



Event Sponsorship Application Guidelines and Conditions for the Call for Applications for Funding in 2025

Objectives of the CRP Sponsorship

The OECD Co-operative Research Programme: Sustainable Agricultural and Food Systems (hereafter the “CRP”) main aim is to strengthen scientific knowledge and provide relevant scientific information and advice that will inform future policy decisions related to the sustainable use of natural resources, in the areas of food, agriculture, forests and fisheries.

The objective and work of the CRP are anchored in both a policy and scientific environment in the fields of food, agriculture, forestry and fisheries, which, more than ever, are developed in a multidisciplinary environment. This happens so as to respond to the varied demands from a range of stakeholder groups with interests in these fields, and to take into account that the world is globalised and food production systems are interlinked.

The CRP Sponsorship¹:

International events in the fields of agriculture, food, fisheries and forestry focusing on specific research priority areas of the CRP (hereafter the “Events”²) are sponsored or co-sponsored by the CRP by providing funding towards the costs for speakers proposed for funding by the applicants in the application form (hereafter the “Travel Costs”³) in the case of in-person or hybrid Events; or to cover the costs of facilitating the Events in the case of virtual events. The purpose of funding these Events is to inform policy-makers, industry and academia of current and future research, scientific developments and opportunities in specific areas.

A maximum of 10 events are sponsored or co-sponsored under the CRP Sponsorship each year and take place in [countries participating in the CRP⁴](#). The Scientific Advisory Body (SAB) reviews the applications and recommends Events for CRP Sponsorship for approval by the CRP’s Governing Body.

Consideration for support is given to scientific meetings of various sizes and structure ranging from small, focused workshops to larger conferences or congresses, provided they are relevant to the CRP objectives. Whilst smaller, focused meetings are preferred, the CRP does on occasion provide sponsorship for larger meetings, but in this case, it is essential that the proposal is for a special, focused session or symposium within a larger event. Focused one-time meetings are strongly favoured over meetings that take place on a regular basis.

The CRP encourages all Events to be hybrid to encourage global participation and especially participation by representatives from policy communities who may not be able to justify travelling to an Event. The Secretariat will request a URL link to Event websites or webpages.

¹ The CRP also awards FELLOWSHIPS to individual researchers to conduct research projects in a foreign country with a view to strengthening the potential of the scientific community by increasing mobility and exchange of ideas. For more information on the Fellowships awards, please see the [Fellowships Programme: Guidelines and Conditions](#).

² “Event(s)”, is used throughout this document as a generic term for conferences, workshops, focused symposia and other such events that have been awarded the CRP Sponsorship.

³ “Travel Costs” include the speakers’ costs for transport, accommodation and meals during the Event.

⁴ As of 1 January 2024: Australia, Austria, Belgium, Canada, Chile, Colombia, Czechia, Denmark, Estonia, Finland, France, Germany, Hungary, Ireland, Israel, Italy, Japan, Korea, Latvia, Lithuania, Netherlands, New Zealand, Norway, Slovak Republic, Spain, Sweden, Switzerland, Türkiye, United Kingdom and United States.



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To be eligible for CRP Sponsorship, all Events must take place in a [CRP participating country](#), the Event organisers be citizens or residents of a CRP participating county and speakers proposed for funding for in-person or hybrid Events must also be citizens or residents of a CRP participating country.

DEADLINE FOR APPLICATIONS: 10 SEPTEMBER 2024

THE CRP SPONSORSHIP PROVIDES:

- A direct subsidy to Event organisers:
 - ◇ For in-person or hybrid Events, towards the Travel Costs of the speakers proposed in the application form. Funding not used after the speakers' Travel Costs have been covered can be used towards general costs of these Events.
 - OR**
 - ◇ For fully virtual Events, towards the general costs of the Events;
- AND**, for all Events:
- a contribution of EUR 3 050 towards the publication costs of the proceedings of the Event. This contribution is paid directly to the publishers of the proceedings, unless otherwise agreed with the CRP.

