



United Nations
Educational, Scientific and
Cultural Organization

Fund for the Elimination of Doping in Sport

Handbook

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FOREWORD



Great moments in sport, which offer up extraordinary and unforgettable displays of physical and mental prowess, are thrilling to witness. The men and women who amaze us with their sporting skills bring joy to countless numbers of people all over the world. The Olympic and Paralympic Games are the best illustration of the common aspiration to excel in an atmosphere of respect and positive energy.

Yet high-level sporting events are sometimes tarnished by the unsporting and unhealthy practice of doping. It makes a sad spectacle indeed when an admired sporting champion is stripped of a medal or trophy, shamefaced, after being caught using performance-enhancing drugs.

Incidents of this kind undermine public confidence in sport, and ultimately affect its ability to foster essential social ties, mutual respect and understanding. This is of particular concern to UNESCO, because these values are at the core of the agency's peace-building mandate.

The International Convention against Doping in Sport is a vital mechanism in global efforts to eliminate drug use in sports. Since its entry into force in 2007, more than 160 countries have aligned their legislation and policies with the Convention, helping governments the world over to act in concert with one another, and with the Sports Movement, to bring an end to doping.

There is more work to be done. The illicit use of drugs to boost strength and endurance is still too prevalent in athletic circles, and there is evidence that the ability of governments to act has been diminished by the global financial crisis.

The Fund for the Elimination of Doping in Sport (the Fund), established by Article 17 of the Convention, has been designed to ensure that all governments are able to play an active role in stamping out doping in sport. Dedicated funding has been set aside to help States Parties implement the Convention. This assistance can be used for preventative education programs, for

the alignment of legislation, regulations or policies with the Convention, or other activities that will help them to build anti-doping capacity.

By mobilizing financial resources, as well as identifying good practices and needs, UNESCO intends to ensure the fight against doping in sport succeeds. I strongly encourage States Parties to follow the practical advice contained in this Handbook and to apply for assistance.

A handwritten signature in black ink, reading "Irina Bokova". The signature is written in a cursive, flowing style.

Irina Bokova

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 Sport 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. Policy advice, the sharing of best practice and a range of assistance including technical support were required. The establishment of anti-doping institutions was also 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 Sustainable Development Agenda. Therefore, a mechanism was established so that all States Parties could obtain assistance to help them meet their obligations under the Convention.

The Conference of Parties to the Convention has taken a number of decisions concerning the Fund. Over five sessions it has refined the criteria, conditions and procedures for submission of applications to the Fund.¹ The amounts of funding available for national as well as sub-regional, inter-regional or regional projects have also increased. However, the three priority areas for the investment of the resources of the Fund, identified in accordance with Article 30 1(c) of the Convention, have remained in place since the First Session.

This document sets out the manner in which the resources of the Fund will be allocated in accordance with the decisions taken by the four sessions of the Conference of Parties (see Annex 1: Resolution 1CP/7, Annex II: Resolution 2CP/4.3 and Annex III: Resolution 3CP/6.3) and Annex IV: Resolution 5CP/7). It seeks to clarify in particular the application process by States Parties.

¹ *First Session of the Conference of Parties (5-7 February 2007), Second Session (26-28 October 2009), Third Session (14-15 November 2011), Fourth Session (19-20 September 2013) and Fifth Session (29-30 October 2015).*

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 Conference of Parties.

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

Article 18 of the Convention 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 for which WADA has overall responsibility**. Implicit in this article of the Convention is the desire to avoid duplication. It is important that limited resources are used to best effect in the fight against doping in sport. Accordingly, WADA has been invited to assist the Approval Committee responsible for the allocation of funds.

² *The Fund may also serve to cover some of the functioning costs of the Convention, as approved by the Conference of Parties.*

II. WHO CAN APPLY?

Article 18 of the Convention, as well as Resolution 1CP/7, Resolution 2CP/4.3, Resolution 3CP/6.3 and Resolution 5CP/7 adopted by the Conference of Parties, are very precise about who may benefit from the Fund's resources. **It is restricted to States Parties.** Only those governments who have ratified, accepted, approved or acceded to the Convention, and in so doing have 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 under the Fund for this purpose.

