

## PROLINNOVA Guidelines 4:

### Selecting participants for international meetings and events

Organisers of international meetings and events often ask the PROLINNOVA International Secretariat to propose participants from the network. In most cases, the Secretariat 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 Subregional Coordinator (SRC), a member of the International Support Team (IST) or a member of the PROLINNOVA Oversight Group (POG) represents the network.

The Secretariat 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 the Secretariat is asked to propose candidates to take part in international meetings or events, it will contact possible candidates immediately, 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 Secretariat will let all CP coordinators, the SRCs, other members of the IST 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, the SRCs, the IST and other members of the POG 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.

In the case of meetings in Africa or requests for participants from Africa, the Secretariat will consult the SRCs about 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 propose another PROLINNOVA partner, using the above-mentioned criteria.

If the International Secretariat 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 PROLINNOVA International Secretariat 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 and international Secretariats and the SRCs. As much as possible, all contributions to international meetings should be posted on the PROLINNOVA website.