THE CRP SPONSORSHIP DOES NOT:

- Provide any kind of insurance to cover the speakers (including the CRP funded speakers), the Event, the Event organisers or participants of the Event. It is essential that the Event organisers take out at their own expense any insurance as may be needed and inform the speakers, including the CRP funded speakers, that they need to have adequate insurance coverage of their own during their participation in the Event.
- Convey any status to the CRP funded speakers or Event organisers: the CRP funded speakers or Event organisers are not considered to be officials of the OECD and consequently may not claim or benefit from the privileges and immunities of the OECD or its officials. Therefore, they do not benefit from any exemption from taxation on any allowances paid by the Organisation.

KEY OUTCOMES REQUIRED FROM THE CRP-SPONSORED EVENTS:

Following the Event that is supported by the CRP Sponsorship, the Event organiser(s) are required to submit the following to the CRP:

- An evaluation questionnaire completed by the Event participants;
- A 2-3 page report summarising the lessons learned at the Event and the messages that should be passed on to the policy making community and for use within OECD;
- A financial report on how the funding was used
- Proceedings of the Event, to be published preferably in an open access journal, but certainly in a medium that will have as wide an international impact as possible.



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IMPORTANT INFORMATION TO NOTE:

- The amount of any CRP Sponsorship will be determined by the CRP within its sole discretion, depending on its assessment of the quality of the applications, with a ceiling of EUR 40 000. Please note that the awards could be lower than this amount.
- The CRP does not guarantee that any CRP Sponsorship given as a result of a successful application will cover the whole costs of the Event or the Travel Costs of all the speakers proposed for funding.
- When you submit your application, you hereby accept to be bound by the requirements provided in these Application Guidelines and Conditions for the Call for Applications for funding in 2025. Awarding of a CRP Sponsorship to successful applicants will be subject to their acceptance of the General Terms and Conditions, which will be communicated by the Secretariat.



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SELECTION CRITERIA FOR CRP SPONSORSHIP APPLICATIONS

- **Relevance** – The extent to which the proposed Event provides a significant and relevant contribution to the achievement of the aims of the CRP and to the theme objectives. (This should be addressed in question 19 of the application form.)
- The feasibility of achieving the goals set in the proposed work. (This should be addressed in question 17 of the application form.)
- The scientific record of the applicant. (This should be addressed in question 15 of the application form.)
- **Scientific excellence** – the need for defined and well-focussed objectives and the promise provided for both innovation and for increasing the level of debate and understanding of the underlying issues. (This should be addressed in question 17 of the application form.)
- **Crossing disciplines** – the plans for the engagement and interaction of a range of relevant scientific disciplines, and the extent to which the event demonstrates a readiness to engage others beyond the research community in attempt to explore wider societal and policy-formation aspects. (This should be addressed in question 17 of the application form.)
- **Potential impact** – the way in which the Event and the dissemination of its results could contribute to policy making and to the public debate. (This should be addressed in questions 20 and 29 of the application form.)
- **Organisation and plans for participation and dissemination** – the need for the plans for the Event to illustrate how outcomes will be delivered and disseminated in a way which contributes to achieving the objectives of the CRP. (This should be addressed in question 29 of the application form.)
- **Policy relevance** – how and the degree to which the Event will influence policy makers in the development of their national and international agro-food, fisheries or forestry policies. Including at least one speaker from the policy making community is an essential element of this criterion. (This should be addressed in question 20 of the application form.)
- **Geographical balance of CRP funded speakers** – the need to have speakers proposed for funding from any CRP Sponsorship from⁵ as many relevant CRP participating countries as possible. (This should be addressed in question 24 and 34 of the application form.)
- **Gender balance of CRP funded speakers** – the extent to which gender balance of the speakers proposed for funding from any CRP Sponsorship has been achieved. (This should be addressed in question 24 and in the draft programme submitted under question 23 of the application form.)

Applications are assessed on their relevance to these selection criteria. It is therefore highly recommended that all the selection criteria are addressed in any application for Event Sponsorship by the CRP.

Applications should be precise and concise. Use the [Step-by-Step Guide](#) to help complete the application form correctly.

⁵ Speakers proposed for CRP funding must either be citizens or residents of a CRP participating country.



