



Procedure for Adding New Projects and Activities to the Partnership

1. A project or activity involving any two or more Partners that contributes to the objectives of the Partnership is eligible for inclusion in the Partnership. Partners proposing the project or activity should show how the project or activity promotes the goals of the Partnership and how the Partnership will play a catalytic role in generating or enhancing the project or activity. Inclusion in the Partnership can help to raise the profile of the Partnership, leverage funding, and promote strategic cooperation with other Partners toward the Partnership's goals.
2. When a Partner wishes to add a new project or activity to the Partnership, and the project or activity falls within the scope of an existing Task Force, it will provide to the relevant Task Force Chair and Co-chair, as well as to the Secretariat, a description of the project or activity using a standard form provided by the Secretariat. The form will describe the details of the project or activity, as well as opportunities for participation by other Partners, their industry and other organizations.
3. Task Forces will consider all proposed projects and activities within their scope. The Task Force may make suggestions for improvement. If no Partner raises a question about the proposed project and activity or requests further information within four weeks, and once two or more Partners have agreed to the proposed project or activity, it will be forwarded to PIC members for endorsement.
4. If within four weeks, the participating Partners have agreed to the project or activity in writing via an e-mail acceptance to the Secretariat and no other PIC member raises a question or objection, the proposed project or activity will be considered as endorsed, and the Secretariat will include it on the website "project roster."
5. If the proposed project or activity does not fall within the scope of an existing Task Force, the Secretariat will forward the proposal directly to PIC members for endorsement. Once two or more Partners have agreed to the proposed project or activity, and if no PIC member raises a question or objection within six weeks, the proposed project or activity will be considered as endorsed, and the Secretariat will include it on the website "project roster."
6. In proposing a new project or activity, Partners should identify a means for reporting on its implementation, consistent with reporting mechanisms for the Partnership. Partners may use existing Task Forces for reporting, monitoring and evaluation where projects or activities fall within their purview. Where there is no relevant Task Force, monitoring and reporting will be the responsibility of the Partners involved in the project or activity and be made directly to the PIC.

This document should be read in conjunction with the Partnership Charter, Work Plan, and Communiqué (January 2006); Task Force Guidelines (April 2006), and Further Guidance to the Task Forces (April 2007).