

**RESOLUTION 8.4**  
**PROCEDURE FOR PROJECTS SUBMITTED FOR INSTITUTIONAL SUPPORT**

*The Meeting of the Parties to the Agreement on the Conservation of Cetaceans of the Black Sea, Mediterranean Sea and Contiguous Atlantic Area:*

*Considering* that the implementation of the Agreement requires the development and implementation of projects for research and conservation that are in line with the objectives and priorities of ACCOBAMS,

*Recalling* that, as part of its functions as defined in the Agreement, the Scientific Committee should provide advice on the development and coordination of international research and monitoring programmes,

*Desirous* of encouraging scientists, intergovernmental organizations and non-governmental organizations to consult with the Scientific Committee and the Secretariat of ACCOBAMS when developing research and conservation projects,

*Aware* that letters of support are an important part of a project funding application process, as they demonstrate the credibility of the applicants and the reasons why project proposals are suitable for funding,

1. *Adopts* the procedure in [Annex](#) to this Resolution for providing institutional support to project proposals;
2. *Instructs* the Secretariat and the Scientific Committee to apply the procedure in Annex for projects submitted for institutional support;
3. *Requests* the Secretariat to publicize the procedure on the ACCOBAMS website;
4. *Requests* the Secretariat, including through National Focal Points, to communicate the procedure to all interested stakeholders;
5. *Decides* that the present Resolution replaces Resolution 3.6.

**ANNEX**  
**PROCEDURE FOR PROVIDING INSTITUTIONAL SUPPORT TO PROJECT PROPOSALS**

*Letters of support are an important part of a project funding application process. They demonstrate the credibility of the applicant, their credentials, and the reasons why the project proposal is best fit for the funding.*

**Aim**

The procedure is aimed at ensuring that project proposals supported by ACCOBAMS through a support letter from the Secretariat are in line with ACCOBAMS' provisions and priorities and are technically and scientifically relevant.

**Procedure**

Any request for an ACCOBAMS support letter should proceed as follows:

- 1) The applicant provides a summary document (3 pages maximum) to the ACCOBAMS Secretariat on the project proposal, with at least the following information on the project:
  - a. Objectives of the project and activities foreseen, with a brief statement as to how they relate to ACCOBAMS objectives and priorities;
  - b. Methodology and a brief statement that it follows any relevant guidelines and/or best practice adopted within the framework of ACCOBAMS;
  - c. Information on the applicant and other project partners (if any);
  - d. Expected outputs and a statement that they will be provided, within a reasonable timeframe, as information (e.g. as project report) to the Scientific Committee of ACCOBAMS and data logged in relevant databases, if applicable;
  - e. Time frame.
- 2) The Secretariat assesses if the project proposal is in line with the ACCOBAMS provisions and priorities identified both in the ACCOBAMS Strategy and ACCOBAMS Programme of Work.
- 3) If that is the case, the summary document is sent to the Chair and Vice-Chair of the Scientific Committee for their confirmation on the technical and scientific relevance of the project proposal. In case of conflict of interest (if the Chair or Vice-Chair is involved in a project proposal to be submitted under the same call for proposal, for example), another member of the Scientific Committee should be consulted, preferably a Task Manager of relevance to the project main topics.
- 4) If the project proposal is considered to be technically and scientifically relevant, the Secretariat elaborates a letter of support to the project and sends it over to the applicant.
- 5) In case the conditions foreseen in this procedure are not fulfilled, the applicant will be accordingly informed by the Secretariat that no letter of support will be provided.
- 6) Applicants receiving a letter of support should inform the Secretariat on the outcome of the funding application process.