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APPLICATION GUIDELINES AND CONDITIONS

1. If the Event is one of a series of regular conferences, the applicants are strongly recommended to demonstrate in their application why the particular Event they are applying for should receive CRP Sponsorship. Likewise, if the Event for which the application is submitted is part of a larger conference, applicants will need to demonstrate how their individual Event will be clearly identified as a CRP-sponsored Event.
2. Applicants should endeavour to cover all the selection criteria (see page 3) in their applications. The [Step-by-Step Guide](#) gives precise help on this.

Contact with the Theme Co-ordinators of the CRP Scientific Advisory Body during the preparation of the application

3. Applicants are strongly recommended to liaise directly with the [relevant Theme Co-ordinator\(s\) of the CRP Scientific Advisory Body \(SAB\)](#) prior to submitting their application to check that the proposed Event is relevant to the CRP's aims and objectives. The Theme Co-ordinators cannot provide any comments or feedback on drafts of applications.
4. An SAB member will attend the Event on behalf of the CRP, should your Event be awarded CRP Sponsorship.

Code of Conduct

5. Applicants are strongly recommended to develop or use a code of conduct or similar guidance setting out the expectation that Event participants refrain from verbal or physical abuse and any form of harassment. In particular, the code of conduct should articulate that all Event participants (e.g. speakers, attendees, panellists, session chairs and others) should avoid making disparaging statements on the grounds of nationality, opinions or beliefs, culture, ethnicity, gender, or personal life. Event organisers should also clearly indicate that these types of behaviours will not be tolerated. The code of conduct or similar guidance should be provided to CRP-funded speakers and made available to other Event participants before the Event.

Event Programme

6. Applicants are required to provide an Event programme as part of their application. The Event programme is an integral part of the application and should be as detailed as possible, including timings of presentations, Q&A sessions, discussions, coffee and meal breaks, a time slot for the SAB member who will attend the Event, full details about speakers and a wrap-up session at the end.
7. The timeslot allocated for the SAB member who will attend the Event must be included in the Event programme. It will give an opportunity for the SAB member to make a presentation about the CRP.
8. A wrap-up session at the end must be included in the Event programme. It will bring together the lessons learned during the Event on how the subjects discussed should help inform the policy making community.
9. Applicants are strongly recommended to include a speaker from the policy-making community (e.g. representatives from ministries) in the Event programme to bring the science issues and the policy issues together.

The List of Proposed Speakers to be funded from any CRP Sponsorship

10. As part of their application, the applicants are required to prepare a list to propose speakers, whose Travel Costs will be funded from the CRP Sponsorship (the "List"). The List is an integral part of the application form.



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The List of Proposed Speakers to be funded from any CRP Sponsorship (*continued*)

11. CRP Sponsorship may only be used to fund the Travel Costs of speakers who are citizens or residents of CRP participating countries. No payments should be made under any CRP Sponsorship to speakers who participate remotely by video.
12. At the time of submission of the application, the applicants should have at least the provisional agreement of the speakers identified in the List.
13. The speakers proposed in the List may change between the date of the submission of the application and the Event. In such a case, please contact the Secretariat to receive further guidance.
14. The speakers proposed in the List must be identified by their title(s), name(s)/surname(s). It is not sufficient to provide only the name of an institution, faculty, or research organisation.
15. Please also provide the position and the department or faculty the proposed speakers work in and/or are affiliated with, to help assess the quality of the application.
16. By the time of submission of the application, the Event organisers should have made contact with, and have an initial commitment from, the speakers proposed in the List. However, the proposed speakers should not be informed of the CRP Sponsorship opportunity at that time.
17. The costs of the SAB member who will attend the Event will be directly covered by the CRP, therefore please do not include the relevant SAB member in the List.
18. If your application is successful, you will be notified of the amount of the Sponsorship awarded in relation to the proposed speakers in the List. Please note that the CRP is not under the obligation of sponsoring all the speakers proposed in the List. Should the application be successful, speakers not funded from the CRP Sponsorship will need to have other funding to participate in the Event, or cover their own expenses.
19. Speakers funded from the CRP Sponsorship are expected to participate in person in the entire Event.
20. Speakers funded from the CRP Sponsorship are required to provide a copy of the manuscript of their presentation to the Event organiser(s) within the timeframe defined by the Event organiser(s) in consultation with the Secretariat. Their manuscript(s) will be included in the Event proceedings that will be published. The Event organiser(s) should ensure that the speakers funded from the CRP Sponsorship are aware of these requirements. Please refer to the section on "Publication of Proceedings of Events" below for further requirements regarding the contribution to and publication of the Event proceedings.

