



BEST PRACTICES GUIDE

For National Correspondents

www.oecd.org/agriculture/crp

TAD.PROG@oecd.org

April 2021



Best Practices Guide for National Correspondents

Please note the new title of the CRP: Co-operative Research Programme: Sustainable Agricultural and Food Systems

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.

A section on Frequently Asked Questions has been included in this version of the Guide.

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. The Co-operative Research Programme's ("CRP") main aim is to strengthen scientific knowledge and provide relevant scientific information and advice that will inform future policy decisions related to the sustainable use of natural resources, in the areas of food, agriculture, forests and fisheries.

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 in to 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.
- 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.



Best Practices Guide for National Correspondents

- 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).
- 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.

* 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.

Please ensure you are observing any personal data protection laws if you maintain a database of previous CRP award recipients.



Best Practices Guide for National Correspondents

- 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:
 - ◇ In 2022 the CRP's budget for conferences/workshops is around EUR 240 000. The CRP usually funds seven to ten conferences/workshops a year, with funding ranging from EUR 10 000 to EUR 30 000, with around 10 to 12 funded speakers per conference/workshop.
 - ◇ For fellowships, 2022 awards amount to EUR 215 000.
- 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: Sustainable Agricultural and Food Systems in [Year of fellowship]”.
 - ◇ 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/; www.oecd.org/environment/; <http://www.oecd.org/science/>) to help with this, or of course, national and regional government websites.
- Advise applicants to allow sufficient time to organise visas if appropriate, and to contact the CRP Secretariat if they experience problems applying for visas. The Secretariat will use its contacts in the relevant countries to try and find help.

IV. Suggested wording for e-mailing, websites/social media postings, etc., for the Call for Applications for funding in 2022

Please feel free to use the text below – and translate it as appropriate – for both e-mailing and on websites. The CRP Secretariat can provide the OECD logo and the CRP banner as requested.

- E-mail and websites:



Best Practices Guide for National Correspondents

Call for Applications for Funding in 2022: International Conference Sponsorship | Individual Travel Bursary Fellowship Awards on Agriculture, Food, Fisheries and Forests issues

Are you organising a conference or workshop on state-of-the-art research issues in agriculture, food, fisheries or forests in 2022?

Or would you like to spend time working with researchers in another country to help your research project, maybe as part of a sabbatical?

If so, we think you should consider [applying for funding](#) from the OECD CRP (Co-operative Research Programme: Sustainable Agricultural and Systems).

Especially – but not restricted to – if you are working on any of the following areas:

- Emerging diseases and zoonoses, especially COVID-19, including their possible transmission through food;
- Resilience and risk management;
- Climate change, including carbon sequestration in agriculture, forestry and land use;
- Digital technologies;
- Plant and animal breeding to enhance sustainable productivity growth and resilience to climatic events;
- Fisheries and aquaculture productivity, sustainability and resilience;
- Ecosystems and biodiversity, including in aquaculture and farmlands, and natural resources;
- Development of alternatives to antibiotics for use in livestock and less harmful plant protection chemicals and improved fertilisers;
- Sustainable and resilient food systems.

If you are working on any of the [CRP priority areas of research](#), grouped under the three research themes below, we would welcome an application from you.

- I. Managing Natural Capital
- II. Strengthening Resilience in the Face of Multiple Risks in a Connected World
- III. Transformational Technologies and Innovation

All the information about the fellowship awards and international conference sponsorship, together with the applications forms are on the [Call for Applications page](#) of the [CRP website](#).

Or contact the CRP Secretariat directly: TAD/PROG@oecd.org.

Closing date for Applications: Midnight, CET, Tuesday, 10 September 2021

➤ Facebook, LinkedIn, etc.:

Agriculture (and food, fisheries and forests) research scientists: Apply for an OECD Research Fellowship travel bursary or Conference Sponsorship – closing date 10 September 2021:

<http://www.oecd.org/agriculture/crp/applications/>

#sustainableagriculture, #resilientagriculture, #sabbatical, #climatechange, #biodiversity, #naturalresources, #plantdiseases, #animaldiseases, #smartagriculture¹.

¹ Suggested hashtags



Best Practices Guide for National Correspondents

➤ Twitter:

The Call for Applications for Funding in 2022 has been tweeted from the OECD Agriculture Twitter account: <https://twitter.com/OECDagriculture/status/1382650620243492864>. Please retweet this.

