



Call for Applications

GBIF Support for Regional Training Events 2012

Deadline for submissions:

24th February 2012

Main contact:

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1. Introduction

Since 2008 the Global Biodiversity Information Facility (GBIF) has been actively promoting the regionalization of the training activities organized by its network, encouraging its Participants to collaborate in the organization of joint activities, and to enrich their national training initiatives with the participation of suitable partners and collaborators from other countries in their regions.

The GBIF Secretariat facilitates this process by providing help and guidance in the organization of events, and through the allocation of financial support for the regional component of training events through annual calls. This call for applications corresponds to events planned to be held from April 2012 to March 2013.

This programme to support regional training is supported by grants allocated from the GBIF core funds, under proviso of sufficient 2012 budget contributions by GBIF voting Participants being available.

2. Scope

This call seeks to facilitate the implementation of GBIF's regionalization strategy, specifically by promoting and supporting training initiatives with a regional component. [GBIF Participants](#)¹ planning to organize training events in 2012 are invited to apply for direct assistance by the GBIF Secretariat and discretionary financial support, **up to 5000 EUR per event**, to be used **exclusively** to enable regional participation in their events by representatives of GBIF Participants from the region (both as trainers and trainees).

Applications must be endorsed by the Head of a GBIF Delegation or a GBIF Node Manager.

3. Procedure Overview

- 3.1. GBIF Participants interested in organizing a training event with a regional component must contact potential partners in their region beforehand and agree on possible dates, venue and host institution. These partners could for example act as co-organizers or provide contact with potential participants/trainers for the event. An individual associated with a GBIF Participant (ideally, a GBIF Node Manager) must be identified as the main contact person for the event.
- 3.2. The contact person should submit a proposal to training@gbif.org endorsed by the Head of a GBIF Delegation or Node Manager **before 24 February 2012** using the application form provided below. All partners must receive copies of this communication.
- 3.3. The GBIF Secretariat will carry out a selection process based on the conditions stated in this call and may contact the applicants with comments, suggestions or requests for clarification. Information on the selected training events will be published on the GBIF website and the contact persons notified before **1 March**.

¹ <http://www.gbif.org/governance/governing-board/gbif-participants/>

- 3.4. A grant letter will be prepared and signed by the GBIF Secretariat and the meeting host for transferral of funds when there is reasonable certainty that the event is going to take place. The signature should take place no later than three months before the planned starting date of the event.
- 3.5. An approved report from the meeting should be submitted to the GBIF Secretariat no later than one month after the closure of the meeting using the template provided as Annex 2 of this document. Queries about the preparation of the report or the use of this template can be addressed to training@gbif.org.

4. **Conditions**

- 4.1. **This call is targeted at GBIF Participants** (either voting or associate, country or international organization). Individuals from non-GBIF Participants may take part in the events, but they are not eligible for financial support in the scope of this call.
- 4.2. The thematic scope of the projected training event must be aligned with the objectives of GBIF. For more information on the thematic scope of GBIF training events, please visit the [training section](#) of the GBIF website².
- 4.3. The projected event must be held between April 2012 and March 2013. For the selection of the dates, it is recommended to take into account the general calendar of GBIF-related activities available at <http://www.gbif.org/communications/news-and-events/meetings-and-events/>.
- 4.4. Once the organizing group agrees upon the contact person and potential meeting host, dates, and venue, the selected host is expected to prepare a draft budget for the regional component of the training event. Please refer to the 'Financial Support' section below.
- 4.5. The information about the proposals sent for evaluation under this call will be included in the events section of the [GBIF website](#)³ as planned events.
- 4.6. The organization, logistics and contents of the training event are to be led completely by the designated host. The GBIF Secretariat will offer limited support and guidance (as capacity allows) concerning the structure of the event, building the final programme, providing access to existing resources and helping to contact potential participants and trainers.
- 4.7. Those participants in the event that have been funded under this call must agree to hold knowledge-dissemination events on their return to their countries/organizations. This 'train-the-trainers' approach seeks to maximize the impact of the investment in training. The information about these events must be collected by the organizer and included in the final report.

