



United Nations
Educational, Scientific and
Cultural Organization

Fund for Elimination of Doping in Sport

Handbook



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FOREWORD



On 1 February 2007, the International Convention against Doping in Sport (the Convention) entered into force. In so doing, it became the most successful international convention in the history of UNESCO in terms of the speed of its development and entry into force. This was a moment of great emotion and profound satisfaction for UNESCO and for all those who have worked tirelessly in the fight against doping in sport.

Important as our achievements might be, UNESCO's mission to arrest doping in sport remains in its infancy. While the Convention provided a hitherto absent legal framework which can be applied by all governments to ensure the development of effective national anti-doping programmes, we need to meet the challenges of its implementation with equal vigor and purpose. Only once all of the governments throughout the world have met their obligations under the Convention can we measure real progress.

The Fund for the Elimination of Doping in Sport (the Fund), set forth in Article 17 of the Convention, has been specifically designed to ensure that all governments are able to take immediate action. Dedicated funding has been set aside to assist all States Parties to develop any necessary legislation, regulations or policies, and to establish preventative education programmes. Funding is also earmarked for activities which increase the anti-doping capacity of States Parties.

In establishing the Fund, UNESCO is conscious that anti-doping programmes around the world are at different stages of development. In this regard, work is needed to establish a benchmark - to increase the scope and effectiveness of all States Parties. The fight against doping in sport will best be served by building a global network of competent national authorities with sufficient anti-doping capacity.

The Fund will be administered through a “special account” under UNESCO’s Financial Regulations.¹ This means that multiple contributions, gifts, or bequests from Member States, international organizations, or by public or private bodies or individuals can be combined to finance specific projects and that funds can be carried over from one biennium to another, with accrued interest being reinvested in accordance with UNESCO’s Financial Regulations. I also wish to emphasize that it will be administered with due consideration of the work being undertaken by our partners in the international environment, the World Anti-Doping Agency (WADA) in particular. That way we can ensure that our finite resources are invested in the areas of greatest need.

I hope that this Handbook will facilitate utilization of the Fund, and thus contribute positively to the fight against doping in sport.

Koïchiro Matsuura

¹ Article 6, paragraph 6, *Financial Regulations of UNESCO*.

INTRODUCTION

The Convention makes two significant contributions to the world of sport. It provides a mechanism which binds governments to the fight against doping in sport, complementary to the World Anti-Doping Code and the actions being undertaken by WADA and the Sports Movement. The Convention also provides much needed financial resources to achieve its overarching objective – to promote the prevention of and the fight against doping in sport, with a view to its elimination.

The establishment of the Fund was a pragmatic decision. It was clear during the preparation of the Convention that a number of governments would require assistance in the fight against doping in sport. Advice and the sharing of best practice as well as a range of assistance including technical support were required. The establishment of anti-doping apparatus or institutions might also be necessary. At the same time, UNESCO was conscious that governments around the world have to manage limited financial resources. There are always competing priorities when it comes to making budget allocations. While UNESCO places considerable importance on anti-doping, it should not detract or draw investment away from the achievement of *Education for All* and the other essential Millennium Development Goals. Therefore a mechanism was established so that all States Parties could obtain technical and financial assistance to help them meet their obligations under the Convention.

At the first session of the Conference of Parties to the Convention, held at UNESCO headquarters from 5 to 7 February 2007, a number of decisions were taken concerning the Fund (see Annex 1: Resolution 1 CP/7). The Conference of Parties approved the criteria, conditions and procedures for submission of applications to the Fund. Three priority areas for the investment of the resources of the Fund were also identified, in accordance with Article 30 1(c) of the Convention. This document sets out the manner in which the Fund will be administered in accordance with the decisions taken by the Conference of Parties. It seeks to explain the regulations governing the Fund and the application process in a clear and accessible manner.

I. WHAT IS THE PURPOSE OF THE FUND?

The primary purpose of the Fund is to help States Parties to meet their obligations under the Convention.² As set forth in Article 18, resources under **the Fund will be allocated to assist States Parties to develop and implement anti-doping programmes in accordance with the Convention.** Broadly this means programmes which enhance: (1) anti-doping activities at the national level; (2) international cooperation; (3) education and training; and (4) research. These are the four principle thematic areas of the Convention, which contain a number of obligations for States Parties. However, more specific priority areas have subsequently been articulated by the first session of the Conference of Parties.

Alignment with the Goals of the World Anti-Doping Agency (WADA)

Article 18 of the Convention also states that the goals of WADA should be taken into consideration when it comes to the use and governance of the Fund. The intent behind this provision is that all projects under the Fund should complement those under the World Anti-Doping Program to which WADA has overall responsibility. It also contains an implicit desire to avoid duplication. It is important that limited resources are used to best effect in the fight against doping in sport.

² *The Fund may also serve to cover some of the functioning costs of the Convention. This aspect is not specifically addressed in the Handbook because it concerns the relationship between the Convention Secretariat and the Conference of Parties, the sovereign body of the Convention. Suffice to say that the financing of these activities requires the prior approval of the Conference of Parties.*

II. WHO CAN APPLY?

Article 18 of the Convention and Resolution 1CP/7 adopted by the Conference of Parties are very precise about who may benefit from the resources contained in the Fund. **It is restricted to States Parties only.** This aspect is perhaps self evident considering the purpose for which the Fund has been established. Only those governments who have ratified, accepted, approved or acceded to the Convention, and in so doing have given a legal commitment to comply with all its provisions, require assistance with its implementation.

