more people into the CBD Alliance operations, without involving them in the formal decision-making (held by the CBD Alliance Board). It also aims to reduce the number of 'consultative' emails on the biodiv_civsoc list, but yet also ensure that the project has a larger body of advisors than the Board itself.

Accepted Proposal: The 'Friends of the CBD Alliance' ('the friends') is an open group whom the CBD Facilitators and the CBD Board will consult in relation to CBD Alliance activities and decisions as the project evolves. There will be no limit to the number of friends, and we would seek to have a wide range of thematic and organizational 'friends'. A new email list would be established for this new group.

For the Terms of Reference please see Annex B.

II. d) CBD Alliance Board

CBD Alliance Board Structure

To present, the CBD Alliance has been governed by a voluntary Board (Board), with a largely regional make up (representatives from Middle East, Asia, Africa, Latin America, Pacific, North America, Russia/CIS, and Europe), and with additional, specific representatives for the International Indigenous Forum on Biodiversity (IIFB), youth, women and the host country for the COP. In the past there has not been great competition to sit on the Board, although notifications of openings were widely circulated. The level of activity and input of Board members has also varied, depending on their schedules, interest and experience. *The Board is a*

critical feature for the future success of the CBD Alliance, as the CBD Facilitators cannot operate without the experience and input of the Board.

We received a wide-range of input on the issue of Board structure, with some divergent opinions. In regards to the regional approach (current make-up) and an alternative issue-based approach, it seems that most still preferred the regional-based approach, with the caveat that the Board should attempt to include representatives who are experts in/who can dedicate themselves to cover the major issues. Many also emphasized the need for experienced, long-term CBD civil society representatives to serve on the Board, and the need to ensure good representation from women, Indigenous Peoples, farmers, peasants, fisherfolk, and youth.

Accepted Proposal: Retain regionally-based CBD Alliance Board structure, aiming for a range of issues and representation, but not mandating it. Board members will not ‘represent regions’, but rather the regional structure is meant to achieve some level of geographical balance. In addition, the Board will include two members who are self selected by the International Indigenous Forum on Biodiversity (IIFB), a member self-selected from the previous COP9 host country Germany’s civil society community, and a member self-selected from the upcoming COP 10 host country Japan’s civil society community. The Board makeup will consist of 12 members: one each from Asia, Middle East, Africa, Latin America, Russia/CIS, North America, Europe, Pacific, COP9 host country Germany’s civil society and COP 10 host country Japan’s civil society community, as well as 2 IIFB representatives. Given their under-representation at CBD negotiations, the Board will also be open to having specific slots designated for major social movements and networks that represent biodiversity producers and protectors, such as fisherfolk, peasants and farmers, if they put forward such nominations. Such networks must be actively engaging in policy advocacy around the CBD. The decision to include a new Board slot will be made by existing Board, including the advice of the ‘Friends’ and advice obtained by the larger ‘biodiv_civsoc’ listserver which is the CBD Alliance community. For the Terms of Reference please see Annex C.

CBD Alliance Board Terms of Reference

Given the importance of the Board, members should be experienced with the CBD, and must be available for consultation, especially prior to meetings. In terms of securing funds for the Board, our policy is to reserve the participant funds for Southern and Indigenous Peoples’ participants, and to exclude those on the Board from consideration of these funds. However, the CBD Alliance will attempt to secure enough funding to guarantee travel funds for Board members to attend one General Meeting per year, or if not possible, once during their 2-year term. This Board meeting would take place during a CBD meeting which the Alliance and its members already are to attend.

Accepted Proposal: The CBD Alliance’s Board roles and responsibilities are found in Annex B. The CBD Alliance will continue a policy of excluding Board members from funds allocated to southern and Indigenous Peoples’ participants. However, Board members may receive funds for travel and fees if they carry out CBD Alliance work (i.e. preparing the *ECO*, facilitation, etc). The Alliance will seek funds to support Board travel for board meetings and general meetings, if possible once a year, but at least once during their two year Board term.

CBD Alliance Board Selection Process

As noted above, to date there has not been competition for CBD Alliance Board spots. The following spells out the policy for Board selection, also found in the Board Terms of Reference (Annex B).

