

## Criteria to Host Annual Meeting

**Ever wanted to actively contribute to a global learning event and share your region's and organisation's experiences in Rural Advisory Services (RAS) with a global audience?**

### What is the GFRAS Annual Meeting

The [Annual Meeting](#) is GFRAS' central instrument to foster exchange on rural advisory services (RAS) between stakeholders and across regions, and to discuss GFRAS strategic directions and functioning. It serves all three GFRAS strategic fields: advocacy and support for an enabling policy environment and appropriate investment in rural advisory services, professionalisation of rural advisory services, and facilitation and enhancement of effective and continuous knowledge generation and exchange.

The GFRAS secretariat organises the GFRAS Annual meeting with strategic guidance by an organising committee. Hosts of the meeting have been [RELASER](#) (2010, Chile), [AFAAS](#) (2011, Kenya), [APIRAS](#) (2012, the Philippines), [GIZ](#) (2013, Germany), [RELASER](#) (2014, Argentina), [CAC-FRAS](#) (2015, Kyrgyzstan), and [RESCAR-AOC](#) (2016, Cameroon), [APEN](#) (2017, Australia), [RICKI and APIRAS](#) (2018, Korea), and [CAEPNet](#) (2019, Jamaica). [EUFRAS](#), [IALB](#), and [SEASN](#) are co-hosting the 2020 meeting in Latvia.

### Who can host the GFRAS Annual Meeting

Regional and sub-regional RAS fora, as well as networks and organisations involved in the agricultural innovation system are invited to apply to host the GFRAS Annual Meeting. The GFRAS [Board](#) selects the host based on the following criteria:

- Willingness and demonstrated demand of the potential host to hold the GFRAS Annual Meeting
- Ability to co-sponsor the GFRAS Annual Meeting at the magnitude of minimum USD 100,000 (in both funds and in-kind contribution)
- Personnel, logistical, administrative, and financial capacity of the potential host
- Strategic opportunities to promote RAS and GFRAS, e.g. by reaching to a new segment of affiliates, strengthening regional and sub-regional RAS networks, and strengthening partnerships with new organisations
- Opportunities to link regional issues for RAS to global level and degree to which participants can learn from particularities from the region
- Security for participants and political and economic stability of the host country
- Financial and logistical considerations, including simplicity in visa applications, accessibility of the place, availability of appropriate conference facilities, etc.
- Rotation of the GFRAS Annual Meeting between regions and sectors to allow global attendance from different types of participants
- Opportunity to gain synergies with other events related to rural advisory services (RAS)
- Ability to involve private sector representatives

The host does not need to fulfil all of the listed criteria, except for the co-financing capacities, which needs to be an up-front written commitment to be selected as a host.

### **What is involved in hosting a GFRAS Annual Meeting?**

The host of the GFRAS Annual Meeting, in coordination with the GFRAS secretariat and the Annual Meeting organising committee, gives support and is responsible for organising key logistical and administrative aspects, including:

- Contribute a minimum of financial or in-kind support to the meeting and/or its organisation
- Managing the registration process (online registration facilitated by the GFRAS Secretariat)
- Organise logistics, including venue, accommodation, meals, coffee breaks, equipment, and interpretation (if relevant)
- Delegate one (or two) representative(s) from the host organisation to be part of the GAM Organising Committee
- Cover the cost of catering during the GAM for all participants (morning and afternoon refreshments, as well as lunch)
- Organising and covering the costs of the field trip – including lunch (if such a trip is deemed relevant)
- Liaise with national authorities for visa facilitation of participants, security issues, eventual participation of high-level representatives, and others
- Preparing and sponsoring information material, promotional material, and conference bags
- Helping to record the meeting through minutes, photos, and video
- Provide support to organise the attendance of sponsored participants (i.e. facilitating Visa procedures)
- Help to manage finances at local level (budgeting, contracting and paying service providers, financial reporting)
- Promote the GAM at national level and encourage participation of new partners and organisations (including the private sector)

### **What support is offered by the GFRAS secretariat?**

The GFRAS secretariat coordinates the overall organisation of the GFRAS Annual Meeting. It supports the host in the following areas

- The elaboration of the content of the meeting
- Guidance of the logistical preparation, including provision of guidelines, checklists, sample letters, and timelines to the hosts
- Global promotion of the meeting through various channels
- Registration of participants and coordination with sponsored participants
- Financial support for the event
- Ensuring reporting of the event

The collaboration between the host and GFRAS will be based on a written Memorandum of Understanding (MoU). In regards to promotion of the meeting, content, and registration, the final division of responsibility needs to be clarified before signing the MoU, as GFRAS and the host can negotiate.

## **How to apply as host of the GFRAS Annual Meeting**

Networks and organisations who would like to host the GFRAS Annual Meeting are invited to respond to the calls that will be published on GFRAS website and disseminated through its various networks. Interest is expressed via the submission of a letter containing information on the organisation's/fora's link to RAS, their motivation and ideas to host the GFRAS Annual Meeting, and their logistical capacity and experience in organising international participatory events, as well as a clear binding financial commitment. The letter should also include major advantages of the host and the location, potential additional local partners, (monetary, material, and in-kind) funding opportunities, and potential synergies that can be created. Finally, it should also outline what the added value of hosting the Annual Meeting would be for the GFRAS community as well as the region.