



## Conference\* Sponsorship Programme

### Call for Applications for Funding in 2024: Application Guidelines and Conditions

## Objectives and Event\* 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 so 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 ("Events") Sponsorship:

International events in the fields of agriculture, food, fisheries and forestry focusing on specific research priority areas of the CRP are sponsored or co-sponsored by the CRP by funding the travel costs for invited speakers in the case of in-person events, or providing a one-off lump sum towards the costs of facilitating hybrid or virtual events. The purpose of funding these events is to inform policy-makers, industry and academia of current and future research, scientific developments and opportunities in specific areas.

A maximum of 10 events are sponsored or co-sponsored by the CRP each year and take place in [countries participating in the CRP](#). Events 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.

The CRP encourages all events to be hybrid to allow encourage global participation and especially participation by representatives from policy communities who may not be able to justify travelling to an event. The CRP Secretariat will request a URL link to event websites or webpages.

To be eligible for CRP support, events must take place in a [CRP participating country](#), the organisers be from a participating country and scientists proposed for travel costs support to in person events must also be from a CRP participating country.

## DEADLINE FOR CONFERENCE APPLICATIONS: 10 SEPTEMBER 2023

- 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: Guidelines and Conditions](#).

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\* "Conference(s)", or "event", 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:

- **Travel Lump Sums** for keynote speakers at in person events from CRP participating countries (details to be given in the application form) and a relevant member of the Scientific Advisory Body (SAB).

This covers travel to and from the event, 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 by the CRP to the speakers to be funded.

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

**OR**

- A **Direct Subsidy** towards the costs of facilitating an event, particularly hybrid or virtual events.

**OR**

- A combination of **Travel Lump Sums and Direct Subsidy** for hybrid events

**AND**

- A *contribution* of EUR 3 050 *towards the publication costs of the proceedings* of the Conference. This contribution is paid directly to the publishers of the proceedings.
- The CRP requires that the proceedings are published as free online open access. If this is not possible, the CRP will require 60 copies of the proceedings to the Secretariat, in addition to each of the CRP funded speakers receiving a copy.

## THE SPONSORSHIP DOES NOT:

- Provide insurance cover for invited speakers.
- Convey any status to the invited speakers or organisers: The invited speakers or organisers 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 preferably in an open access journal, but certainly in a medium that will have as wide an international impact as possible.
- A 2-3 page report summarising the lessons learned at the conference and the messages that should be passed on to the policy making community and for use within OECD.
- The completion of an evaluation questionnaire by all participants.

## IMPORTANT INFORMATION TO NOTE:

- The amount of any award depends on the quality of the applications, with a maximum award of EUR 40 000. Awards could be lower than this amount.
- The CRP does not guarantee that any award given will cover the whole cost of the event or the travel costs of all the speakers proposed for funding.
- The applicant should have at least the provisional agreement of the key note speakers to participate.

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## SELECTION CRITERIA FOR CONFERENCE SPONSORSHIP APPLICATIONS

- **Relevance** – The extent to which the proposed event provides a significant and relevant contribution to the achievement of the aims of the CRP and to the Theme objectives. (This should be addressed in question 19 of the application form.)
- **The feasibility of achieving the goals set in the proposed work.** (This should be addressed in question 17 of the application form.)
- **The scientific record of the applicant.** (This should be addressed 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 addressed in question 17 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 event demonstrates a readiness to engage others beyond the research community in attempt to explore wider societal and policy-formation aspects. (This should be addressed in question 17 of the application form.)
- **Potential impact** – the way in which the event and the dissemination of its results could contribute to policy making and to the public debate. (This should be addressed in questions 20 and 29 of the application form.)
- **Organisation and plans for participation and dissemination** – the need for the plans for the event to illustrate how outcomes will be delivered and disseminated in a way which contributes to achieving the objectives of the Programme. (This should be addressed in question 29 of the application form.)
- **Policy relevance** – how and the degree to which the event will influence policy makers in the development of their national and international agro-food, fisheries or forestry policies. Including at least one speakers from the policy making community is an essential element of this criteria. (This should be addressed in question 20 of the application form.)
- **Geographical balance of CRP funded speakers** – the need to have speakers proposed for CRP funding from as many relevant CRP member countries as possible. (This should be addressed in question 24 and 34 of the application form.)
- **Gender balance of CRP funded speakers** – the extent to which gender balance of the invited speakers has been achieved. (This should be addressed in question 24 and in the draft programme submitted under question 23 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 event sponsorship.

Applications should be precise and concise. Use the [Step-by-Step Guide](#) to help complete the application form correctly.

