

## Call to host the 9<sup>th</sup> GFRAS Annual Meeting, 2018

**Have you ever wanted to actively contribute to a global learning event and share your region's and organisation's experiences in RAS with a global audience? Don't miss submitting your application to host the 9<sup>th</sup> GFRAS Annual Meeting by 31 December 2016 to [natalie.ernst@g-fras.org](mailto:natalie.ernst@g-fras.org).**

### 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. Previous hosts of the meeting were [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](#) will host the 2017 meeting in Australia.

### 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 Steering Committee](#) selects the host based on the following criteria:

- Willingness and demonstrated regional demand of the potential host to hold the GFRAS Annual Meeting
- Proof of personnel, logistical, administrative and financial capacity of the potential host
- Opportunities to link regional issues of RAS to the global level and for participants to 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 diverse participants
- Strategic opportunities to promote RAS and GFRAS, e.g. by reaching a new segment of affiliates, strengthening regional and sub-regional RAS networks and strengthening partnerships with new organisations
- Opportunity to gain synergies with other events related to RAS

## 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
- Organise logistics, including venue, accommodation, meals, coffee breaks, equipment and interpretation
- Organise the field trips and a socio-cultural event
- Liaise with national authorities for visa facilitation of participants, security issues, eventual participation of high-level representatives, and others
- Prepare information material, promotional material and conference bags
- Organise and liaise with support staff and volunteers to assist during the meeting
- Help to record the meeting through minutes, photos, and video if demanded
- Provide support to organise the attendance of sponsored participants if demanded
- Help to manage finances if demanded (budgeting, contracting and paying service providers, financial reporting)

## 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
- Coordination of the logistical preparation, including provision of guidelines, checklists, sample letters, and timelines to the hosts
- 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.

## 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 send a short (maximum 2 page) letter to the GFRAS Secretariat ([natalie.ernst@g-fras.org](mailto:natalie.ernst@g-fras.org)). It should contain information on the organisation's/fora's link to RAS, their motivation and ideas to host the GFRAS Annual Meeting, their (financial, human, logistical) capacity and experience in organising international participatory events, and plans on how to particularly address the criteria mentioned. 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. It should further outline what the added value of hosting the Annual Meeting would be for the GFRAS community as well as the region. Finally, please indicate whether the application could also be considered for the 2019 Annual Meeting, should your proposal not be selected for 2018. Please send your application letter by 31 December 2016. The GFRAS Steering Committee will decide and communicate its choice by May 2017.