

PROLINNOVA Guidelines 4:

Selecting participants for international meetings and events

Organisers of international meetings and events often ask the PROLINNOVA International Support Team (IST), which includes the Subregional Coordinators (SRCs), to propose participants from the network. In most cases, the IST needs to take very quick decisions, as advance notice of the meetings is usually short and procedures to obtain visas are not.

As much as possible, people from the Country Platforms (CPs) will be selected to represent PROLINNOVA at international meetings and events, especially in order to present case studies on PROLINNOVA activities at national and subnational level and thereby to become engaged in policy advocacy at international level. Every effort will be made to give people from all CPs (and different people within each CP) opportunities to take part in international meetings. In some cases, however, it may be appropriate that a SRC, another member of the IST or a member of the PROLINNOVA Oversight Group (POG) represents the network.

Criteria

The IST will use the following *criteria* to select candidates to attend international meetings:

- relevant experience of candidate for the theme of the meeting
- relevant geographic location for the coverage of the meeting
- proximity to place of meeting, especially if travel costs must be carried by PROLINNOVA
- participation in earlier meetings (i.e. giving different people from different CPs an opportunity)
- belonging to the stakeholder group intended to be heard (e.g. member of a civil-society organisation, if the emphasis is on the perspective of CSOs)
- proficiency in the appropriate "insider language" for the meeting (e.g. "Scientese", "Lobbyese"), given the candidate's background and present work
- proficiency in the language to be spoken (French, English, Spanish, Arabic etc)
- sex of participant (if the request is specifically for a woman or a man); gender balance will be sought in selecting candidates.

Procedure

When an IST member is asked to propose candidates to take part in international meetings or events, it will discuss the request with the other IST members and quickly select and rank possible candidates, using the criteria given above. If the first person contacted is not available to attend, the second most suitable person will be contacted. By email, the IST will let all CP coordinators and the POG know who has been proposed and will justify this choice. Any requests for further clarification of the choice or any concerns about the procedure may be submitted by members of the CPs to the POG Co-Chairs. The POG will decide on any change in procedures or subsequent action to be taken, but the choice already made of a person to attend an international meeting or event will not change (for logistic reasons).

In the case of meetings in Africa or requests for participants from Africa, the IST will ask the SRCs to arrange selection of participants. As the subregional platforms in Africa become stronger, they will develop their own criteria for selecting people to take part in meetings in Africa.

If the organisers of a meeting invite an individual personally (rather than “a representative” of PROLINNOVA), it will be up to that individual to decide whether s/he will accept the invitation. If s/he cannot accept the invitation, s/he is encouraged to inform the IST about the opportunity so that another appropriate person in the PROLINNOVA network can be selected, using the above-mentioned criteria.

If the IST asks a CP coordinator to select a participant for an international meeting or event, s/he will communicate about this with the CP’s Core Team and National Steering Committee (NSC). When individuals in the CPs take their own initiative to submit PROLINNOVA-related contributions to international meetings, selection will be the task of the meeting organisers. The individuals should inform their CP’s Core Team and NSC, the SRCs (in the case of Africa) and the other members of the IST about their participation in such meetings, to allow coordination and documentation of these activities, and should make their contributions (papers, posters, PowerPoint presentations) available in digital form to the national secretariat/host organisation, the SRCs and other members of the IST. As much as possible, all contributions to international meetings should be posted on the PROLINNOVA website.