Assistance with the Ratification, Acceptance, Approval or Accession to the Convention

If Member States of UNESCO require assistance with adherence to the Convention, to enable them to become States Parties, the Convention Secretariat is able to provide advice and technical assistance. However, no financial disbursements will be made to Member States for this purpose.

III. WHAT ARE THE PRIORITY AREAS FOR THE INVESTMENT OF THE FUND?

The Conference of Parties identified three priority areas for the first two years of the Fund's existence (2008-09). The first priority was attached to **education projects focusing on youth and sports organizations**. In fact, it was agreed that half of the Fund should be allocated to education projects. Secondly, it decided that States Parties should be able to apply for assistance with **policy advice**. This is a relatively broad term which encapsulates the development of legislation, regulation, policies and administrative practices for the purposes of complying with the Convention. Thirdly, funding was earmarked for **mentoring and capacity development programmes**.

These priorities will remain in place until the second session of the Conference of Parties, scheduled for November 2009.

Least Developed or Low Income States Parties

The Conference of Parties requested that priority be given to **projects which enhance the capacity of least developed or low income States Parties**. Applications from least developed States Parties or low income countries as defined by the United Nations Economic and Social Council's Committee for Development Policy are strongly encouraged, particularly given that this was one of the principal objectives behind the establishment of the Fund.

Examples of Possible Projects

It is difficult for UNESCO to provide any indications on which projects might be suitable and/or likely to receive approval. Ultimately these decisions will be made by an Approval Committee consisting of representatives of States Parties, WADA, as well as professional UNESCO staff. Moreover, there is a risk that presenting a list of examples will only serve to stifle creativity and dissuade States Parties from developing novel approaches. The value of projects will depend on the particular needs of an individual State Party.

However, harmonization remains a key objective of the Convention. There may be a number of central themes or activities which would help to advance the fight against doping in sport. Several ideas are presented below for the consideration of States Parties. These are a means to stimulate further thinking.

Education

There are numerous possibilities in the field of education. At the same time there are a number of quality materials that have already been developed which could be easily adapted. It might be a good idea to start by translating, co-branding, printing and distributing existing resources (including UNESCO anti-doping materials or resources within the WADA Content Sharing Programme). Once a range of materials are made available in the local language other areas of need may have been identified.

Athletes and athlete support personnel will always be a key audience. At a minimum, they should be informed of their rights and obligations, and made aware of prohibited substances and methods, doping control procedures and relevant aspects of the Code. Education on the potential risks posed by the use of nutritional supplements may also be a good idea. A broader audience would benefit from accurate and up-to-date information on the ethical or health consequences of doping. Then there is a need to focus attention on young people. They after all represent the future of sport. It might be advisable to start with junior athletes and school sport competitions before moving on to the wider sporting community.

Policy Advice

Many States Parties might benefit from high quality advice from a specialist, consultant, or legal professional about the most appropriate policy approaches to take to comply with the various provisions of the Convention. The policy options might vary from one State Party to another depending on the existing legislative or regulatory framework and the level of direct government involvement in the fight against doping in sport. Therefore, it might be important for States Parties to obtain their own counsel. Advice could usefully be sought on the drafting or preparation of legislation, regulations, policies, or administrative practices to restrict the availability of prohibited substances and methods in order to combat their use in sport. Advice could also be sought on measures against trafficking or to control production, movement, importation, distribution and sale; how best to deal with athlete support personnel who facilitate doping; or the best means to encourage best practices in the marketing or distribution of nutritional supplements.

Mentoring and Capacity Building

The Fund provides an opportunity for greater cooperation and information sharing between States Parties. It could be used to increase exchanges between States Parties with well-developed expertise in anti-doping and other States Parties, for example, through seminars, conferences, training courses, or the provision of technical assistance. Potentially the Fund could also be used for institution building, leading to the creation of National Anti-Doping Organizations.

IV. HOW DO STATES PARTIES APPLY FOR FUNDING?

The Conference of Parties determined that **requests for assistance under the Fund should be made through the National Commission for UNESCO in each State Party**. However, where there is no such National Commission applications will be accepted from a designated government channel, such as the ministry with responsibility for sport. When undertaking this function, these organizations are often referred to in this Handbook as the Applicant.

The National Commissions have been selected so that there is a single point of contact within each State Party. Moreover, these organizations have considerable experience working alongside UNESCO in the delivery of programmes and are familiar with its systems and requirements. There is no expectation that each National Commission for UNESCO will have a great deal of experience in anti-doping matters or in the design of projects for assistance under the Fund. They will predominantly have a coordination function.

The Role of the National Commissions

The role of the National Commission is to facilitate applications for funding and to ensure the proper administration of projects. The National Commission will have the responsibility for consulting competent national authorities, in particular the government ministry responsible for sport, the National Anti-Doping Organization and/or the National Olympic Committee, in the development of any projects. It will be responsible for the submission of all applications to the Fund ensuring that all of the required information is provided. Finally, the National Commission will have an oversight function, ensuring that the project is completed in accordance with the original application. It will have the obligation to submit an itemized certified financial statement and a detailed evaluation report at the close of the project.

