

TENTH MEETING OF PARTNERS TO THE PARTNERSHIP FOR EAST ASIAN – AUSTRALASIAN FLYWAY  
Changjiang, P.R. China, 10-14 December 2018



## Decision 7

### Standardized Process and Template for Small Grant Fund Applications for EAAFP Working Groups and Task Forces

*Submitted by the Australian Government with the support of the Seabird Working Group, Shorebird Working Group, Far Eastern Curlew Task Force and Yellow Sea Task Force*

#### Summary

This Decision seeks the support of the Partners at the 10<sup>th</sup> Meeting of the Partners to adopt a standardized process and template for applications of financial support by EAAFP Working Groups and Task Forces for their activities.

As stated in the *EAAFP Secretariat Workplan 2017-18 Draft Activities and Indicative budget*, adopted at the 9<sup>th</sup> Meeting of the Partners, EAAFP Working Groups and Task Forces can apply for small grant support for meetings, surveys, site management actions and CEPA events and materials under Activity 3.2. A total of \$30,000 (USD) was available in 2017 and a further \$30,000 (USD) in 2018.

While support for the activities of Working Groups and Task Forces is to be encouraged, a fair and transparent process needs to be adopted to ensure the funds are spent on projects that are relevant to the EAAF objectives, targeted and strategic.

This Decision seeks the support of Partners to adopt an agreed upon process for the application and allocation of small grant funds to support the work of Working Groups and Task Forces. First, it is proposed an annual call (with a second call 6 months later if funds remain) for applications is made by the Secretariat. Second, Working Groups and Task Forces use a single template for their proposals. Third, applications are assessed by at least three members of the EAAFP's governing bodies and/or external referees. Finally, successful applicants should disseminate the outcomes of their funded project in a timely manner as an EAAF newsletter item to the Secretariat, and a final written report relevant Working Group or Task Force.

Partners are encouraged to support the activities of Working Groups and Task Forces by providing voluntary contributions to the Small Grants Fund.

1. At the 9th Meeting of the Partners in 2017, Partners adopted Doc.9.1 – Secretariat's Work Plan and Budget for the 2017 and 2018 period.
2. Included in the activities and indicative budget was *Activity 3.2 – Small grant support for EAAFP Working Groups and Task Forces*. A total of \$30,000 (USD) was made available in 2017 and a further \$30,000 (USD) in 2018.

3. Support was made available for EAAFP Working Group and Task Force members to attend meetings, or conduct research, monitoring and CEPA. For example, the small grant support was made available to the Far Eastern Curlew Task Force and Baer's Pochard Task Force to host a side event at the 12<sup>th</sup> Meeting of the Parties to the Convention on Migratory Species in Manila, Philippines in October 2017, and to support on the ground studies of the Nordmann's Greenshank in Russia in June-August 2018.
4. While support of these types of activities is to be encouraged and supported by Partners and the Secretariat, the current process to access Activity 3.2 funding is unclear and *ad hoc* which has created confusion and uncertainty amongst the EAAFP Working Groups and Task Forces.
5. This Decision seeks the support of Partners to adopt an agreed upon process for the application, allocation and expenditure of Partnership funds that support the work of EAAFP Working Groups and Task Forces. The process would be administered by the Secretariat and EAAFP governing bodies.
6. Firstly, it is proposed that an annual call for applications is made by the Secretariat. This ensures all Working Groups and Task Forces are aware of the availability of the Small Grant Fund, and have equal opportunity to apply for the award. A second call for proposals (six months later) could be made if there were any unallocated funds remaining from the previous process, or any unspent money would be rolled over into the following year's budget.
7. Secondly, Working Groups and Task Forces would use a single standard template to apply for and justify their spending proposal (**Attachment 1**). The template ensures transparency of the application process and raises the standards and expectations of the information contained in the applications.
8. Thirdly, all applications would be assessed by at least three members of the Management Committee, Technical Sub-Committee and/or external referees that are not party to any proposals. If the reviewer is affiliated with a proposal, they must recuse themselves from the process. The reviewing members will use the assessment criteria listed in **Attachment 1** to rank proposals. This ensures applications are assessed in an independent, consistent and transparent way without bias.
9. Applications should be targeted towards EAAFP key species or habitats, regions, or emerging threats; although the Management Committee, in consultation with the Technical Sub-Committee, has the discretion to have specific priority areas of interest during any one funding cycle. All applications should demonstrate how it would contribute to Partnership objectives and the implementation of the Partnership document and Strategic Plan.
10. Finally, successful applicants would be requested to submit a final report to the Secretariat and disseminate their findings to the relevant Working Group or task force and in the EAAFP newsletter and website. The communication of the project outcomes is a critically important part of the process to educate and share lessons learned to other Partners, Working Groups and Task Forces, researchers and the public.
11. Partners are further encouraged to support the activities of the Secretariat and EAAFP Working Groups and Task Forces by providing voluntary contributions to the Small Grant Fund.

12. Consultation with the chairs and coordinators of all EAAFP Working Groups and Task Forces occurred between 28 February and 23 March 2018.
13. Consultation with Partners and the Secretariat occurred between 3 April and 25 May 2018. Comments from the interim EAAFP Technical Sub-Committee were received on 19 August 2018. All comments received were evaluated and amendments were made to the draft resolution and **Attachment 1**.

**Decision:**

Partners at the 10<sup>th</sup> Meeting of the Partners are requested to adopt the Draft Decision (Annex 1).

## Annex 1

### Decision 7

#### **Standardized Process and Template for Small Grant Fund Applications for EAAFP Working Groups and Task Forces**

*Submitted by the Australian Government with the support of the Seabird Working Group, Shorebird Working Group, Far Eastern Curlew Task Force and Yellow Sea Task Force*

*Noting with appreciation the work undertaken by all EAAFP Working Groups and Task Forces to advance the implementation of the Partnership goal and objectives,*

*Aware that work undertaken by Working Groups and Task Forces requires sufficient resources and acknowledges the support provided during 2017 and 2018,*

*Recognizing the need for continual improvement of EAAFP processes and administration,*

*Recognizing further the need for an agreed process to apply for the Small Grant Fund at **Attachment 2**,*

*The 10<sup>th</sup> Meeting of the Partners  
of the East Asian – Australasian Flyway Partnership:*

1. *Adopts a standard application and assessment process for the allocation of monies from the Small Grant Fund to support EAAFP Working Groups and Task Forces as outlined in **Attachment 2**;*
2. *Invites, subject to available resources, members of the EAAFP Working Groups and Task Forces to submit applications to advance their work to the Secretariat;*
3. *Instructs the Secretariat, Management Committee and the Technical Sub-Committee to follow the agreed upon process and to communicate successful projects within one month from the close of nominations;*
4. *Instructs the Secretariat, subject to available resources, to make an annual financial allocation to the Small Grant Fund;*
5. *Encourages Partners to contribute voluntary contributions to the Small Grant Fund for EAAFP Working Groups and Task Forces; and*
6. *Instructs the Secretariat to report on implementation of this Decision at each Meeting of the Partners.*