**Proposal forms for a new Ramsar Regional Initiative**

**2016-2018**

Administrative Authorities of Contracting Parties aiming for a new initiative (whether a regional network or a regional centre for training and capacity building) to be formally recognized *as operating within the framework of the Convention during the period 2016-2018* should complete the forms below and send by 23 October 2015 to Tobias Salathe, Senior Regional Advisor for Europe, ([salathe@ramsar.org](mailto:salathe@ramsar.org)) with a copy to the respective Senior Regional Advisor at the Secretariat.

Please note: This process concerns only **new** regional initiatives for 2016-2018.

The Heads of Ramsar Administrative Authorities of all Parties concerned by the initiative are invited to send to the Ramsar Secretariat formal letters expressing their support to the regional initiative (see model Form B).

Coordinating bodies of regional initiatives who are requesting start-up funding support from the Ramsar core budget during the period 2016-2018 are required to add to their proposal a **financial plan** **for the period 2016-2018**, as well as a **detailed** **financial plan and work plan for 2016**, according to the format provided in Form C below.

Please also note that regional initiatives that are recognized by the Standing Committee as operating within the framework of the Convention will be required to submit annual progress reports and financial reports to the Secretariat, according to a standard format, in time to allow adequate reporting to the next meeting of the Standing Committee.

**See also:**

[Resolution XII.8 *Regional initiatives 2016-2018 in the framework of the Ramsar Convention*](http://www.ramsar.org/sites/default/files/documents/library/cop12_res08_regional_initiatives_e.pdf)

[*Operational Guidelines 2013-2015 for Regional Initiatives in the framework of the Convention on Wetlands*](http://www.ramsar.org/sites/default/files/documents/library/operational-guidelines-2013-2015.pdf)

[Resolution XII.2 *The Ramsar Strategic Plan 2016-2024*](http://www.ramsar.org/sites/default/files/documents/library/cop12_res02_strategic_plan_e_0.pdf)

**Annexed:**

**Form A: Regional Initiative Proposal Form**

**Form B: Proposed model for National Letters of Support**

**Form C: Financial and Work Plan format**

**Form A: Regional Initiative Proposal Form**

|  |
| --- |
| 1. **Aim of the regional initiative** |
| 1. **Implementation of the Ramsar Approach**   Describe briefly how the initiative will promote the objectives of the Convention and implement the Ramsar Strategic Plan 2016-2024 through cooperation on wetlands issues of common concern in your region: |
| 1. **Strategic and operational targets**   List the main strategic and operational targets of the initiative for 2016-2018 and explain briefly how these targets are aligned with the Ramsar Strategic Plan 2016-2024: |
| 1. **Geographical region covered**   Describe the geographical region and list the countries participating in the initiative. Also indicate the countries in the region which are not supporting or not participating in the initiative and the reasons, as appropriate: |
| 1. **Stakeholder involvement**   List the Ramsar Administrative Authorities and all other participating stakeholders, such as Ministries other than those responsible for Ramsar implementation, intergovernmental bodies, Ramsar International Organization Partners, local communities, NGOs, economic actors, etc: |
| 1. **Coordination mechanisms** |
| 1. **Coordination of activities**   Describe briefly how the activities under the initiative are coordinated and by whom. Specify any mechanism established to ensure coordination between the Secretariat, the Contracting Parties and other participants: |
| 1. **Identity of the initiative**   Describe how the regional initiative will present its own identity to avoid any confusion between its role and those of the Ramsar Administrative Authorities and the Ramsar Secretariat: |
| 1. **Coordinating and supervising regional projects**   Describe any regional projects or programmes which are ongoing or will be developed under the initiative, and note if professional staff will be involved in their implementation or supervision: |
| 1. **Governance** |
| 1. **Governance and advisory mechanisms**   Describe briefly how the initiative will be established in your region, what mechanisms exist or will be established to provide governance, coordination and advice (committees, boards, etc), and how all relevant Parties and stakeholders will be able to provide guidance and insight: |
| 1. **Regulations for the governance and coordination bodies of the initiative**   List any terms of reference, rules of procedure, or other written regulations which the initiative has established or is planning: |
| 1. **Substantive elements** |
| 1. **Effective regional collaboration**   Describe briefly how the initiative will create an enabling environment in the region, provide a framework for the development of collaborative networks, and seek collaboration with other intergovernmental or regional and international agencies, local NGOs, and partners including Ramsar IOPs operating in the region: |
| 1. **Optimal use of Ramsar tools**   Describe briefly how the initiative will make best use of the Ramsar tools (frameworks, guidelines, guidance, methodologies, handbooks, etc.) published in the Ramsar Handbooks, Technical Reports and Briefing Notes of the Scientific and Technical Review Panel: |
| 1. **Increased visibility for Ramsar**   Describe briefly how the initiative will raise the visibility of the Ramsar Convention and awareness of Ramsar objectives. Mention specific activities in the fields of communication, education and participatory processes with relevant stakeholders: |
| 1. **Financial and other support** |
| 1. **Financial support for the initiative**   Summarize here the information in Form C on the planned expenditure and requirements for the period 2016-2018, and the providers of financial support. Specify the amounts which they have firmly pledged and the requirements not yet covered. Also describe the planned expenditure and the sources and amounts of secured income for the year 2016: |
| 1. **Political support for the initiative**   Mention any bodies providing political support in addition to those which have submitted a National Letter of Support (Form B): |
| 1. **Request of Ramsar core budget financial support**   If you will request start-up funding from the Ramsar core budget for the initial operation of the initiative during the period 2016-2018, ensure you provide a detailed and complete financial plan in Form C and at point 13 above, and also explain how the initiative will generate its own resources and become financially self-sufficient after the start-up phase and in the long term: |