Selecting the Appropriate Application Form

There are two application forms provided in the Model Documents section of this Handbook. The first application form (AD:001) is for national projects only. The second application form (AD:002A) has been specifically designed for sub-regional, inter-regional or regional projects. Submission of this form should also be accompanied by at least three letters of support from governments involved in the project (form AD:002B). Thus it is expected that there will be comprehensive consultation during the development of any sub-regional, inter-regional or regional projects. This consultation is also designed to avoid duplication or overlapping projects.³

³ *Only one sub-regional, inter-regional or regional project, encompassing the same or similar States Parties, will be funded at a time. If more than one sub-regional, inter-regional or regional project is submitted to the Convention Secretariat, encompassing the same or similar States Parties, the Approval Committee will consider the projects by the order in which they were received.*

Information to be Included in the Application

The application forms seek to obtain information about the proposed project. A project description is required as well as a general explanation of the objectives to be achieved and the groups to be targeted by the project. Information on the organizations consulted in the development of the project is also requested. In this regard, it will be important to involve those with expertise in the field of sport and anti-doping in particular. The Applicant will be asked to provide a detailed work plan including all critical dates and the duration of the project. Finally, an itemized budget is required, setting out in United States Dollars the expected costs of each specific element.

Authentication of the Application

At the end of the application form, an authorized signature is required. Each project request must be dated, stamped and signed by the responsible authority of the National Commission for UNESCO or of a designated government channel where there is no such National Commission.

V. ARE THERE ANY CONDITIONS OR RESTRICTIONS?

Financial or in-Kind Contributions

The Conference of Parties determined that **States Parties have to make some form of contribution to the projects** to which they are seeking funding. In other words, the Fund will not cover the entire costs of a project. States Parties must provide a reasonable financial or non-financial contribution to the project. Acceptable forms of non-financial contributions may include the allocation of staff resources and/or the use of equipment and office space to assist with the delivery of the project.

Applicants will be asked to provide details of the relevant States Party's monetary or in-kind contributions to the project when they submit their application forms. Failure to provide this information may result in delays or the application form being returned to the Applicant.

Publicity

The Applicant must also publicize the fact that the project was financed by the UNESCO Fund for the Elimination of Doping in Sport. Reference should be made to the financial support provided by UNESCO in all public declarations or statements concerning the project by the Applicant and in all press communications, reports, publications or printed documents.

Maximum Amounts of Funding Available

Applications for national projects submitted by individual States Parties should not exceed **USD\$10,000**. The maximum amount of assistance available for each sub-regional, inter-regional, or regional project is **USD\$25,000**.

Overall Responsibility for the Project

The Applicant must agree to take full responsibility for the implementation of the project. They must ensure that the project is undertaken in accordance with the original application. The Applicant is also responsible for furnishing an itemized certified financial statement and a detailed evaluation at the conclusion of the project. In some cases the project may be undertaken by another organization, other than the Applicant, however, the Applicant will still have to assume the financial and administrative responsibility for the project.

One Project at a Time

States Parties may only undertake one project at a time. No other projects will be approved and financial assistance provided until such time as the relevant State Party's last funded project has been fully completed. Completion of the project entails sending the Convention Secretariat an itemized certified financial statement and a detailed evaluation report. The Applicant will be advised in writing by the Convention Secretariat when these steps have been undertaken successfully and the project is deemed to be completed.

Maximum Number of Requests

A maximum of three requests can be submitted by each State Party every biennium.⁴ These three projects might consist of national projects, and/or sub-regional, inter-regional or regional projects, or a combination thereof.

Prioritization of Projects

While it is possible for States Parties to submit several projects to the Convention Secretariat at the same time, only one project will be funded at a time. Therefore, States Parties are asked to number their projects in order of priority. On the application form, the Applicant will be asked to specify the priority given to project. It is possible to change this order at a later date, when another project is submitted or by way of an official letter from the Applicant to the Convention Secretariat.

⁴ *The current UNESCO biennium runs from 1 January 2008 to 31 December 2009.*

VI. HOW WILL UNESCO MANAGE THE FUND?

Receipt of Applications

The Convention Secretariat will formally acknowledge receipt of all requests submitted to UNESCO. **The Applicant will be notified in writing, where possible, within ten working days** following of the receipt of the application form. At this time the Convention Secretariat will assign each application with a unique identification number and advise whether any additional information is required. If the application form is incomplete, there are omissions, or the request is not deemed to conform to the regulations governing the Fund, it may be returned to the Applicant at this stage.

Assessment of Applications

The Convention Secretariat will review all complete applications which are adjudged to be in compliance with the regulations governing the Fund. **The Applicant will be sent a written assessment of the application, where possible, within 20 working days** following the acknowledgment of the receipt of the application. This assessment will seek to identify areas where the application could be refined to better meet the objectives of the Fund, to improve the effectiveness of the project or to provide greater alignment with activities currently underway in the field of anti-doping in sport. At this stage, the Applicant may be asked to resubmit the application taking into account the advice provided by the Convention Secretariat.

Once the application has been formally assessed by the Convention Secretariat, and if need be amended by the Applicant, it will be submitted for approval.