Accepted Proposal: In the case of competing Board nominations, those nominated will be encouraged to ‘self select’, by deciding among those nominated who is ideal for the role at this time, taking into consideration the other proposed members of the Board and the issues they are involved in, or under-representation on the Board (in terms of gender, issues, size of organization, etc). In some situations, the best solution may be to share the position. In extreme cases where a decision cannot be made, the out-going Board will make a final decision, again taking into account the mandate of the organization, and the goal of achieving balance in regards to issues, gender, and regional parity, as well as other representation criteria, as appropriate.

II. e) CBD Alliance Coordinators

The success of the CBD Alliance depends greatly upon the creativity, initiative and tenacity of its coordinators. The Alliance has depended in the past on part time staff, but it is becoming clear that increased investment in coordination staff is necessary.

Accepted Proposal: The CBD Alliance will continue to have Coordinators who will handle the day-to-day CBD Alliance work. The Coordinators report directly to the Board and to the host organization. For the Terms of Reference please see Annex D.

II. f) CBD Alliance Host Organization

In order for the CBD Alliance to be able to submit for funding proposals, as it is not its own entity, it needs to be hosted by an organization that can be legally, fiscally responsible for the execution of the programme of work or special projects submitted to funders.

Accepted Proposal: The CBD Alliance will continue to require a Host Organization to carry it legally and fiscally it. The requirements and responsibilities are outlined in the Terms of Reference in Annex E, including the process for how new hosts should be selected

II. g) CBD Alliance Transparency and Accountability

The CBD Alliance is accountable to “the community”, and should endeavor to be as transparent as possible in all its activities, within the real constraints of funding and coordinator time.

Accepted Proposal: All new workplans and final reports (as they are completed) must be made available to “the community” via the CBD Alliance website. Summaries of CBD Alliance activities should be made available to “the community” each year, as is done for major donors.

III. CBD Alliance Core Activities and Fundraising

Most generally, our evaluation told us that the CBD Alliance's main tasks are well-received and should be continued. New activities like strategy sessions, the capacity building day and the press kit were considered successes that should be continued. Our website, blog Undercover COP (www.undercovercop.org) was not considered a great success, but many felt that with more lead time it could be very effective advocacy tool in the future.

In the evaluation responses there were many suggestions for COP 10 priorities, these included (for full list please consult the evaluation summary posted on our website)

- Working with the Japanese NGO counterparts early, and to prepare for the political and cultural climate of Japan
- Preparing issue briefings well in advance to demystify terms and processes
- Facilitating CBD civil society participation and knowledge of other processes like the climate change process, and The Economics of Ecosystems & Biodiversity (TEEB) report
- Facilitating the organization of specialized people who work together before COP10
- Working more closely with CBD Secretariat, also in regards to small projects (e.g. a joint newsletter)
- Increasing interpretation and translation services in order to be more inclusive
- Increasing technical capacity, so that we can ensure there are enough knowledgeable civil society representatives following each issue until the very end of COP 10, in each working group, on each issue. While there was no shortage of civil society at COP 9, there was a shortage of technically skilled people who follow the negotiation process, and actively lobby, particularly from the South.