V. Frequently Asked Questions

Fellowships:

When submitting an application:

- Are all members of the OECD countries part of the Co-operative Research Programme (CRP)?**
No, only the 26 countries which contribute to the Programme (see box below).
Austria, Australia, Belgium, Canada, Chile, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hungary, Ireland, Italy, Japan, Korea, Latvia, Netherlands, New Zealand, Norway, Slovak Republic, Spain, Sweden, Switzerland, United Kingdom, United States.
- Is there an age limit?**
There is no upper age limit; the lower age limit is conditioned by the requirement of applicants to have their PhD (or equivalent experience) plus four years' post-doctoral experience.
- How often can I apply?**
Every 5 years. For example, if you applied in 2017 for a research fellowship undertaken in 2018, you can re-apply in 2022 for a research fellowship to be undertaken in 2023.
- Is it possible to split a research fellowship?**
Yes, a fellowship can be split but the CRP award will only be calculated on the basis of one return trip.
- Can I apply if I am a PhD student?**
No, fellowships are not to fund students.
- Can I apply if I do not hold a PhD?**
You normally need to hold a PhD to apply for a fellowship. However, in some cases, the applicant's experience can stand in lieu of a PhD.
- Can I apply if I do not have a permanent position?**
The CRP understands that permanent contracts are quite rare these days and that most applicants are going to be on short, fixed-term contracts. As establishing an ongoing, long-term collaboration between institutions is a fundamental goal of CRP fellowships, the CRP therefore considers that a three-year contract minimum and evidence that you will continue with your employer after the fellowship as sufficient to ensure the ongoing collaboration post-fellowship.
- Can fellowships be awarded to institutions?**
No, fellowships are only awarded to individuals.
- Are non-academic researchers eligible for fellowships?**
Yes, non-academic individuals can apply; for example, researchers from governmental or regional research institutes.
- Can I apply if I am a permanent resident but do not have the citizenship of a CRP member country?**
If you are not a citizen of one of the countries which takes part in the CRP Programme, you can still apply provided you hold a residency and/or work permit in one of these countries. You will be requested to send us a copy of your residency and/or working papers.
- Who should send working/residency papers?**



Best Practices Guide for National Correspondents

Only the people who live in a participating OECD member country but are not citizens of these countries (they have a different nationality).

12. [Is it possible to conduct research in international organisations such as WHO, FAO, OECD?](#)

Yes, this is possible, especially an ongoing, long-term relationship between the fellow's home institute and the international organisation can be nurtured.

13. [Is there a page-length limitation for the detailed description of the research proposal and expected results \(for the on-line application\)?](#)

No, there is no limitation. In previous applications, this section has been as short as one page, and as long as six pages. The average is three pages.

When the fellowship is granted:

14. [Is it possible to defer the fellowship to another year?](#)

The general rule is that it is not possible to defer a fellowship to the following year. However, in exceptional circumstances (e.g. the current COVID-19 pandemic situation), it could be considered. You would need to contact the CRP Secretariat as soon as this may become a necessity.

15. [In what currency will I be paid?](#)

Fellows are paid in the currency of the country they come from. But if you wish to be paid in the currency where the fellowship is to be undertaken, you just have to inform the Secretariat.

16. [Is it possible to change the dates of a fellowship?](#)

Yes, it is possible to change the dates of a fellowship.

If there are more than 2 weeks differences between the original planned dates and the new dates, the theme co-ordinator will have to agree to the change and a letter from your host confirming the new dates will be requested.

17. [Do I need to pay taxes on the fees I receive from the OECD?](#)

The CRP award is classed by the OECD as a *travel bursary*, not fees. Whether a fellow has to pay tax or not on the monies received from the OECD depends on the legislation of his/her country. Applicants are advised to check this matter with the tax authorities of the country where they live.

18. [Do I get any insurance or medical cover?](#)

Neither the OECD nor the host provides any insurance. Applicants should check with their employer that they have adequate insurance, including medical cover, throughout the entire fellowship or arrange their own private insurance.

19. [Do I need to produce receipts/ invoices at the end of the fellowship?](#)

No, there is no need to send us a copy of all the receipts/invoices or proof of how you spent the money received from the OECD.

20. [Can I travel abroad during an OECD fellowship to attend a conference?](#)

You can travel abroad to attend a conference with your host's approval. The travel and registration fees are at your own expenses.

21. [If I am awarded a fellowship but refuse it for some reasons, can I apply again the following year?](#)

Yes, you can but it does not necessarily mean that you will be granted a fellowship the following year.

22. [Can I stay longer than the number of weeks I have been granted to do my research fellowship?](#)

You can stay longer than the number of weeks you have been granted or longer than 26 weeks (the maximum number of weeks funded by the OECD) but it will be at your own expense.

23. [Would an application to go to a host who works in the same institute or lab as a National Correspondent, SAB member or Governing Body Delegate cause a problem because of a conflict of interest?](#)



Best Practices Guide for National Correspondents

As long as a full disclosure is made in the applications form, this should not impede assessment of the application.

24. [I missed the deadline for submitting our application. Can I have an extension?](#)

No, this would not be fair on all the applicants who submitted by the deadline. However, if missing the deadline was caused by technical problems with the application form, you will need to contact the CRP Secretariat immediately: TAD.PROG@oecd.org.