Approval of Applications

UNESCO will establish an Approval Committee to determine all applications to the Fund. This Committee will be comprised of representatives with experience in the field of anti-doping, representatives of States Parties to the Convention, with emphasis given to Member States who have made contributions to the Fund, and senior UNESCO professional staff. The constitution of the Approval Committee will be as follows:

- 3 representatives of States Parties
- 1 representative of the World Anti-Doping Agency (WADA)
- 1 representative of the Social and Human Sciences Sector of UNESCO
- 1 representative of the External Relations and Cooperation Sector of UNESCO
- 1 representative of the Education Sector of UNESCO

The Approval Committee will meet in or out-of-session, to determine all applications to the Fund. All decisions will be made on the basis of simple majority. **The Applicant will be informed in writing by the Convention Secretariat, where possible, within ten working days of the decision taken by the Approval Committee.**

Role of the Convention Secretariat

The Convention Secretariat will not be involved in the approval process in any capacity. It will be responsible for management of all applications and administration in support of the Approval Committee. However, the Convention Secretariat may provide advice or recommendations to the Approval Committee.

The Convention Secretariat will also be responsible for the implementation of all decisions taken by the Approval Committee. In this regard, the Convention Secretariat will oversee the allocation of financial contributions, verify that the funds have been used for the implementation of the project, review the project evaluation reports and ensure the receipt of an itemized statement accounting for the activities executed.

Reporting

The Convention Secretariat will prepare an annual report on the Fund. This document will contain information on all of the applications for assistance received, the projects approved and the results achieved. The Convention Secretariat will also provide annual itemized certified statements of revenue and expenditure. The latter will identify expenditure across the priority areas identified by the Conference of Parties. These documents will be made available on UNESCO anti-doping website and hard copies will be circulated to States Parties for discussion at the biennial Conference of Parties.

VII. WHAT HAPPENS WHEN A PROJECT IS APPROVED?

All Applicants will receive written notification from the Convention Secretariat if their project is approved. Where possible, this notification will be provided within ten working days following the decision of the Approval Committee. At the same time the Convention Secretariat will request information to allow a standard contract (presently an Activity Financing Contract, AD:003) to be completed and entered into between UNESCO and the Applicant.

When several distinct activity phases exist within the project, advance payment may be made for each phase at its inception or an advance of up to 90% of the total contract may be made to facilitate implementation. Requests must therefore set out detailed work plans, including the costs of every element that make up the overall project. The payment of the remaining 10% will only be processed after the receipt of the financial statement and supporting documents as well as the evaluation report as stipulated in Section VIII of this Handbook.

Method of Payment

The preferred method of payment is a bank transfer to the National Commission which, in most instances, will be the Applicant. UNESCO experience has shown that this is the most efficient and reliable way of sending funds. Only in exceptional circumstances, will UNESCO consider a transfer via the UNESCO field office or through UNDP.

UNESCO financial regulations do not allow for any financial transfers to be made in the name of any individual or natural person.

Currency of Payment

The preferred currency for payments is United States Dollars. Only in exceptional circumstances, will payment be made in another currency.

VIII. WHAT ARE THE STEPS FOLLOWING THE END OF A PROJECT?

At the conclusion of every project the Applicant is required to inform the Convention Secretariat and undertake two important steps:

- (1) **An evaluation report must be provided to the Convention Secretariat.** This report will present the results of the activities financed and the outcomes achieved. Please also submit all relevant documentation (project documents, meeting reports, publications, CD Roms, news clippings, photographs, videos etc) at the same time that the evaluation report is sent to the Convention Secretariat.

A form for the submission of the evaluation report (AD:005) is provided in the Model Documents section of this Handbook.

- (2) **An itemized certified financial statement must be provided to the Convention Secretariat** at the end of the project. Along with this financial statement all original supporting documentation, in the form of invoices and receipts, must be included proving that the funds were used for the implementation of the project. At the same time any unused balance must be returned to UNESCO. Expenditure for which supporting documentation is not provided as described in this Handbook will have to be refunded by the Applicant upon demand by UNESCO in the currency in which it was paid.

A form for the submission of the financial statement (AD:006) is provided in the Model Documents section of this Handbook.

The Convention Secretariat will notify Applicants, where possible, within ten working days following the receipt and verification of all of the requisite documentation. At this point the project will be deemed to be completed.

Failure to Submit the Financial Statement and/or Evaluation Report

No new financial contributions will be made, or additional project approved, until the Applicant has completed the initial project. Only once the Convention Secretariat has received an itemized certified financial statement with supporting documentation and a detailed evaluation report, and the Convention Secretariat has provided written confirmation that a project has been completed, will additional projects be considered for approval.

GLOSSARY

Applicant refers to the person, persons or organization(s) responsible for submitting an application for funding under the Fund. In most instances the Applicant will be the National Commission for UNESCO in each State Party. Only where there is no National Commission, will applications be accepted from a designated government channel.

Approval Committee refers to the committee established by UNESCO to determine the conformity of all applications to the Fund with the regulations governing the Fund.

Convention refers to the International Convention against Doping in Sport as registered at the United Nations on 6 March 2007 under certificate no. 55048 dated 15 March 2007.

Convention Secretariat refers to the staff within UNESCO with overall responsibility for the development and implementation of the Convention and administration of the Fund.

Fund refers to the Fund for the Elimination of Doping in Sport established by Article 17 of the Convention.

Member States refers to states members of UNESCO.