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## GENERAL GUIDELINES AND CONDITIONS

1. Applicants are strongly recommended that if their event is one of a series of regular conferences 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.
2. Applicants should endeavour to cover all the selection criteria (see page 3) in their applications. The Step-by-Step Guide gives precise help on this.

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

3. We strongly recommend that the Applicant liaise directly with the relevant Theme Co-ordinator(s) of the CRP Scientific Advisory Body (SAB) prior to submitting their application as they can help ensure that the application and any relevant documentation complies with the CRP's objectives; they can also advise on preparing the Event programme.

### Event Programme

4. The Event Programme is an integral part of the application form and should be as detailed as possible, including times, a time slot for the SAB member who will attend the event, full details about speakers, adequate discussion times, a wrap-up session at the end.
5. A relevant SAB member will attend the event, should it be approved for sponsorship.
6. 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").
7. The Event 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.
8. Every attempt should be made to include a speaker from the policy-making community (e.g. representatives from Ministries) in the Event Programme to bring the science issues and the policy issues together.

### Compilation of the List of Proposed Speakers to be funded by the CRP

9. It is the responsibility of the Applicant to draw up the "List of Proposed Speakers to be Funded", i.e. the key speakers whose travel costs the Applicant would like the CRP to fund for them to attend the event. Travel costs can only be awarded to speakers from CRP member countries (list below). There are no financial payments for speakers who participate remotely by video.
10. The relevant SAB members(s) can advise the Applicant in selecting replacement speakers ("proposed funded speakers") the CRP would fund, should the application be successful, but changes need to be made to the List.
11. The CRP can only fund named speakers; it is not sufficient to propose just an institution, faculty, research organisation, or company.
12. This List is an integral part of the Application Form which the Secretariat uses to calculate a draft budget for the sponsorship of in person and hybrid events.
13. It is important to provide a full postal address, including the position and the department of the proposed funded speakers, in the List of Proposed Speakers to be Funded by the CRP.
14. Event Organisers should have made contact with, and have an initial commitment from, the speakers included in the List. However, the proposed funded speakers should not be told of any proposed funding by the OECD.



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15. Should the application be successful, speakers not funded by the CRP would need to have other funding to participate in the event, or cover their own expenses.
16. The relevant SAB member(s) who will attend the event is automatically included in the List of Proposed Speakers to be funded by the CRP by the system so you do not need to include them in your list.
17. NB: In the case of a successful application, the CRP is not bound by the list of proposed speakers to be funded to provide adequate funding for all the speakers in the list.

**Proposed Funded Speakers – selection and duties**

18. 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.

Countries participating in the CRP are: Australia, Austria, Belgium, Canada, Chile, Colombia, Czechia, Denmark, Estonia, Finland, France, Germany, Hungary, Ireland, Israel, Italy, Japan, Korea, Latvia, Lithuania, Netherlands, New Zealand, Norway, Slovak Republic, Spain, Sweden, Switzerland, United Kingdom and United States.

19. Proposed speakers for funding should be named individuals, not a laboratory, organisation, institute or company.
20. 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.
21. Funded speakers are expected to participate in the entire conference.
22. Funded speakers are required to provide a copy of their presentation to the Event Organiser(s) within the timeframe defined by the Event Organiser(s) in consultation with the SAB member(s). The Event Organiser(s) should ensure that invited speakers are aware of this.
23. Unless otherwise agreed, this is a condition of the funding and costs will not be covered if this requirement is not met.

**Draft Budget for Events**

24. Providing a detailed draft budget for the event applied for is mandatory, whether the event is organised as a hybrid, in person or virtual event.
25. The draft budget will be considered in the calculation of any possible award. The draft budget should be uploaded as an Excel document (.xls or .xlsx).

**Notification of Successful Applications:**

26. The Secretariat will notify successful Applicants in writing, confirming the amount of the sponsorship awarded to the event. The Event 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 2022 or beginning of January 2023.

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

27. In the case of hybrid or in person events, the proposed funded speakers should be contacted again by the Event Organiser(s), in collaboration with the relevant SAB member(s), to ascertain their availability for the conference.
28. 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 Event Organiser(s) must provide their revised List of





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speakers to be funded to the Secretariat at least four months before the dates of the event, for the final costs to be assessed and confirmed.

29. Whilst the Event 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 Event Organiser(s) contains more speakers than can be financially covered by the allocated budget.

30. The Secretariat finalises the budget and confirms with the Event 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.