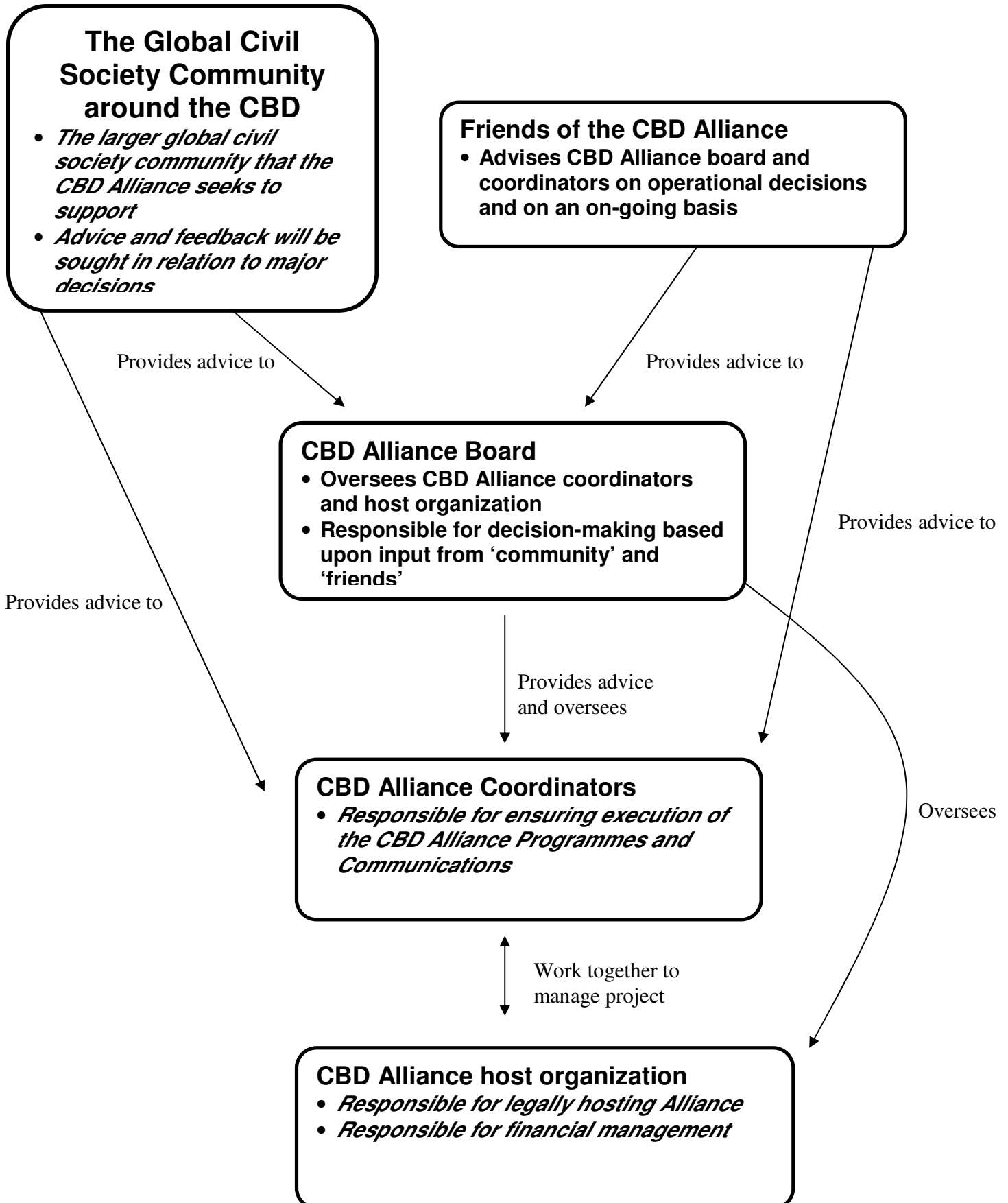
In terms of fundraising most of the comments related to funding the CDB Alliance's core work, as well as more funds for documentation, translation and interpretation

Accepted Proposal: Keeping in mind the capacity of the CBD Alliance, the Alliance should remain close to its core functions and mandate. As such, the Alliance should seek funds for the following activities:

1. Facilitation and capacity building for civil society (listserver, organizing strategy sessions, building long-term and technical capacity, working with CBD Secretariat (on newsletter and other initiatives such as a new Global Biodiversity Forum), working with host country civil society, improving both websites: www.cbdalliance.org and www.undercovercop.org
2. Producing the *ECO* at most major negotiations
3. Providing travel support to delegates from the South (including Local Communities) and Indigenous Peoples (For specific information on selection processes and decision making please see Annex F).
4. Facilitating the production of issue briefings related to COP 10, both for civil society and for the media

The specifics and extent of these activities for the 2009-2010 period will be further developed by the CBD Alliance Coordinators in an expanded workplan. This will then be circulated prior to its finalization to the biodiv_list for comments and to the Board for final approval.

Annex A
Organizational Chart for CBD Alliance



Annex B

Terms of Reference - Friends of the CBD Alliance

Brief Description

The Friends of the CBD Alliance (FoCBDA) is an open set of advisors to both the CBD Alliance Board and to the CBD Alliance Coordinators. It serves the purpose of increasing the level of participation in CBD Alliance activities, while also ensuring that we restrict such discussions to those who wish to be involved in such them (thus reducing traffic on biodiv_civsoc).

