



Co-operative Research Programme:  
Biological Resource Management for Sustainable  
Agricultural Systems



# **BEST PRACTICES GUIDE**

## **FOR NATIONAL CORRESPONDENTS**

[www.oecd.org/agriculture/crp](http://www.oecd.org/agriculture/crp)

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## Best Practices Guide for National Correspondents

This Guide has been put together to share the best practices of the CRP's National Correspondents for i) promoting the CRP and in particular the annual Call for Applications for Research Fellowships and Conference/Workshop Sponsorship, and ii) advising potential candidates.

National Correspondents were also asked for any other information they thought may be of help. Comments given in response to this will be passed on to the Governing Body and Scientific Advisory Body, and shared with National Correspondents, as appropriate.

The main sources of information about the CRP and the Call for Applications are the CRP flyers and posters that the Secretariat sends out at the beginning of the annual Call, and the CRP website where the application forms are found.

This Guide is not exhaustive. Please feel free to contact each other and the Secretariat to share other ideas you may have. This will help improve future editions of the Guide.

### I. Be Pro-Active

This is probably the most important task of a National Correspondent; to actively promote the CRP and the annual Call for Applications as widely as possible within your country, using all opportunities to communicate about the CRP.

Keeping in touch with your country's representative on the Governing Body (if this is not a dual role) is also important to keep abreast of such things as potential topics of special interest to the OECD Committee for Agriculture and its working parties, the G20, and the amount of funding available year by year.

For your information, every CRP funded conference/workshop is attended by a member of the Scientific Advisory Body who makes a presentation about the CRP as a way of promoting the Programme. The Secretariat has also given presentations about the CRP and could share their presentation with any National Correspondents who might be interested.

### II. Promoting the CRP and the annual Call for Applications

Best practices for promoting the CRP fall into four main areas:

#### 1. *Promoting through distribution lists*

- Use your networks/distribution lists to distribute information about the Call for Applications, and ask the people in your distribution lists/networks to send it on to their networks so there is a cascading effect. If you do not have distribution lists/networks, it is rather essential that you establish and maintain them. Asking for feedback from your contacts and that they transmit to you any enquiries they receive would be helpful.
- Networks/distribution lists should include all relevant government agencies, government research organisations/institutes, national research councils, Deans/Heads of university faculties/departments, scientific associations (e.g. Association of Applied Biologists) and be as comprehensive as possible; for example, there may be engineering departments in some universities that are researching precision engineering for agriculture.



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- Use existing newsletters/e-bulletins, e.g. Norway's BIONAER (Research Programme on Sustainable Innovation in Food and Bio-based Industries) programme newsletter.
- Notifications of the Call for Applications should be sent out as soon as the Call is opened followed up by a reminder at a later stage.
- It may be advisable to send out an advance notification that the Call for Applications will be forthcoming.
- Some countries have networks of prize winners and "best" research scientists who could be specifically targeted and contacted.
- Copies (electronic or hard) of the CRP flyer and list of National Correspondents poster should be sent to as many contacts as possible.
- Some countries maintain a distribution list of former beneficiaries of CRP funding which the National Correspondents use for distributing information on the Calls.\*

### 2. *Promoting through the Internet*

- You should have information about the CRP and the Call, including a link to the CRP website, and advertise on as many websites as possible: ministry websites, relevant research organisations/institutes websites, scientific associations.
- You may need to provide the people responsible for such websites with a suggested text for the posting.
- If you have personal contacts with international scientific associations that will post CRP information on their websites, please let the Secretariat know so that this information can be shared to avoid several requests being made to such associations for the same thing from several sources.
- If you are on LinkedIn, you may wish to provide information and the CRP link through your personal profile.
- Posting information on social media you may use: Facebook, Twitter.

### 3. *Promoting through meetings*

- Distribute the call announcement and CRP flyers at meetings or conferences that you (or colleagues on your behalf) attend.
- Call information can also be provided at events that promote other research funding opportunities, such as EU research funding opportunities (but of course remembering that the CRP is much broader than the EU and that not all EU countries are members of the EU).

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\*. The Secretariat also notifies former Fellows and fellowship Hosts by e-mail of the opening of each annual Call for Applications, asking them to pass the information on to colleagues, and will be doing the same for previous conference/workshop organisers and funded speakers.



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- One country organises one or two meetings a year with former beneficiaries of CRP funding and advertises through these meetings.

### 4. *Other ways of promoting the CRP*

- Inform personal contacts by word of mouth.
- Provide links to individual scientists that you know are interested in collaborating in areas that are of relevance to the CRP.
- If you know about a forthcoming event which is relevant, contact the event organisers/co-ordinator directly to encourage them to put in an application.
- Display the CRP posters around work in busy areas.