Detailed Estimated Budget for Events

21. Providing a detailed estimated budget for the Event as part of your application is required, whether the Event is organised as a hybrid, in person or virtual Event. The detailed estimated budget is an integral part of the application form.
22. The detailed estimated budget will be considered in the calculation of any possible award. The estimated budget should be uploaded as an Excel document (.xls or .xlsx).
23. The estimated budget should indicate the currency used to draw up the budget.

Notification of Successful Applications:

24. The successful applicants will be notified in writing of the amount of the CRP Sponsorship awarded to the Event. Notifications are expected to be sent at the end of December 2024 or beginning of January 2025.
25. The awarding of the CRP Sponsorship is subject to the Acceptance Form agreeing to the General Terms and Conditions for the sponsorship, that will be communicated by the Secretariat.



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Publication of the Event Proceedings

26. The CRP will contribute towards the cost of publishing the Event proceedings a maximum amount of 3 050 euros. This contribution is paid directly to the publishers of the Event proceedings, unless otherwise agreed with the CRP.

27. It is the responsibility of the Event organiser(s) to ensure that the Event proceedings will be published, to inform CRP funded speakers that they are required to contribute their manuscript(s) to the Event proceedings, to encourage other speakers to contribute, and to collect the contributions from the speakers.

28. The Event proceedings should include the full papers of the speakers⁶ of the Event, a summary of the outcome of any discussions and any messages from the Event that should be brought to the attention of policy makers. Abstracts are not considered to be full papers and a book of abstracts will not be accepted as Event proceedings.

29. The Event proceedings should be published in a medium that will have as wide international impact as possible.

30. A special issue of a respected journal is preferred to a book; a free access online journal is preferred. Other, electronic versions are acceptable – on event dedicated websites or other online platforms (for example, international scientific associations such as Association of Applied Biologists), provided that the proceedings are indexed in bibliographic databases. Applicants should discuss this with the relevant SAB member(s) and the Secretariat.

31. Publishing the Event proceedings with free access online can be very expensive. Consequently, in consultation with the relevant SAB member(s) and the Secretariat, synthesis papers can be considered. In such a case, all CRP-funded speakers must contribute to the synthesis paper in a substantive manner and other speakers should be encouraged to do the same.

32. Please note that the publication of the Event proceedings or the synthesis paper is expected within one year as of the date of the Event.

33. If the dissemination of Event proceedings under Open Access is not possible, you should provide CRP funded speakers and the SAB member attending the Event with one copy of the Proceedings each; and the CRP with 60 copies.

34. It is the responsibility of the Event organiser(s) to:

- contact with the interested publishers as may be assisted by the relevant SAB member(s); select the publisher; and inform the Secretariat of the selected publisher;
- present the contributions from the speakers in the required format to the publisher;
- follow the proceedings from start to finish and ensure that all the instructions and conditions stated herein are followed and complied with, keep the Secretariat informed of the different stages of production and publication of the Event Proceedings; and ensure that the Secretariat receives the copies it requires.
- ensure the CRP Sponsorship is properly acknowledged in the Event proceedings and the OECD disclaimer is included⁷.
- send proofs of the pages displaying the OECD disclaimer and Sponsorship acknowledgement to the Secretariat for checking.

⁶ Speakers whose Travel Costs are funded from the CRP Sponsorship must contribute their manuscripts to the Event proceedings. Other speakers of the Event should be encouraged to contribute their manuscripts to the Event proceedings as well to give as full coverage of the Event as possible.

⁷ Successful applicants will receive further guidance in relation to the acknowledgement and disclaimer(s) closer to the publication date.