Conferences/Workshops

25. [Can I apply for conference sponsorship in year N for an event taking place in year N+2?](#)

We advise that this should not be done, as any assessment in year N may be prejudiced by the quality of the applications the following year for event taking place in year N +2. For example, an application submitted in 2021 for an event in 2023 may be considered of a high enough quality to be sponsored, but it will nonetheless be reassessed in 2022 with the applications submitted in 2022 so as not to prejudice the applications submitted in 2022 and may subsequently be found not to be of high enough quality in comparison with the other applications.

26. [I was recently a CRP fellow \(or host\). Can I apply for sponsorship of an event I am organising?](#)

Yes, there are no time limit constraints on recent CRP fellows applying for conference sponsorship. You should indicate in your application form that you are a recent CRP fellow.

27. [Can my event be held at the OECD headquarters?](#)

It is advisable not to plan on this. OECD conference facilities have almost no capacity for events that are not OECD events or committee meetings. Charges for external events are considerable and would need to be covered through your conference budget; the CRP cannot access the facilities for free.

28. [I am organising the annual meeting of X Association \[or Society\]. Is it eligible for CRP Conference Sponsorship?](#)

Priority is not given to events that would take place anyway, unless it can be shown in the application form that your particular meeting is innovative, on a specific subject of interest to the CRP, and that it can be clearly identified as a special, CRP-sponsored session.

It is usually more successful if CRP sponsorship is asked for a discrete, pre- or post- workshop in which participants will attend for the duration and not come and go for specific presentations. This is partly because the CRP requires that an evaluation questionnaire be completed by all participants; if participants are only “dropping in” on individual presentations rather than participating in the whole session or workshop, this requirement is difficult for you to fulfil, but also because our experience is that it is difficult to manage other CRP requirements – such as the proceedings – if CRP-funded speakers are scattered throughout a big meeting.

29. [I am planning a conference with a regional bias. Is this eligible for sponsorship?](#)

The emphasis of the CRP is the international nature of events it sponsors. Any regional event would need to include speakers from the greater CRP country membership to bring an international perspective to the subject matter of the event. The proceedings to be published after the conference will also need to put the regional aspect into an international context.

30. [We are planning on organising a conference in X OECD country. Will this be possible?](#)

If X country is one of the countries participating in the CRP, yes; if not, no. Please note that not all OECD Member countries participate in the CRP.

Countries participating in the CRP are:

Austria, Australia, Belgium, Canada, Chile, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hungary, Ireland, Italy, Japan, Korea, Latvia, Netherlands, New Zealand, Norway, Slovak Republic, Spain, Sweden, Switzerland, United Kingdom, United States.

OECD countries that are *not* in the CRP are: Colombia, Greece, Iceland, Israel, Lithuania, Luxembourg, Mexico, Poland, Portugal, Slovenia, Turkey.



Best Practices Guide for National Correspondents

31. [Is the publication of proceedings mandatory?](#)
Yes, the publication of proceedings after the event is a mandatory requirement of any award.
32. [Do I need to say how much funding I am requesting?](#)
No; the amount of funding you may be offered is calculated by the CRP Secretariat. It will be based on the list of speakers proposed for CRP funding in the case of an application for an *in person* event, or on the draft budget in the case of an application for an *online* event.
33. [Can I apply for CRP conference sponsorship to fund my participation in a conference I am giving a paper at?](#)
No, only organisers of conferences or workshops can apply for CRP conference sponsorship.
34. [Would CRP consider funding a conference that spanned all three Research Themes?](#)
Yes, definitely. How your event relates to all three research themes would have to be explained in your application form.
35. [The list of speakers \[/programme\] is not necessarily the final one. Will this impact on my application?](#)
Obviously it is better for your application if the list of speakers [/programme] is as final as possible, but we understand that this is not always possible. You should, however, endeavour to make it as complete as possible.

For example, for your list of speakers, you can add TBC (for “to be confirmed”) after the proposed titles of speakers’ presentations, but you do need to provide information in all of the columns of the Excel table downloaded from the application form. We appreciate that between the submission of your application and the event taking place, if your application is successful, there may be changes to the list of speakers, if speakers move, retire, become ill, etc.

Likewise, for the draft programme, we know that some slots are filled after the draft programme is submitted with the application form. However, the draft programme should be as complete as possible, even if certain speakers or titles of presentations have to be shown as TBC, as this gives the assessors a fuller picture of how you envisage the conference to be. Timings, coffee breaks, adequate time for questions and discussions between sessions, a slot for a presentation about the CRP at the beginning of the conference and a wrap-up session of at least three quarters of an hour at the end are all very important
36. [We missed the deadline for submitting our application. Can we have an extension?](#)
No, this would not be fair on all the applicants who submitted by the deadline. However, if missing the deadline was caused by technical problems with the application form, you will need to contact the CRP Secretariat immediately: TAD.PROG@oecd.org.