

**RESOLUTION 3.6**  
**PROCEDURE FOR THE SUBMISSION OF PROJECTS**

*The Meeting of the Parties to the Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and contiguous Atlantic area:*

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

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

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

1. *Adopts* the procedure in Annex 1 to this Resolution for reviewing projects submitted to the Scientific Committee for support;
2. *Instructs* the Secretariat to provide a letter of support for each project accepted by the Scientific Committee and to inform the Focal Point(s) of the Member State(s) in which the proposed project will be carried out.

## ANNEX 1 PROCEDURE FOR SUBMISSION OF PROJECTS

### Aim

Given the need to ascertain that the objectives and methods of ACCOBAMS are fully reflected in projects for implementation of the Agreement, this document provides a framework for submitting requests to the Secretariat for endorsement or financial support.

### Framework

Between sessions, the Scientific Committee may be asked by the Secretariat to evaluate research or management proposals on the form presented in Appendix 2. Any request for endorsement or financial support from ACCOBAMS should proceed as follows:

- (1) Proposals will be examined three times per year (15 January, 1 May and 1 October).
- (2) Projects should be sent to the Secretariat in the format in Appendix 1, which can be downloaded from the ACCOBAMS web site or provided by the Secretariat upon request.
- (3) The format and the project will then be submitted by the Chair for evaluation by a relevant group of experts created by the Scientific Committee. The evaluation will be circulated to the Scientific Committee by the Chair, with a copy to the Secretariat.
- (4) The author(s) of the project will receive comments within 30 days.
- (5) A letter of support should be sought from the National Focal Point of the country in which the project will be carried out.
- (6) If funding is to be provided, a contract will be established between the Secretariat and the person responsible for the project, specifying progress reports on the activity, instalments and the general conditions for funding and for implementation of the project, including commitments for co-financing, if any.

Scientific projects submitted for funding in the framework of the Supplementary Conservation Fund will be submitted to the Scientific Committee for evaluation and then to the Bureau for acceptance.

## Appendix 1

### Format for presentation of a project

#### A. The applicant

##### 1. Identity

|                  |  |
|------------------|--|
| Full legal name  |  |
| Acronym          |  |
| Legal status     |  |
| Official address |  |
| Contact person:  |  |
| Telephone number |  |
| Fax number       |  |
| E-mail address   |  |

##### 2. Description of applicant

- 2.1. When was your organization founded, and when did it start its activities?
- 2.2. What are the main activities of your organization?

#### B. The project

##### 1. Description

- 1.1. **Title**
- 1.2. **Coordination**
- 1.3. **Location**  
Provide here a brief description of the area in which the project will be carried out (with a map if possible).
- 1.4. **Expected starting date**
- 1.5. **Countries participating in the project**
- 1.6. **Objectives**

(maximum 150 words)

##### 1.7. **Justification** (how the activities meet the priorities decided by the Parties)

(maximum 250 words)

##### 1.8. **Activities to be carried out and timetable**

##### 1.9. **Outputs and reporting**

##### 1.10. **Budget estimates** (mandatory for applications for financial support)

Please provide for each activity a breakdown of

- personnel
- non-consumable equipment
- consumables
- travel
- field work
- other (specify)

If the financial arrangements for the project include any other financial support for an extra funding, please provide detailed information on the amounts, the donor(s) and the relevant commitments.

**1.11. Issues relevant to transfer of technology (mandatory for applications for financial support)**

The project should include the concept of transfer of technology, with detailed proposals. Please provide information.

**Appendix 2**

**PROJECT EVALUATION SHEET (\*)**

Project Title: .....  
.....  
.....

Applicant: .....  
.....  
.....

**1. Are the project objectives in line with the objectives of ACCOBAMS?**

Yes  No

**2. Do the proposed project will clearly contribute to the implementation of the Agreement and the priorities adopted by the Parties?**

Yes  No

If no, please explain why.

**3. Do the proposed activities duplicate or overlap previous or ongoing projects?**

Yes  No

If yes please give details

**4. General appreciation**

The project is acceptable

The project needs improvements

Please specify

The project cannot be accepted

Please explain

**5. Other suggestions and/or comments (if any)**

**Do you have collaboration relationship or conflicts with the applicant or with its staff or the proposed project team?**

Yes

No

**Name of the evaluator:** .....

**Date:** .....

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(\* )This evaluation sheet is to be used by the members of the Scientific Committee of ACCOBAMS and the Sub-Regional Coordination Units to give their opinion about the projects proposed for funding under the Complementary Conservation Fund of ACCOBAMS. The final decision for awarding grants from the Supplementary Conservation Grants Fund is made by the Bureau of ACCOBAMS, on proposal of the Secretariat and, as far as relevant, the advice from the Scientific Committee and/or the Sub-Regional Coordination Units.