Responsibilities

- Based on their agreement, the FoCBDA would be consulted on specific issues where their expertise is needed
- Available for consultation on an on-call basis, likely no more than one time per month.
- Would give advice and feedback on specific issues to both CBD Alliance Board and to the CBD Alliance Coordinators

Qualifications

- Civil Society affiliation (not necessarily paid staff, but a representative of some sort)
- Familiarly with CBD processes
- Specific expertise on thematic issues where additional input is needed
- Specific expertise in other areas of benefit to the CBD Alliance such as fundraising, copyediting for the *ECO*, etc.

Configuration

There will be no limit to the number of friends, and we would seek to have a wide range of thematic and organizational 'friends'. A new email list would be established for communication in order to start this new grouping up. At first, former AB members would be invited to participate and then the FoCBDA would be expanded by advertising via the CBD Alliance listserver and through recruitment by CBD Alliance Coordinators. Increased participation from the South, particularly from social movements and land-based peoples (fisherfolk, peasants, farmers, Indigenous Peoples) will be sought.

Annex C

Terms of Reference - CBD Alliance Board

Brief Description

The CBD Alliance Board is the body that is responsible for the CBD Alliance programme and its subsequent responsibility to the funders, as well as for the Host Organization and the CBD Alliance Coordinators.

Responsibilities

The CBD Alliance Board is responsible for advising and overseeing the CBD Alliance Coordinators and the Host Organization's work, in relation to the CBD Alliance mandate. Board members do not 'represent regions', but rather the regional structure is meant to achieve some level of geographical balance. Board members are to lend their experience and ideas in terms of guidance and advice. More specifically, they are responsible for:

- Actively participating in decisions relating to general project direction, including proposal development and governance;
- Sharing expertise and ideas to consider and implement on behalf of civil society community;
- Selecting representatives to funded to receive travel assistance;
- Providing feedback on projects as they develop; and
- Participating in sub-committees where relevant and possible.

Time Commitment:

Recognizing that this is a voluntary position, and the time constraints of all involved, the host organization and the facilitators will endeavor to make communications as streamlined as possible. We propose that they be limited to 1 major discussion per month, with a 10 day turn around (meaning you have 10 days to reply after the message has been sent out). Where possible, issues requiring more detailed and often discussion will be sent to sub-committees. It is important to note that workload for board members will increase around CBD negotiations.

Note: If a board member does not respond to emails for several months, we must consider that they do not want to be involved any longer and are unable to remain on the board.

Qualifications

- Civil Society affiliation (not necessarily paid staff, but a representative of some sort)
- Familiarly with CBD process or intention to be actively involved at the policy level.

Configuration

The Board will be configured as below, with an aim to reach a good balance of gender, issue areas, and other considerations. In addition, given their under-representation at CBD negotiations, the Board is also open to having specific slots designated for major social movements and networks that represent biodiversity producers and protectors, such as fisherfolk, peasants and farmers. Such networks must be actively engaging in policy advocacy around the CBD. The decision to include new Board slots will be made by existing Board, on the advice of the 'Friends' and the 'biodiv_civsoc' communities.

Regional (one from each): Latin America, Middle East/Central Asia, North America, Europe, Russia/CIS, Asia, Oceania, and Africa

Sectoral: 2 Indigenous (designated by the International Indigenous Forum on Biodiversity)

Host Country for COP9: 1 representative self-selected from the German NGO Community

Host Country for COP10: 1 representative self-selected from the Japanese NGO Community

Member Selection Process

- Should be opened up to biodiv listserver for nominations – based on areas that need to be filled with new board members.
- If there is more than one nomination per region/area then this moves to regional self-selection, based upon who is most familiar with upcoming issues of importance as we head to COP 10. Experience as well as paying attention to gender balance and other important considerations (i.e. filling thematic holes) should also be factors to be taken into account.
- Where a conflict or a decision cannot be made the CBD Coordinators will work to find a fair solution.
- Based on the regional decision, the current board approves and/or helps make the decision.

Meetings

- Board meetings are to be held in conjunction with CBD related meetings (i.e. SBSTTAs and COPs)
- Subject to funding considerations, the goal will be to fund board members to attend one meeting per year, with the view to having those board members who have the organizational and financial capacity to self-fund.

Annex D
Terms of Reference - CBD Alliance Coordinator(s)

Brief Description

CBD Alliance Coordinators are paid staff members who are responsible for executing the programme of work for the CBD Alliance. They report to the Advisory Board and the Host Organization.

