

Conference Sponsorship Programme 2010: Application Guidelines and Conditions

PLEASE NOTE THAT we strongly recommend that you liaise directly with the [relevant Theme Co-ordinator\(s\)](#) prior to submitting your finalised application form to ensure that your conference¹ application complies with our programme's objectives.

WHAT IS COVERED BY THE SPONSORSHIP:

- ❖ A Travel Lump Sum for invited speakers from OECD participating Member Countries as provided by the Applicant in the Proposed List of Invited Speakers as well as for the relevant Theme Co-ordinator(s).
This covers: travel to and from the Conference, accommodation, meals and miscellaneous expenses for the invited speakers and the Theme Co-ordinator(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 Theme Co-ordinator(s) nor the Conference Organiser(s) may modify it.
- ❖ 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 invited speakers.

WHAT IS NOT COVERED BY THE SPONSORSHIP:

- ❖ 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.

DEADLINE FOR CONFERENCE APPLICATIONS: 30 SEPTEMBER 2009

¹ Conferences is used here generically to mean conferences, workshops, congresses, symposia...



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CO-OPERATIVE RESEARCH PROGRAMME: OBJECTIVES AND ACTIVITIES

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 Co-operative Research Programme (“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.

Two types of activities open to scientists are promoted by the CRP:

➤ **The Programme sponsors CONFERENCES**

Conferences focusing on specific research priority areas of the Programme are sponsored or co-sponsored by the Programme 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.

Each year, five to seven workshops are sponsored or co-organised by the Programme and take place in Member countries participating² in the Programme.

➤ **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 2010: Guidelines and Conditions](#).

Only scientists who are citizens or permanent residents of participating Member countries are eligible for support².

² See below for participating countries.



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SELECTION CRITERIA FOR CONFERENCE SPONSORSHIP APPLICATIONS

The general CRP selection criteria are as follows:

- The promise of a relevant contribution to the achievement of the aims of the Programme
- The prospects for innovative science or knowledge, notably from the interaction of scientific disciplines
- The feasibility of achieving the goals set in the proposed work
- The scientific record of the applicant

Further detail on selection criteria for conferences:

- Relevance – the extent to which the proposal addresses the objectives of the work programme and its relevance to the theme objective
- 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
- 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
- Potential impact – the way in which the conference and the dissemination of its results could contribute to public debate
- Organisation and planned participation – the plans for the conference should illustrate how the conference will contribute to achieving the objectives of the programme

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GENERAL CONDITIONS

❖ Contact with the relevant Theme Co-ordinator(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 the Theme Co-ordinator(s) 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:

- Any application for Conference Sponsorship by the CRP should include in its Programme an opportunity for the Theme Co-ordinator to give 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 you would like the CRP to sponsor (see below). The relevant Theme Co-ordinator(s) can help the Applicant in selecting the speakers ("proposed funded speakers") the CRP would fund, should the application be successful.
- This list is attached to the Application Form and sent to the Secretariat which calculates a draft budget for the conference sponsorship.
- 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.
- It is important to note that the relevant Theme Co-ordinator(s) should attend the Conference and consequently, the Secretariat will automatically include them in the List of Proposed Speakers to be funded by the CRP.

❖ Invited 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 intended invited speakers.

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

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- Invitations are extended to individuals, not to a laboratory, organisation, institute or company.
 - Once a conference application has been approved, no changes to the list of proposed funded speakers are allowed unless prior approval has been obtained from the relevant Theme Co-ordinator and the Secretariat of the Co-operative Research Programme.
 - Invited speakers are expected to participate in the entire conference.
 - Invited 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 Theme Co-ordinator. 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.
- ❖ Administrative Arrangements for Invited Speakers – if a conference is approved for sponsorship:
- The proposed invited speakers should be contacted again by the Conference Organiser(s), in collaboration with the relevant Theme Co-ordinator(s), to ascertain their availability for the conference.
 - Whilst the Conference Organiser(s) may advise invited speakers that sponsorship for the conference is being sought, under no circumstances must they inform the invited speakers that OECD will finance them. This is to avoid problems with speakers in case the list of speakers initially proposed by the Conference Organiser(s) contains more speakers than can be financially covered by the allocated budget.
 - Conference Organiser(s) provides again their list of invited speakers, revised as appropriate, 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 will mean that the invited speakers cannot be financially covered by the CRP.
 - The Secretariat finalises the budget and confirms with the Conference Organiser(s) whether or not the total cost for the invited speakers remains within the allocated budget attributed by the Governing Body of the CRP.
 - When the list of invited speakers has been finally agreed between the Conference Organiser(s), the relevant Theme Co-ordinator(s) and the Secretariat, the Secretariat will send the formal letters of invitation to each speaker to be funded, copying the Conference Organiser(s) and the relevant Theme Co-ordinator(s).
 - The CRP normally tries to have the travel lump sums paid to the funded speakers before the Conference. If, for any reason, an invited speaker cannot attend the conference after they



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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 are paid after the conference.*

- As mentioned above, all invited 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.
- Early in the planning stage, the Conference Organiser(s), assisted by the Theme Co-ordinator, 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.
- 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.
- 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 sponsored invited speakers and Theme Co-ordinator(s) plus 60 copies for the Secretariat. The CRP does not offer a copy to all Conference speakers.
- The publisher should liaise directly with the Secretariat with regards to the OECD logo and any queries about the disclaimer and accreditation, as well as for payment of CRP's contribution towards the cost of the publishing the proceedings.