National Commissions refers to such bodies as Member States may have formed for the purposes of associating their principle bodies interested in educational, scientific and cultural matters with the work of UNESCO.

States Parties refers to states in respect of which the Convention is in force.

WADA refers to the World Anti-Doping Agency established under Swiss law on 10 November 1999.

MODEL DOCUMENTS

The following documents can be downloaded, in either English or French, from the UNESCO anti-doping website:

www.unesco.org/en/antidoping

www.unesco.org/fr/antidopage



United Nations
Educational, Scientific and
Cultural Organization

FUND FOR ELIMINATION OF DOPING IN SPORT

AD:001

National Project: Application Form

Request no. □□□□□□

Please leave this section blank. The Secretariat will assign a unique identification number.

Name of State Party submitting the request:

Only States Parties may apply for funding, in accordance with Art. 18 of the Convention.

Title of the project:

Description:

Please describe in detail what the project entails, where it will take place, who will manage it, and what specific activities will be undertaken.

Objectives to be achieved by the project :

Please indicate what the project will achieve. Please include any performance measures or explain how the success of the project will be measured.

Target groups:

Please indicate who the project will impact on (for example, young people, athletes and/or athlete support personnel) and how the project will be designed to ensure their uptake.

Consultation:

Please list the organizations consulted in the development of the project and their views on the proposal. Where possible, the government ministry responsible for sport, the National Anti-Doping Organization and/or the National Olympic Committee should be consulted.

Detailed work plan:

Please indicate how the project will be managed and the activities to be undertaken.

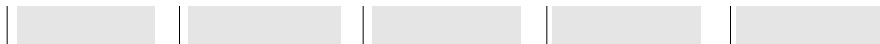
Timeline

Please insert all key dates or milestones.
"Deliverables" are all items developed during the project, including education materials and resources, reports, documents, conferences or meetings.

Start date _____

Finish date _____

Key dates or milestones



Deliverables

Detailed budget:

Please state the budget of the project, describing the items required and their costs. At the conclusion of the project all supporting documents and invoices will need to be supplied to UNESCO.

Item	Description	Cost US\$
Consultants		
Travel		
Document production		
Contracts		
Communications		
Office supplier		
Rental of equipment or furniture		
Rental of meeting or conference rooms		
Hospitality		
Miscellaneous		
TOTAL BUDGET		

Contribution to project

States Parties are required to make a reasonable contribution, either financial or non-financial, to the project.

Non-financial contributions:

Financial contributions:

Item	Description	Cost US\$
TOTAL CONTRIBUTION		

Are there any other sources of funding? ----->

Please list any other partners or contributions (including all dollar amounts).

How much funding is requested from the Fund? ----->

US\$

Maximum of US\$10,000

Applicant: Organization making the application

Organization: _____

Street address: _____

Postal address: _____

Telephone: _____ Facsimile: _____

Email: _____ Website: _____

Organization responsible for carrying out the project

Organization: _____

Street address: _____

Postal address: _____

Telephone: _____ Facsimile: _____

Email: _____ Website: _____

Has this State Party already submitted a project(s) during 2008-09? Yes No

If yes, list the title _____

A maximum of three applications will be accepted per biennium.

and the request no.

If yes, list the title _____

and the request no.

What priority should this project have compared to the above project(s)?

1 2 3

Please tick the appropriate box.

Has this State Party already completed any projects under the Fund? Yes No

If yes, please list the dates on which the following items were transmitted to UNESCO:

An itemized certified financial statement: _____

A detailed evaluation report: _____

Including all supporting documents and invoices.

This report should assess the results of the activities financed and the outcomes achieved.

Date _____ Stamp and signature _____

Signature of the Secretary-General of the National Commission for UNESCO or the recognised representative of the government (in States Parties where there is no National Commission).



United Nations
Educational, Scientific and
Cultural Organization

FUND FOR ELIMINATION OF DOPING IN SPORT

AD:002A

Regional Project: Application Form⁵

Request no. □□□□□□

Please leave this section blank. The Secretariat will assign a unique identification number.

Name of State Party submitting the request:

Only States Parties may apply for funding, in accordance with Art. 18 of the Convention.

Title of the project:

Description:

Please describe in detail what the project entails, where it will take place, who will manage it, and what specific activities will be undertaken.

Objectives to be achieved by the project :

Please indicate what the project will achieve. Please include any performance measures or explain how the success of the project will be measured.

⁵ This form is to be used for all sub-regional, inter-regional or regional projects

Capacity building:

Please explain how the project will increase anti-doping capacity in the region (for example, through knowledge sharing, training and/or institutional building).

Consultation:

Please list the governments consulted in the development of the project. Please attach **at least three letters** of support from governments involved in the project (Form AD:002B). Where possible, Regional Anti-Doping Organizations and WADA should also be consulted.

Detailed work plan:

Please indicate how the project will be managed and the activities to be undertaken.

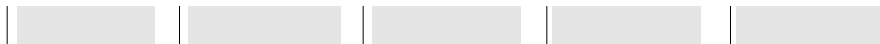
Timeline

Please insert all key dates or milestones.
"Deliverables" are all items developed during the project, including education materials and resources, reports, documents, conferences or meetings.

Start date _____

Finish date _____

Key dates or milestones



Deliverables

Detailed budget:

Please state the budget of the project, describing the items required and their costs. At the conclusion of the project all supporting documents and invoices will need to be supplied to UNESCO.