Responsibilities

CBD Alliance Coordinators are primarily responsible for executing the programme of work for the CBD Alliance which also includes facilitating the CBD Alliance Board, Friends of the CBD Alliance and the communications with the broader Civil Society Community.

The main areas of work include:

- Support the attendance of southern, indigenous and community representatives at CBD meetings
- Improve communication and capacity among civil society on the CBD process, issues and concepts
- Liaise with the CBD Secretariat including dissemination of information and working on joint projects
- Liaise with the International Indigenous Forum on Biodiversity
- Produce the newsletter, ECO, at CBD meetings and inter-sessionally as needed
- Moderate the civil society listserv
- Facilitate general civil society coordination especially at the CBD meetings, such as via the preparation of strategy sessions and the CBD Alliance daily meetings for the civil society
- Help in the CBD Alliance Advisory Board selection process and in facilitating Advisory Board decision-making processes
- Prepare and participate in the CBD Alliance Advisory Board meetings
- Prepare reports to the funders in conjunction with the Host Organization and follow up on funding proposals
- Liaise with funding agencies and fundraising in conjunction with the Advisory Board and the Host Organization
- Prepare new proposals and workplans in conjunction with the Advisory Board
- Facilitate the selection process for the CBD Alliance funding of Southern and Indigenous participants in conjunction with the Advisory Board and the Host Organization to CBD meetings

Qualifications

- Familiarity with the NGO community
- Familiarity with the CBD and its processes
- Excellent Communication Skills
- Ability to work independently
- Ability to work in a team setting
- Funding and Proposal writing skills
- Editing skills

Configuration

The CBD Alliance Coordinators will report to the CBD Alliance Board and to the Host Organization.

Selection Process

- Positions should be advertised widely
- Final selection should be made by the CBD Alliance Board

Meetings

The CBD Alliance Coordinator should be able to attend all of the major CBD meetings the CBD Alliance is involved in order to handle the onsite CBD Alliance coordination work.

Annex E
Terms of Reference - CBD Alliance Host Organization

Brief Description

The CBD Alliance Host Organization is the legal, fiscal agent responsible for any programmes or projects receiving funds for the CBD Alliance.

Responsibilities

The CBD Alliance Host Organization is primarily responsible for ensuring that the programme of work for the CBD Alliance is carried out as per its legal and fiscal responsibilities.

This will require receiving funds from funding agencies such as foundations and governments. This can be a bank transfer or a check, depending on the funding body. This will also require transferring funds to various direct recipients of CBD Alliance funding.

Tasks will include (but are not limited to):

1. Monthly Transfers to CBD Alliance Coordinators for salary payment and any other remuneration such as for travel expenses and ECO publication costs
2. Bank transfers for Alliance funded participants to attend CBD meetings. Depending on the funds received this could entail as many as 15 transfers per year, each receiving funds to cover costs related to travel and attendance (travel, per diem, hotel, etc.)
3. Bank transfers to travel agencies to cover participant flight costs. This is less regular, approximately 3-4 times per year
4. Bank transfers to other service providers such as hotels, consultants, interpreters, and others, as needed.
5. Providing accurate financial accounting and management for the CBD Alliance based on the programme of work and budget (statements on accounts should be made two times per year), along with audited accounts every year.
6. Reviewing, revising and approving of the programme of work as developed by the CBD Alliance Coordinator and the Board (this should take place every 2 years).
7. In conjunction with the CBD Alliance Coordinators, ensure that the reporting deadlines are met as required by the funding agencies

Qualifications

- Able to act as a fiscal and legal agent
- Familiarity with the CBD Alliance and its work
- Able to handle all financial matters
- Ability to communicate well with the CBD Alliance Coordinators and the CBD Alliance Board

Remuneration

The host organization should benefit from hosting the Alliance, and as such, agreement should be made between the host and the Board that is fair for both the CBD Alliance and the host. The specific amount will depend on the amount of work, and as such should be a percentage (usually 10-15%) of funds obtained for the project.

Configuration

The CBD Alliance Host Organization will report to the CBD Alliance Board and work closely with the CBD Alliance Coordinators.