5. **Financial support**

- 5.1. The Training Work Programme, as part of the GBIF core budget approved by the Governing Board for the 2012 period, has a total of EUR 20,000 for supporting the regional component of training activities in 2012. This programme is subject to sufficient 2012 budget contributions by GBIF voting Participants.
- 5.2. The grants delivered via this call can **only** cover expenses associated with the regional component of the proposed events. Organizers must seek and guarantee matching funds to cover ALL the other expenses relating to the organization of the training event.
- 5.3. In all cases the maximum amount to be considered for funding the regional component of a training event via this call will be EUR 5,000.

² <http://www.gbif.org/participation/training/plans/scope/>

³ <http://www.gbif.org/participation/training/events/>

- 5.4. The agreed amount will be disbursed in a single instalment after the signature of the respective grant letter.
- 5.5. The maximum overhead allowable from the granted GBIF funds is 10%.
- 5.6. Funds will be transferred within 10 working days of the signature of the grant letter.
- 5.7. The financial section of the final report mentioned above must be certified (signed and stamped) by the person in charge of the finances at the host institution, guaranteeing that the report is accurate.
- 5.8. **The eligible expenses to be covered with these funds are:**
- Travel expenses for participants/speakers representing a GBIF Participant in the region who need to travel to the host country to participate in the event. This includes air tickets in economy class, accommodation and meals (for the duration of the meeting), and local transportation.
 - Printed documents and materials for regional participants.
 - Expenses related to the translation or adaptation of resources to the regional context. These resources must be made available to the wider community after the event through the [GBIF Online Resource Centre](#).
 - Organization costs (as overhead, maximum 10% of total costs)
- 5.9. **Expenses NOT covered by funds from this call include:**
- Expenses for participants/speakers not representing any GBIF Participant.
 - Expenses for participants/speakers from the host country.
 - Venue costs (e.g., hiring of meeting room, hiring of equipment).
 - Hardware and software.
 - Consultancies or staff related costs.
 - Anything NOT directly related to the regional component of the meeting.

6. Timelines

Please find below a summary of the key deadlines and milestones in relation to this call:

Activity / Milestone	Dates
Call for applications issued	12 January
Deadline for submitting applications	24 February
Contact people from the selected projects notified	1 March
Grant letters agreed and signed	3 months before the start date of the event
Events held	Before the end of March 2013
Event reports sent to the GBIF Secretariat	Maximum 1 month after the events



ANNEX I

Application Form

To apply for funds for the

Regional Component of GBIF Training Events 2012

Please submit **before 24 February 2012** to the GBIF Secretariat (to training@gbif.org)

*Make sure that **you have contacted all involved parties** before submitting this application*

CONTACT INFORMATION

Name of the contact person	
Institutional affiliation	
Mailing address	
City and country	
E-mail	
Telephone	
Fax	
GBIF Participant and representative endorsing this application	

PARTNERS

	Person's name	Institutional affiliation and country	Contact information
1			
2			
3			
4			
5			
6			
7			

NOTE: Please indicate clearly which of these partners are representing a GBIF Participant.

PROPOSED EVENT DETAILS

Name	
Dates	
Venue, city and country	
Target public	
Language	
Meeting host/organizer	
Contact information for the meeting host	
Total number of participants	
Number of participants from the region	

TEXT DESCRIPTION OF THE EVENT

[insert text here]

DRAFT BUDGET FOR THE REGIONAL COMPONENT

	Item	Expected cost
1		
2		
3		
4		
5		
6		
7		
8		
	TOTAL	

BANKING DETAILS

Bank:	<i>Name of bank</i>
Bank code:	<i>Bank code</i>
Bank address:	<i>Full bank address</i>
Account number:	<i>Account number</i>
IBAN:	<i>IBAN code</i>
SWIFT:	<i>SWIFT code</i>
Name of account holder:	<i>Name</i>



ANNEX II

Report template

Regional Component of GBIF Training Events 2011

Please submit **no later than 1 month after the closing of the event** to the GBIF Secretariat (training@gbif.org)

EVENT DETAILS

Name	
Dates	
Venue, city and country	
Website	

REGIONAL PARTICIPANTS SPONSORED BY GBIF

	Person's name	Role ¹	Country	Contact information (email)
1				
2				
3				
4				
5				
6				
7				

¹ Speaker, participant

TEXT SUMMARY OF THE EVENT

[insert text here]

PLANS ON KNOWLEDGE DISSEMINATION EVENTS BY REGIONAL PARTNERS

[insert text here]