### III. **Advising potential candidates**

- Key advice for potential applicants is to carefully read the instructions on the CRP Call for Applications webpage, in particular the selection criteria, and that they should make sure that their application explicitly addresses the criteria.
- It is important to urge potential candidates to communicate with the relevant Theme co-ordinator as soon as possible. This avoids candidates who are not eligible spending a lot of time on applications that will not be considered, and helps others clarify their proposal.
- It is helpful to provide an indication of the amount of funds that might be available for conferences/workshops, to avoid too many applications proposals that would use up most of the budget:

For example, in 2016 the CRP's budget for conferences/workshops was 214 700€ (to cover conference sponsorship, contributions towards the proceedings and the external evaluation of one conference). The CRP usually funds seven to ten conferences/workshops a year, with funding ranging from 20 000€ to 30 000€, with around 10 to 12 funded speakers per conference/workshop. In previous years funding for conferences/workshops has ranged from 13 500€ to 40 000€.

- It is important to outline the key expectations in terms of deliverables:
  - For *Fellowships*:
    - Evaluation questionnaires to be completed by both the fellow and their host; a summary report from fellows (template provided by the Secretariat); a copy of any published manuscripts that come out of the fellowships. These are to be sent to the CRP Secretariat.
    - Please stress to potential candidates that if a publication results from their successful fellowship, as well as them sending a copy of their manuscript, they need to credit the CRP in a note or footnote, as follows: “[Research Fellow’s name] acknowledges the receipt of a fellowship from the OECD Co-operative Research Programme: Biological Resource Management for Sustainable Agricultural Systems in [Year]”.



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- For *Conferences/Workshops*:
  - An evaluation questionnaire to be distributed and collected to all conference/workshop participants (not just speakers funded by CRP) which all participants should be actively encouraged to complete and hand in; a one-two page report from the organisers summarising the lessons learnt and the implications for policy making (the Secretariat will provide a template); and, most importantly that the proceedings of the conference/workshop are published.
  - Potential applicants should be advised that, until they have been informed that their application has been successful, they should make no reference to OECD/OECD CRP funding in any of their publicity materials for their conference/workshop.
- Applicants should be urged to establish connections with other countries early in scoping a conference/workshop or fellowship. You may need to have a role in connecting potential fellowship candidates from outside your country with possible hosts in your country.
- The importance of the policy relevance of their application needs to be stressed and that it has to be clearly explained in the application – both for applications for conference/workshop funding and research fellowships. While this may not be easy in particular for “natural scientists”, it is a key requirement for CRP funding. Applicants can be directed to the OECD agriculture, environment and possibly science and technology websites ([www.oecd.org/agriculture/](http://www.oecd.org/agriculture/); [www.oecd.org/environment/](http://www.oecd.org/environment/); <http://www.oecd.org/science/>) to help with this, or of course, national and regional government websites.

### IV. Suggested wording for e-mailing, websites/social media postings, etc.

- E-mail:

Would you please circulate the information below throughout your organisation and relevant networks.

The call for proposals for Travelling Fellowships and funding for Conferences in 2017 through the **OECD “Co-operative Research Program: Biological Resource Management for Sustainable Agricultural Systems” (CRP)** is now open.

The CRP is supported by 24 of the 34 OECD member countries (including X country) and operates under three Themes – Managing Natural Capital for the Future, Managing Risks in a Connected World, Transformational Technologies and Innovation. The CRP supports Travelling Fellowships from six to 26 weeks for established scientists and supports focussed conferences/workshops on issues relevant to the programme and OECD.

Full details of the Application Process and Selection Criteria for both the Fellowships and Conference support are available on the website: [www.oecd.org/agriculture/crp](http://www.oecd.org/agriculture/crp).

It is important that Selection Criteria are explicitly addressed in applications. It is essential that applicants discuss their proposal with at least one of the six-member Scientific Advisory Body (SAB). Details of the SAB members are given on the website and in attached brochures.



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The CRP is normally able to support between 25-35 Fellowships and 6-10 Conferences each year. You can see details of those supported each year back to 2009 on the website. These will give guidance on the topics which have previously been covered.

Closing dates for both the Fellowship applications and the Conference applications is midnight, Paris time, 10 September 2016.

- Websites:

### OECD opens funding call

The Organisation for Economic Co-operation and Development (OECD) – through its Co-operative Research Programme (CRP) – has opened a call for applications to fund research fellowships and attendance at international conferences (such as workshops, congresses and symposia) in 2017.

The CRP is supported by 24 of the 34 OECD member countries (including X country) and operates under three themes – Managing Natural Capital for the Future, Managing Risks in a Connected World, Transformational Technologies and Innovation. The CRP supports travelling fellowships from six to 26 weeks for established scientists and supports conferences/workshops on issues relevant to the programme and OECD.

More information, including full details of the application process and selection criteria for both the fellowships and conference support, is available on the [OECD website](#).

X person (National Correspondent for the CRP for X country (e-mail address)) is happy to assist X country scientists wishing to apply.

- Facebook, etc.:

Agricultural research scientists: Apply for an OECD Research Fellowship or Conference Sponsorship – closing date 10 September 2016:

<http://www.oecd.org/tad/crp/researchfellowshipsandconferencesponsorship-co-operativeresearchprogramme.htm>

- Twitter:

Agricultural research scientists: Apply for OECD fellowship & conference sponsorship <http://bit.ly/17r5Yhc> Deadline: 10 Sept 2016