Selection Process

- Should be opened up to biodiv listserver for nominations and suggestions
- The selection should be based upon a proven history of being a responsible legal and fiscal agent
- Preferred is a Host Organization in the South both due to donor interest and also for capacity-building reasons
- The term should be set for a 2 year commitment with a six month notice for termination (however, any contracts made with funding agencies must be completed by the fiscal agent responsible).
- Final selection should be made by the CBD Board based upon criteria set out in the initial host organization posting, but on the advice and feedback from the civil society community.

Meetings

Ideally (and based on funds available), one administrative member of the CBD Alliance Host Organization should be able to attend major CBD meetings the CBD Alliance is involved in order to handle the on-site financial administration.

Annex F

CBD Alliance Participant Funding

Brief Description

The CBD Alliance provides assistance via funding grant for travel, hotel, per diems and other related costs for participants from the South and Indigenous Peoples to attend relevant CBD meetings. In addition they are funded for any extra days to be able to attend any strategy sessions and/or preparatory meetings.

Application Process

CBD Alliance Coordinators will circulate application information at least two weeks prior to the deadline, and at least two months prior to the meeting itself. Coordinators will, when funds and resources are available, endeavor to circulate the application and information in English, Spanish, French and other languages, as appropriate and possible.

Participant Selection Process

The Board to the CBD Alliance is responsible for selecting participants. Upon receiving applications, regional board members make recommendations to the full CBD Alliance Board, who is responsible for the final decision making, taking into consideration the recommendations of the regional board members, as well as gender, regional, and thematic issue equity. Board members should also take into account previous experiences with candidates, and the quality of their reporting and participation in previous meetings. The 'Friends to the CBD Alliance' may also be consulted in difficult selection situations or for more information.

Upon receiving notification of funding, the participant has one week to accept or decline the support. Following this, the selected participants must follow the deadlines communicated by the Host Organization/CBD Alliance Coordinator, in order to facilitate prompt travel arrangements. Failure to comply with these deadlines will result in a reallocation of funding to other applicants.

Funding Disbursement

For those selected, the CBD Alliance prefers to reimburse participants (individuals/organizations) *during* the event, upon receiving the original receipts and signed invoices. However, exceptions can be made for candidates requiring pre-financing (NB this would be for airfare only. Hotel, and per diems and other approved related expenses (local travel) will be paid only directly at the meeting).

Reporting Obligations

With the acceptance of funding the participant agrees to submit a report according to the CBD Alliance guidelines no later than 30 days after the end of the meeting. Should this obligation not be met, there will be no consideration for future funding, as our funders require this of all supported participants. Unless serious confidentiality issues arise, such reports should be made publicly available on the CBD Alliance website.

Application Form

Please fill out the following application form. **Please do not send CVs or resumes.**

I. Contact and Affiliation Details

Name:

Organizational Affiliation:

Address:

Email:

II. Meetings you would like to attend

Please note clearly the meetings you would like to attend

III. Information about yourself

Please answer the following questions. Please be brief (less than 400 words in total).

Successful candidates are generally those who have clear, specific plans of what they hope to achieve at the meetings beyond general 'learning'.

1. What is your experience with biodiversity issues (local, national, regional, international), in particular, we would like to know what experience you have with issues being discussed at these meetings. Please be specific. If you are applying for both meetings please reference your experience with issues on both agendas.
2. Explain briefly why you want to participate in these meetings, and what you hope to gain from participating. What issues do you hope to bring forward, particularly in relation to the issues under discussion? What groups will you work with, and how will you make the views of your organization or community known?
3. Please outline any experience you have within international processes.

IV Participation in civil society strategy sessions and training session

All selected participants new to the CBD process, or relatively new, are required to attend the preparatory and/or capacity-building meetings arranged by the CBD Alliance. This means planning your arrival to be able to attend such meetings, as well as the official meeting for which you are to be funded. As all of our supported participants are expected to participate in these sessions you must indicate that you are able to attend these meetings or else communicate with the CBD Alliance Coordinator/Host Organization as to any special circumstances that would make this impossible.

V Languages spoken

While we endeavor to make this process open, we struggle with interpretation costs. Please list all languages you are able to work in, so we can best anticipate and plan for your needs, if you should be selected.

NOTE:

Each funded participant is required to write a brief, but analytical report from the meeting outlining what happened, what was achieved, and their participation. We also strongly encourage selected applicants to contribute an article to the production of the ECO – the civil society newsletter (please see www.cbdalliance.org). It is expected that each selected participant will actively and fully participate in both the official and civil society work done at these meetings.