Guidelines for the Administration of the General Capacity Building Fund  
(hereafter the ‘Fund’)
(as provided by Regulation 6.2 of the Financial Regulations)

Objectives

1. The overall objectives of the Fund are to:

   (i) support all Contracting Parties, with priority given to all those Contracting Parties that are least effective in the implementation of their obligations under the Convention. This priority shall be afforded on the basis of evidence-based need in accordance with these guidelines

   (ii) create confidence and ability for Members to achieve the objectives of the Convention

   (iii) improve Members’ ability to contribute to the work of the Commission, and the Scientific Committee, their subsidiary bodies and the Secretariat

   (iv) improve the overall system of operation of CCAMLR

   (v) support the needs of individual Members

   (vi) increase knowledge sharing and expertise between CCAMLR Members emphasising the value of cooperation.

Provisions

2. The Fund will be operated according to the following provisions:

   (i) The Fund shall be used for specific projects, activities or travel support, or to address special needs of Members if the Commission so decides, aimed at enhancing Members’ capacity to better achieve the objective of the CCAMLR Convention. The Fund may also be used for assisting the Secretariat or Members to provide capacity building activities/opportunities to other Members.

   (ii) The Fund shall be used primarily for projects or specific activities identified and proposed to be conducted by Members. Initiatives that build partnerships between Members or between Members and the Secretariat are encouraged.

   (iii) The Fund shall also be accessible to Accessing States and non-Contracting Parties cooperating with the Catch Documentation Scheme for *Dissostichus* spp. (CDS) where the project, activity or travel support aligns with the objectives of the Fund and has the support of one or more Members.

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1 SCAF-2019 report, Appendix II. Schedules to this document are listed in SCAF-2019 report, Appendix II and are available as separate documents on the CCAMLR website.
(iv) The Fund shall not be used for routine Member or Secretariat activities, unless it is aimed to increase the diversity and effectiveness of meetings, through attendance, participation and chairing meetings.

(v) The Fund will support projects/activities that address the needs identified by the Capacity Building Workshop and included at Attachment 1 except if these activities could be supported by another Special Fund maintained by the Commission. The types of projects/activities that the Fund will support include:

(a) educative activities such as ensuring that many different interest groups involved in CCAMLR (such as scientists, fishers, fishing industry and supply chain companies, policy makers, etc.) understand the conservation measures and individual obligations

(b) mentoring and partnership programs (where partnerships are developed on the basis of geographic operation or other consideration) which can be between Members, the Secretariat or other stakeholders as determined by the Panel and approved by the Commission from time to time

(c) the development of organisational capacity through training courses and work programs and secondments or internships

(d) projects, activities and meeting support to increase the diversity and effectiveness of meetings, through attendance, participation and chairing meetings

(e) other activities, as shall be decided by the Panel and approved by the Commission.

3. The Financial Regulations of the Commission shall apply to the Fund. The use of the Fund shall be underpinned by the principles of transparency and accountability.

Resourcing

4. The Fund will be open to voluntary contributions and to specific allocations made from dormant special funds following the mechanism agreed by CCAMLR in 2018 (SCAF-2018 report, paragraph 53) or from the surplus of the General Fund, as decided by the Commission.

Procedures for applications for specific projects or activities seeking support from the Fund

5. The following procedures will apply:

(i) Proposals for specific projects or activities may be made by Members, by the Commission or the Scientific Committee and their subsidiary bodies, or by the Secretariat. Proposals shall be submitted to the annual meeting of the Commission as working papers.
(ii) Proposals being submitted shall, as a minimum, include:

(a) a description of the project and/or scope of the project/activity

(b) a statement of the anticipated benefit to the Member(s) and CCAMLR

(c) an outline of how the project addresses a capacity building need as identified in Attachment 1 and modified from time to time by the Commission

(d) details of the project timeline, budget and when the outcomes will be reported to CCAMLR.

(iii) Applications by those eligible to access the Fund shall be submitted to the Executive Secretary in the form contained in Schedule A for general applications, no later than 15 July each year. The Executive Secretary shall promptly circulate any such applications to the Panel established to review the proposals.

Provision of funds

6. Projects will be funded 30% of the approved budget upon the signing of the Deed of Funding by all relevant parties.

7. Interim payments will be released as outlined in the Deed of Funding, typically upon the reaching of milestones or the acceptance of interim reports.

8. The last payment will be made when the final report is accepted by the Panel and the Commission meeting of that year.

Assessment of Applications

9. The Commission will designate no less than six Members to serve on a Panel, each of which shall serve for a term of two years and may serve no more than two consecutive terms, to review proposals and to make recommendations to the Commission on whether to fund proposals.

10. The Commission will select the Members of the Panel. In order to achieve this, the Commission will call for nominations.

11. The Panel should seek to be comprised of representatives with a range of suitable expertise who are capable of assessing proposals that span science-related work; compliance and management; institutional affairs; and developing data and information systems to support decision-making. Where necessary, Panel members may seek expert advice on specific proposals.

