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

**2021-2024**

Administrative Authorities of Contracting Parties which wish to establish a **new** Ramsar Regional 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 2021-2024* should complete the forms below and send them by 31 December 2020 to Reiko Iitsuka, Senior Regional Advisor for Asia and Oceania at the Secretariat ([iitsuka@ramsar.org](mailto:iitsuka@ramsar.org)), with a copy to the Senior Regional Advisor for their region.

The Regional Initiatives of the Convention on Wetlands are intended as operational means to provide effective support for an improved implementation of the Convention and its Strategic Plan in specific geographic regions, through international cooperation on wetland-related issues of common concern.

The Standing Committee will consider the proposals received at its 59th meeting for possible endorsement and subsequent approval at COP14 in 2021, in accordance with the *Operational Guidelines* and the provisions of Resolution XIII.9.

The Heads of Ramsar Administrative Authorities of all Parties concerned by the proposed Initiative must send to the Secretariat formal letters expressing their support for the establishment of a new Regional Initiative (see the model Form B below).

Coordinating bodies of proposed Regional Initiatives which, if endorsed, will request start-up funding support from the Convention on Wetlands core budget during the period 2022-2024, are required to add to their proposal a **financial plan** **for the period 2022-2024**, as well as a **detailed** **financial plan and work plan for 2022**, according to the format provided in Form C below.

Please also note that Ramsar 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 XIII.9 Ramsar Regional Initiatives 2019-2021](https://www.ramsar.org/document/resolution-xiii9-ramsar-regional-initiatives-2019-2021)

[*Operational Guidelines 2013-2015 for Regional Initiatives in the framework of the Convention on Wetlands*](https://www.ramsar.org/document/sc52-22-operational-guidelines-for-ramsar-regional-initiatives-to-support-the) *(still valid)*

[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: Ramsar Regional Initiative Proposal Form**

**Form B: Proposed model for national letters of support**

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

**Form A: Ramsar Regional Initiative Proposal Form**

|  |
| --- |
| 1. **Aim of the Regional Initiative** |
| 1. **Implementation of the Convention on Wetlands Approach**   Describe briefly how the Initiative will promote the objectives of the Convention and implement the Convention on Wetlands Strategic Plan 2016-2024 through cooperation on wetlands issues of common concern in the region: |
| 1. **Strategic and operational targets**   List the main strategic and operational targets of the Initiative for 2021-2024 and explain briefly how these targets are aligned with the Convention on Wetlands 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 implementation of the Convention on Wetlands, intergovernmental bodies, Convention on Wetlands International Organization Partners (IOPs), 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 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 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 Contracting Parties and other stakeholders will be able to provide guidance and insight: |
| 1. **Regulations for the governance and coordination bodies of the Initiative**   List the terms of reference, rules of procedure, structure, and membership , and /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 Convention on Wetland tools**   Describe briefly how the Initiative will make best use of the Convention on Wetlands tools (frameworks, guidelines, guidance, methodologies, handbooks, etc.) published in the Convention on Wetlands Handbooks, Technical Reports and Briefing Notes of the Scientific and Technical Review Panel: |
| 1. **Increased visibility for the Convention**   Describe briefly how the Initiative will raise the visibility of the Convention and awareness of Convention objectives. Mention specific activities in the fields of communication, education and participatory processes with stakeholders: |
| 1. **Financial and other support** |
| 1. **Financial support for the Initiative**   Summarize here the information in Form C below on the planned expenditure and financial requirements for the period 2022-2024, and the providers of financial support. Specify the amounts which have been firmly pledged and the requirements not yet covered. Also describe planned expenditures and the sources and amounts of secured income for the year 2022: |
| 1. **Request of Convention core budget financial support**   If you will request start-up funding from the core budget for the initial operation of the Initiative during the period 2022-2024, 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: |
| 1. **Financial Management**   Describe in detail how financial management will be undertaken to ensure transparency and accountability: |
| 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): |

**Form B: Proposed model for national letters of support**

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

Letterhead of the national Ramsar Administrative Authority

Country XXX

*Original to be sent to:*

The Secretary General

Secretariat of the Convention on Wetlands

Rue Mauverney 28

CH-1196 Gland

Switzerland

*Electronic copies to iitsuka@ramsar.org 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 Ramsar 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 Ramsar Regional Initiative XXX corresponds to the *Operational Guidelines* adopted through Standing Committee Decision SC52-16 which COP13 approved for continued use through Resolution XIII.9, 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 Secretariat.

Therefore, we invite the Standing Committee to favourably evaluate the proposal for the Ramsar Regional Initiative XXX and to endorse it as operating in the framework of the Convention for the period 2021-2024.

Sincerely yours

*signed by:*

Head of the Ramsar Administrative Authority

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

1. **Title of the Ramsar Regional Initiative**

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

1. **Financial planning for the period 2022-2024 (three years)**

Provide a summary table according to the template 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 2021**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives** | **Activities** | **Results/outputs** | **Indicators** |
| 1. objective one | 1.1 activity |  |  |
|  | 1.2 activity |  |  |
| 2. objective two |  |  |  |
|  |  |  |  |

1. **Financial plan for the year 2021**

Provide a detailed forecast of income and expenditure:

|  |  |  |
| --- | --- | --- |
| **Activities** | **Forecast/budgeted expenditure (CHF)** | **Sources of income (donors)\*** |
| 1.1 activity | amount | Donor name |
| 1.2 activity |  |  |
|  |  |  |
| **Total (CHF)** |  |  |

\*optional – to fill in if already known

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