**Form B: Proposed model for National Letters of Support**

The Ramsar Administrative Authority *is invited to use the model text below to provide a letter of support to a proposal, expanding as appropriate on the issues highlighted in* ***bold****.*

Letterhead of the national Ramsar Administrative Authority

Country XXX

*Original to be sent to:*

The Secretary General

Ramsar Convention Secretariat

Rue Mauverney 28

CH-1196 Gland

Switzerland

*Electronic copies to:* [salathe@ramsar.org](mailto:salathe@ramsar.org) with a copy to your respective Senior Regional Advisor at the Secretariat.

Re: Formal support for Ramsar regional initiative XXX

Dear Secretary General

Our region XXX harbours a rich and important variety of wetland **ecosystem types**, such as XXX. They provide a number of **wetland** **services** to our society, such as XXX. We therefore strongly support the regional initiative XXX as a concerted, long-term operational means to provide effective support for the improved implementation of the objectives of the Convention on Wetlands and its Strategic Plan in our region.

We are prepared to provide this regional initiative with substantial **political** and **financial support**, and in-kind support through the provision of expert and staff time, according to the needs and operational procedures to be defined by the governing bodies of the initiative. We believe that the regional initiative XXX corresponds to the Operational Guidelines 2013-2015which COP12 approved for continued use through Resolution XII.8, and remain available to report on its development as required by Standing Committee decisions and avail ourselves for the needed coordination between our Ministry and the Ramsar Secretariat.

Therefore, we invite the Standing Committee to favourably evaluate the proposal for the regional initiative XXX and to endorse it as operating in the framework of the Ramsar Convention for the period 2016-2018.

Sincerely yours

*signed by:*

Head of the Ramsar Administrative Authority

**Form C: Financial and Work Plan format**

1. **Title of the regional initiative**

Write the title of your initiative as spelled out in Form A:

1. **Financial planning for the period 2016-2018 (3 years)**

Provide a summary table according to the format below:

|  |  |  |
| --- | --- | --- |
| **Sources of income (donors)** | **Income confirmed** | **Income anticipated** |
| donor name | confirmed amount (currency) | amount expected (currency) |
|  |  |  |
|  |  |  |
| **Ramsar core budget** |  | requested amount (currency) |

1. **Work plan for the year 2016**

Provide a simple logical framework table according to the format below:

|  |  |  |  |
| --- | --- | --- | --- |
| **objectives** | **Activities** | **results/outputs** | **indicators** |
| 1. objective one | 1.1 activity |  |  |
|  | 1.2 activity |  |  |
| 2. objective two |  |  |  |
|  |  |  |  |

1. **Financial plan for the year 2016**

Provide a detailed forecast of income and expenditure:

|  |  |
| --- | --- |
| **Activities** | **Forecast/budgeted expenditure** |
| 1.1 activity | amount (currency) |
| 1.2 activity |  |
|  |  |
| **Total** |  |

|  |  |
| --- | --- |
| **Sources of income (donors)** | **Budgeted income** |
| donor name | amount (currency) |
|  |  |
| **requested from Ramsar core budget** | amount (currency) |
| **Total** |  |