12. The Panel will receive applications by 1 August each year and will meet virtually prior to the Commission meeting. The Panel will meet during the first week of the Commission’s annual meeting and shall make a recommendation for funding to the Standing Committee on
Administration and Finance (SCAF). To avoid conflict of interest, a Panel member will be excluded from the discussion of applications from which their country would directly benefit.

13. When reviewing specific projects or activities, the Panel shall consider how closely aligned to the capacity building needs, as identified in Attachment 1, the project is, the availability of funds, whether the project is value for money, the number of Members benefiting from the project and the geographic spread of benefit.

14. Applications that are eligible for funding from another CCAMLR Fund will be ineligible for funding from the General Capacity Building Fund (GCBF).

15. The Panel shall report its recommendations on new applications to the Commission. SCAF shall consider the recommendations of the Panel and decide on appropriate projects and funding as a standing agenda item at its annual meeting and make a recommendation to the Commission.

**Procedure for travel assistance to a meeting/workshop**

16. The Commission shall, each year, define an amount of money from the GCBF that the Panel may allocate to supporting travel applications. The Panel shall have the authority to grant applications for travel assistance, up to this limit, according to the priority indicated by the selection and evaluation criteria contained in Schedule D.

17. In assessing applications for travel assistance to a meeting, the Panel shall consider the criteria for selection and evaluation as contained in Schedule D and be guided by the purpose of the Fund, the provisions of the Convention, the financial needs of the applicant and the availability of the Fund.

18. The closing date(s) for application for travel assistance to a meeting will be defined by the Panel as appropriate. The Panel may define more than one closing date each year.

19. The applicants will receive confirmation of the level of support granted, according to the outcomes of the matrix in Schedule D, as soon as possible.

20. The following conditions shall apply to the travel support granted:

(i) maximum limits for airfare and hotel accommodation shall apply, being economy class airfare and the relevant United Nations per diem rate

(ii) the Head of Delegation, or, alternatively, the applicants themselves, shall be required to sign a statement disclosing details of additional funding, if any, obtained or sought for this travel

(iii) the applicants shall make travel arrangements according to the type and level of support granted
(iv) the applicants shall provide adequate supporting documents to prove the travel costs declared within two months of the end of the meeting, such as invoices, hotel booking/receipts, air tickets and air flight boarding cards in the context of the checks or audits for the Secretariat’s accounting records.

**Reporting**

21. Where a Member(s) project is being funded according to paragraph 5, with the exception of paragraph 22 below, that Member(s) shall provide an annual report on the progress of the project, including details of the expenditure on the project. The report shall be submitted to the Secretariat no later than 15 July. When the project is completed, that Member shall provide a final statement of account certified as appropriate and approved by SCAF.

22. Where the funding is provided solely in relation to travel for attendance at meetings, a simplified report shall be appropriate detailing the staff involved and meetings attended.

23. The Secretariat shall report to the annual meeting of the Commission on the activities of the Fund, including its income and expenditure. Annexed to the report shall be reports on the progress of each project being funded by the Fund, including details of the expenditure on each project, and a summary of travel grants issued. The report will be circulated to Members in advance of the annual meeting.

24. Ongoing and final project reports will be circulated to Panel members on, or before, 1 August for consideration. The Panel will meet (virtually if necessary) to review these reports and to formulate recommendations on all ongoing projects for the upcoming Commission meeting.

25. The Panel may consider a recommendation to cancel an ongoing project. Such a recommendation shall be exceptional and shall consider progress made to date and likely progress in the future. Such consideration will be communicated to the project coordinator who will have an opportunity to present a case for continuation of funding to the Panel.

26. Recommendations on ongoing projects will be made as a working paper by the Panel to the Commission.

27. Recommendations for new applicant projects shall be made in a separate paper by the Panel.

28. The Panel shall also provide a report on all the applications for travel assistance that it has approved and granted through the year.

29. The Panel shall report to the Commission annually on the operation of the GCBF procedures.

30. The Commission shall review the Panel’s report of all ongoing projects at its annual meeting as a standing agenda item and reserves the right, after notice, to cancel a project at any time should it decide that it is necessary.

31. The Commission may modify these provisions at any time.
Accounting

32. Appropriate records and accounts shall be maintained for the Fund, and the Executive Secretary shall report the status of the Fund, the amount used to provide assistance for the development of capacity building and details of such assistance, together with the level of available funds, during the annual meeting of the Commission.
## Relationship between the objective of the capacity building program and the needs that will be addressed by the program

<table>
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<tr>
<th>Objective Focus Area</th>
<th>Needs</th>
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| Research and science                                                                 | - Research plan quality  
- Data reporting quality  
- Observer skills  
- Scientific skills  
- Marine protected area (MPA) science  
- Catch Documentation Scheme for *Dissostichus* spp. (CDS) implementation  
- Inspections/reporting  
- Understanding Member and vessel obligations  
- Combating illegal, unreported and unregulated (IUU) fishing  
- Attendance at meetings and workshops  
- Early career researchers and gender diversity  
- Accessing States/non-Contracting Parties (NCPs)/regional fisheries management organisations (RFMOs) and others as identified from time to time by the Commission |
| Compliance and management (conservation measures)                                    |                                                                                                                                                                                                      |
| Cooperation, engagement and administration                                           |                                                                                                                                                                                                      |