31. The Secretariat of the CRP is responsible for the disbursement of all funding directly to the speakers; i.e., no funds for the travel costs of Speakers identified in the list are sent directly to the Event Organiser(s).

32. When the list of speakers to be funded has been finally agreed between the Event Organiser(s), the relevant SAB member(s) and the Secretariat, the Secretariat will send an official letter from the CRP to each speaker to be funded, setting out the conditions of the funding of the speakers. The Event Organiser(s) and the relevant SAB member(s) will be copied on these letters.

33. The CRP normally tries to pay the travel lump sums to the funded speakers after the Event, except if circumstances suggest international may be a problem, as during the COVID-19 pandemic. 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 event.

34. As mentioned above, all funded speakers are required to provide a manuscript of their presentation to the Event Organiser(s) for inclusion in the publication of the proceedings of the conference, or contribute significantly to the proceedings.

### Administrative Arrangements for the direct subsidy of hybrid and virtual events – after notification of the success of an application for sponsorship:

35. In the case of a direct subsidy from the CRP for an event, the CRP Secretariat will draw up a direct subsidy agreement.

36. Direct subsidies can only be given to legal entities, not individuals, to comply with OECD financial rules. Event Organiser(s) will therefore need to identify the legal entity to which the direct subsidy will be paid. This may be, for example, the employer of the Event Organiser(s), a professional society involved in the event, etc.

37. Payment of the direct subsidy will be made upon receipt of an invoice from the appropriate legal entity.

### Publication of Proceedings of Conferences

38. It is the responsibility of the Event Organiser(s) to ensure that proceedings of the Event will be published, to inform speakers that they will be expected to contribute to the proceedings, and to collect the contributions from the speakers.

39. A special issue of a respected journal is preferred to a book; a free access online journal is preferred. Other, electronic versions are acceptable – on event dedicated websites, CDs, etc., provided that the proceedings are indexed in bibliographic databases. Applicants should discuss this with the relevant SAB member(s) and the Secretariat.

40. It is a condition of the sponsorship that the proceedings of the event are published in a medium that will have as wide an international impact as possible. "Proceedings" assumes full papers which take into account discussions about the speakers' presentations at the conference, and not a book of abstracts. The proceedings should preferably include the full papers of the speakers funded by the CRP,

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a summary of the outcome of any discussions, and any messages from the event that should be brought to the attention of policy makers. Abstracts are not considered to be full papers.

41. The CRP recognises that open access proceedings (the preferred option) are very expensive. Consequently, in consultation with the relevant SAB member(s) and the Secretariat, synthesis papers can be considered. However, **all** CRP funded speakers (for hybrid and in person events), and preferably all speakers, must contribute to the synthesis paper in a substantive manner.

42. Early in the planning stage, the Event Organiser(s), assisted by the relevant SAB member(s) if necessary, should make preliminary contacts with interested publishers.

43. It is the responsibility of the Event Organiser(s) to contact interested publishers. Once the choice is made, the selected publisher is to be referred to the OECD CRP Secretariat.

44. The publication is expected within one year of the Conference.

45. The responsibility for collecting the manuscripts and presenting them in the required format to the publisher remains with the Event Organiser(s).

46. 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.

47. The Secretariat will confirm the OECD disclaimer, accreditation and the appropriate OECD Logo if the application for sponsorship is successful.

48. It is the responsibility of the Event 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.

49. 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.

50. If free open access is not possible, then each OECD CRP funded speaker and SAB member(s) plus 60 copies for the Secretariat will be required. The CRP does not cover providing a copy to all speakers at the Event.

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### OECD Disclaimer, CRP Accreditation, OECD Logo

#### OECD Disclaimer

51. 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.

52. For open access publications or electronic versions where papers can be accessed individually, each paper must include the OECD disclaimer:

The opinions expressed and arguments employed in this paper 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

53. For printed proceedings:

The Event\* was sponsored by the OECD Co-operative Research Programme: Sustainable Agricultural and Food Systems, whose financial support made it possible for [most of] [some of]\*\* the invited speakers to participate in the Conference\*.

54. For open access publications or electronic versions where papers can be accessed individually, each paper must include an OECD CRP accreditation:

This paper was given at the [Title of event\*\*\*] which took place in [City, Country\*\*\*] on [date\*\*\*], and which was sponsored by the OECD Co-operative Research Programme: Sustainable Agricultural and Food Systems whose financial support made it possible for the author to participate in the workshop.

\* To be changed as appropriate to Conference, Workshop, Congress...

\*\* To be changed as appropriate

\*\*\* To be completed as appropriate]

#### OECD Logo

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