Item	Description	Cost US\$
Consultants		
Travel		
Document production		
Contracts		
Communications		
Office supplier		
Rental of equipment or furniture		
Rental of meeting or conference rooms		
Hospitality		
Miscellaneous		
TOTAL BUDGET		

Contribution to project

States Parties are required to make a reasonable contribution, either financial or non-financial, to the project.

Non-financial contributions:

Financial contributions:

Item	Description	Cost US\$
TOTAL CONTRIBUTION		

Are there any other sources of funding?

Please list any other partners or contributions (including all dollar amounts).

How much funding is requested from the Fund?

US\$

Maximum of US\$25,000

Applicant: Organization making the application

Organization: _____

Street address: _____

Postal address: _____

Telephone: _____ Facsimile: _____

Email: _____ Website: _____

Organization responsible for carrying out the project

Organization: _____

Street address: _____

Postal address: _____

Telephone: _____ Facsimile: _____

Email: _____ Website: _____

Has this State Party already submitted a project(s) during 2008-09? Yes No

If yes, list the title _____

A maximum of three applications will be accepted per biennium.

and the request no.

If yes, list the title _____

and the request no.

What priority should this project have compared to the above project(s)?

1 2 3

Please tick the appropriate box.

Has this State Party already completed any projects under the Fund? Yes No

If yes, please list the dates on which the following items were transmitted to UNESCO:

An itemized certified financial statement: _____

A detailed evaluation report: _____

Including all supporting documents and invoices.

This report should assess the results of the activities financed and the outcomes achieved.

Date _____ Stamp and signature _____

Signature of the Secretary-General of the National Commission for UNESCO or the recognised representative of the government (in States Parties where there is no National Commission).



United Nations
Educational, Scientific and
Cultural Organization

FUND FOR ELIMINATION OF DOPING IN SPORT

AD:002B

Regional Project: Letter of Support⁶

Request no. □□□□□□

▶ Please leave this section blank.

Title of the project: _____

Name of State Party submitting the letter:

Endorsement of project:

▶ Please indicate the nature and reasons for your support for the project and outline the expected impact on your country.

Contribution to project:

Non-financial contributions:

Financial contributions:

Item	Description	Cost US\$
TOTAL CONTRIBUTION		

▶ Indicate what contributions your government will make to the project.

Date _____ Stamp and signature _____

▶ Signature of the recognised representative of the government.

⁶ This form is to be used for all sub-regional, inter-regional or regional projects



United Nations
Educational, Scientific and
Cultural Organization

FUND FOR ELIMINATION OF DOPING IN SPORT

AD:003

Activity Financing Contract

Request no. □□□□□□

**The United National Educational,
Scientific and Cultural Organization**
(hereinafter called 'UNESCO')

and

(hereinafter called 'the
Applicant')

7, place de Fontenoy, 75352 Paris 07 SP -
France

hereby agree as follows:

Article I.

1. OBLIGATIONS OF THE APPLICANT

(a) The Applicant shall:

(b) The Applicant undertakes to make the following financial and or non-financial contributions:

(c) The Applicant undertakes to publicize the financial support of UNESCO in the following manner:

2. OBLIGATIONS OF UNESCO AND CONDITIONS THEREOF

(a) The financial obligations of UNESCO shall be set at the maximum indicated in Article III.2 below.

(b) The activity to be performed by the Applicant shall be financed by UNESCO, in accordance with its financial regulations and the terms and conditions laid down in this agreement. In particular, the last payment representing 10% of the total contract, will only be processed after the receipt of an itemized financial statement along with all original supporting documents, in the form of invoices and receipts, as well as an evaluation report.

Article II. Duration of contract

- (a) If the contract is not signed by the Applicant and returned to UNESCO by at the latest, it will be considered null and void.
- (b) The effective date of the contract is the date of signature by the Applicant and its expiry date is the date UNESCO is satisfied that the activity has been completed by the Applicant or otherwise, at the latest, the deadline corresponding to the final payment indicated in Article III.2 below.
- (c) After expiration of the contract, the Applicant cannot claim payment for an activity or phase of activity not performed on time as stipulated in Article III.2 below.

Article III. Conditions of payments**1. TOTAL FEE AND CURRENCY**

UNESCO shall pay the Applicant the sum of _____ United States Dollars. All payments shall be made in the currency of the contract.

UNESCO shall not make any payments under this contract to anyone other than the Applicant.

2. INSTALMENTS

The financial support is payable in the following instalments only upon certification by the UNESCO Officer responsible for this contract of satisfactory fulfilment by the Applicant of the conditions corresponding to each payment:

Payment No.	Upon submission to and approval by UNESCO of the following work	Article I Reference	Latest date for submission	Amount (USD)

The last payment representing 10% of the total contract, will only be processed after the receipt of an itemized financial statement along with all original supporting documents, in the form of invoices and receipts, as well as an evaluation report.

3. APPLICANT'S RESPONSABILITIES

The Applicant undertakes to:

- (a) maintain detailed, complete, accurate and up-to-date records and documentation in respect of all expenditure incurred under this contract and to ensure that any obligations entered into and all disbursements made are in conformity with the contract. For each payment, the documentation shall include the project designation (e.g. purpose and name of the activity or project), the payee, the amount, purpose, and date of the disbursement. Original bills, invoices, receipts and any other supporting documentation pertinent to the transaction shall be submitted to UNESCO at the close of the project;
- (b) to provide UNESCO, at the close of the project, with an evaluation report; and with an itemized financial statement certified by the Chief Executive Officer of the Applicant as well as by:

[Please tick in an appropriate box]

- the Chief Financial Officer of the responsible ministry;
- a relevant national auditing body;
- other competent body (*please specify*)

The certified itemized financial statement should show all expenditures incurred for the activity and any funds received from other funding sources by the Applicant for the whole activity

- (c) to allow, upon request, authorized officials of UNESCO or its designated representative to have access to the project site and to any relevant financial records and documentation.

4. REIMBURSEMENT

- (a) If the conditions corresponding to any or all of the above instalment payments are not fulfilled, UNESCO shall have the right to reimbursement of full or partial payments made (including any advance payment).
- (b) Any sums to be reimbursed shall be returned to UNESCO in United States Dollars.

Article IV. Other contractual conditions

1. LEGAL STATUS

Neither the Applicant, nor anyone whom the Applicant employs to carry out the activity is to be considered as an agent or member of the staff of UNESCO and, except as otherwise provided herein, they shall not be entitled to any privileges, immunities, compensation or reimbursements, nor are they authorized to commit UNESCO to any expenditure or other obligations.

2. UNESCO EMBLEM, SEAL AND NAME

The Applicant shall not use the name, acronym, or emblem (logo) of UNESCO except with the specific prior authorization in writing of UNESCO.

3. OBLIGATIONS, INDEMNIFICATION AND INSURANCE

- (a) The Applicant attests that the performance of the activity does not prejudice the rights of third parties and is not in violation of any applicable law.
- (b) Unless otherwise provided herein, the Applicant shall bear all the expenses of carrying out the activity.
- (c) The Applicant shall indemnify UNESCO and absolve it of any responsibility for any prejudice, loss or damage sustained as a result of the non-observance of the above-mentioned obligations and for any court action, claim or charge of any kind which may result from a wrongful act or omission perpetrated by the Applicant or by any of its employees in the execution of the contract. The Applicant shall also bear, or reimburse UNESCO for any legal costs and/or other legitimate expenses incurred in connection with any legal action in which the Organization may come to be implicated as the result of an offence committed by the Applicant.
- (d) The Applicant undertakes full responsibility for the purchase of any health and medical, accident or other insurance which may be necessary in respect to any loss, injury, damage or illness occurring during the execution of the contract.

4. ARBITRATION

In the event of a dispute, the parties shall make a good faith effort to settle it amicably. In the event an amicable settlement cannot be reached, any dispute arising out of, or relating to the present contract, shall be settled by binding arbitration by a sole arbitrator appointed by mutual agreement, or, failing this, by the President of the International Court of Justice at the request of any party.

Article V. Amendments

This contract may be amended by a letter of amendment specifying all modifications and signed by both UNESCO and the Applicant. If the Applicant wishes to propose amendments, these proposals should be communicated to UNESCO who will prepare the letter of amendment for mutual agreement and signature.

Signed on behalf of the Director-General of UNESCO

Name	Date
Title	Signature

Signed on behalf of the Applicant

Name	Date
Title	Signature

[Please sign, return to UNESCO one copy of the contract and retain the original for your records]



United Nations
Educational, Scientific and
Cultural Organization

FUND FOR ELIMINATION OF DOPING IN SPORT

AD:004

Method of Payment

Request no.

Title of the project: _____

Name of Applicant (State Party) submitting the request: _____

Bank transfer to the National Commission This is the preferred method of payment.

account holder: _____

account number: _____

SWIFT or other bank code _____

name of bank in full: _____

name of branch: _____

address of branch: _____

(please supply a statement of account information)

Other methods of payment:

via UNESCO field office

Field Office location: _____

Responsible Officer: _____

..... The contact person who will acknowledge receipt of the funds and transfer them to the organization responsible for carrying out the project.

via UNDP

Responsible Officer: _____

..... The contact person who will acknowledge receipt of the funds and transfer them to the organization responsible for carrying out the project.

Date _____ Stamp and signature _____

..... Signature of the Secretary-General of the National Commission for UNESCO or the recognised representative of the government (in States Parties where there is no National Commission).



United Nations
Educational, Scientific and
Cultural Organization

FUND FOR ELIMINATION OF DOPING IN SPORT

AD:005

Evaluation Report

Request no. □□□□□□

Please use the identification number provided by the Secretariat.

Title of the project: _____

Achievements: ----->

Please give a detailed explanation of the project results, giving reference to the original project objectives and performance indicators and whether these were met.

Target groups: ----->

Please explain the impact on the target groups identified in the project proposal. Please also indicate the numbers of people involved in the project.

Increased understanding of anti-doping issues: ----->

Please explain how the project contributed to greater understanding or public awareness of anti-doping issues.

Challenges or lessons learnt:

Please explain any unexpected challenges that arose during the project and how these were managed.

Cooperation with other organizations or sources of funding:

Please outline any inter-agency cooperation and any other financial contributions that were received during the course of the project.

Any other comments:

Follow-up activities:

Please outline the activities planned in the future to reinforce this project or to address any problem areas.

Please submit all relevant documentation (project documents, meeting reports, publications, CD Rom, news clippings, photographs, videos etc).Postal address:

Date _____ Stamp and signature _____

Signature of the Secretary-General of the National Commission for UNESCO or the recognised representative of the government (in States Parties where there is no National Commission).



FUND FOR ELIMINATION OF DOPING IN SPORT
Financial Statement

AD:006

Request no.

Please use the identification number provided by the Secretariat.

Title of the project: _____

I hereby certify that the financial contribution of US\$ _____ received from UNESCO for the above project has been **fully spent** **partially spent** , in accordance with the purposes for which it was granted, as follows:

Item	Description	Cost US\$
Consultants		
Travel		
Document production		
Contracts		
Communications		
Office supplier		
Rental of equipment or furniture		
Rental of meeting or conference rooms		
Hospitality		
Miscellaneous		
TOTAL Expenditure		
UNESCO Contribution		
Unspent balance to be returned to UNESCO		

I hereby attach **all supporting documents** (receipts, contracts, invoices, etc) in respect of the use made of this financial contribution.

Date _____ Stamp and signature _____ Stamp and signature _____

Signature of the Secretary-General of the National Commission for UNESCO or the recognised representative of the government (in States Parties where there is no National Commission).

Of the Financial Officer

ANNEX 1: RESOLUTION 1 CP/7

Resolution 1CP/7

The Conference of Parties,

1. Having examined document ICDS/1CP/Doc.6,
2. *Recognizing* that the elimination of doping in sport is dependent upon the development of a network of competent national authorities across the world with the requisite capacity to implement effective anti-doping programmes,
3. *Acknowledges* the establishment of a special account for the administration of the Fund for Elimination of Doping in Sport,
4. *Acknowledges* that World Anti-Doping Agency, the Council of Europe and other organizations have excellent projects in several areas covered by the Voluntary Fund and wishes to be complementary to those projects while avoiding duplication,
5. *Agrees* that the following principles and procedures shall govern the administration of the Fund for Elimination of Doping in Sport:
 - Assistance may be accorded only to States Parties to the Convention and allocated by the Conference of Parties to cover, on a minimal basis, both the functioning costs of the Convention and anti-doping education programmes developed by UNESCO.
 - Requests shall be submitted to the Director-General of UNESCO by States Parties, through the National Commission for UNESCO, or where there is no National Commission, through a designated government channel.
 - Projects initiated by the Secretariat shall require the prior approval of the Conference of Parties.
 - Each request by a State Party shall not be in excess of US\$10,000 for national projects.
 - Each sub-regional, inter-regional or regional project submitted by States Parties shall not be in excess of US\$25,000.
 - Requests will be treated as advance payments which must be based on the receipt of a detailed work plan including the costs of the specific elements that make up the contribution.
 - Applications shall have four compulsory prerequisites. States Parties in submitting the applications must agree:
 - (i) to assume financial and administrative responsibility for implementing the project;
 - (ii) in the case of a financial contribution, to submit to the Director-General at the close of the project an itemized certified financial statement, together with supporting documentation (invoices etc), showing that the funds provided have been used for the implementation of the project and return to UNESCO any unspent balance;

- (iii) to provide a reasonable financial contribution or non-financial contribution (such as human resources, equipment, office space etc) in each national, sub-national, inter-regional or regional project submitted;
- (iv) to provide, on a compulsory basis, a detailed evaluation report on the results of the activities financed and the outcomes achieved.
- No new financial contribution will be paid until the applicant has submitted all the financial and evaluation reports for projects previously approved and for which payments were made.
 - Each State Party may submit three requests during any biennium. These requests shall be numbered in order of priority as determined by the National Commission and may only be changed by an official letter from the National Commission, or where there is no National Commission, through a designated government channel.
 - The Director-General shall give priority to projects from least developed States Parties or low income countries as defined by the United Nations Economic and Social Council's Committee for Development Policy, or projects which enhance the capacity of those States Parties.
 - A list of the projects will be prepared by the Secretariat for support under the special account. The Secretariat shall also have responsibility for allocation of financial contributions, receipt of itemized statement accounting for the activities executed, verifying that the funds have been used for the implementation of the project and reviewing the project evaluation reports,
6. *Approves* allocation of the Voluntary Fund subject to available resources, to States Parties to assist with: (1) education projects focusing on youth and sports organizations; (2) policy advice; and (3) mentoring or capacity development programmes. These priorities will remain in place until the next ordinary session of the Conference of Parties. A guideline for the allocation of the Voluntary Fund to these priorities will be; half to education and the remainder divided between policy advice and capacity building,
7. *Requests* the Secretariat to develop the above-mentioned principles and procedures governing the administration of the Fund for Elimination of Doping in Sport as well as application forms and model documents,
8. *Approves* funding, subject to available resources, for the Secretariat to develop anti-doping education programmes in accordance with paragraph 5, sub-paragraph 1 above,
9. *Requests* the Secretariat to report to States Parties in writing, on an annual basis, on applications for assistance received, projects supported including results achieved, and an itemized certified statement showing expenditure between priority areas identified in paragraph 6 above,
10. *Requests* the Secretariat to prepare a report on the operation of the Voluntary Fund and options in relation to the above mentioned principles, procedures and allocation of priorities for consideration at the next ordinary session of the Conference of Parties.

Anti-Doping

Towards a Better Sport