III. WHAT ARE THE PRIORITY AREAS FOR THE FUND?

The Conference of Parties identified three priority areas for the allocation of the Fund. The first priority is **education projects focusing on youth and sports organizations**. Such is the importance attached to education, it was agreed that half of the Fund should be allocated to education projects. Secondly, States Parties are able to apply for assistance with **policy advice**. This broad term encapsulates the development of legislation, regulation, policies and administrative practices for the purposes of complying with the Convention. Thirdly, funding is available for **mentoring and capacity development programmes**.

These priorities will remain in place until the Sixth Session of the Conference of Parties, scheduled for the final quarter of 2017.

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. 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. With this in mind, the Convention Secretariat has developed a series of Good Practice leaflets to inspire States Parties and support cross-border information sharing. Please see chapter V. (*How do States Parties apply for funding?*) for more details.

In general, 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.

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.

Several projects that have received funding from UNESCO have targeted athletes and athlete support personnel. Workshops have been held to educate athletes and athlete support personnel about their rights and obligations, to raise awareness about 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 is also important. Broader education campaigns to sensitize the general public about the ethical or health consequences of doping are another option. Then there is a need to focus attention on young people, especially through values-based education programmes (also highlighted in WADA's Anti-Doping Code – article 18). 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. UNESCO has already prepared educational materials targeted at these audiences which can be provided free of charge in the six official languages of the Organization.

Policy advice

A number of States Parties would 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. While UNESCO can provide technical advice and assistance, States Parties should also 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 to combat their use in sport. Advice could also be sought on measures against trafficking or on how to control production, movement, importation, distribution and sale of prohibited substances; 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, and training courses, or the provision of technical assistance. The Fund could also be used for institution-building, leading to the creation of National Anti-Doping Organizations.

IV. HOW TO CONTRIBUTE TO THE FUND

The Fund for the Elimination of Doping in Sport is made up of voluntary contributions from UNESCO Member States, organizations and programmes of the United Nations system, other international organizations, private or public bodies and individuals, as well as revenue from fundraising activities.

In order to contribute to the Fund, interested parties should contact the Convention Secretariat for details or consult the Fund's dedicated donor webpage³.

³ Please see: <http://www.unesco.org/new/en/social-and-human-sciences/themes/anti-doping/fund-for-the-elimination-of-doping-in-sport/donors/>

V. 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 or a designated government channel**, such as the ministry with responsibility for sport. When undertaking this function, these organizations are 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, ensuring that the project is completed in accordance with the original application. They will also have the obligation to submit an itemized certified financial statement and a detailed evaluation report at the close of the project.

One of the objectives of the Convention is to ensure that governments are actively engaged in the fight against doping in sport. On this basis, government authorities are encouraged to initiate projects and to submit their applications directly to UNESCO. These government authorities will have the same oversight and reporting responsibilities as outlined above. They will be responsible for the completion of the project as well as the submission of 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 other governments involved in the project (form AD:002B). It is expected that there will be comprehensive consultation during the development of any sub-regional, inter-regional or regional projects, thus the letters of support should be from participating governments in addition to the country making the application. This consultation is also designed to avoid duplication or overlapping projects.⁴

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

⁴ 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.

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.

Application inspiration

In order to support States Parties in the early stages of the application, the Convention Secretariat has produced an information sheet describing each section of the application form and including examples of content to be provided by the applicant. The information sheet is available in all six languages of the Organization, both in electronic and hard copy versions. The information sheet should be used as a complement to the Handbook.

The Convention Secretariat has also developed an infographic which promotes a values-based approach to anti-doping education and a series of Good Practice leaflets to inspire applications and facilitate information-sharing. The infographic and the first and second editions of the Good Practice leaflet are available in all six languages of the Organization, in electronic and hard copy versions.

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 or government authority.

Deadline for applications

There are two application rounds per year. States Parties are informed of the application deadline through communications shared with UNESCO Permanent Delegations and National Commissions.

VI. 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 or provision of equipment and office space to assist with the delivery of the project.

Applicants will be asked to provide details of State Party 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. A specific UNESCO logo has been developed for this purpose. Its use is subject to prior written approval by the Convention Secretariat.

Maximum amounts of funding available

Applications for national projects submitted by individual States Parties should not exceed **US\$20,000**. The maximum amount of assistance available for each sub-regional, inter-regional, or regional project is **US\$50,000**.

At its Third Session (14-15 November 2011), the Conference of Parties decided that the disbursement of the amounts approved for the States Parties having submitted applications to the Fund can only be made for States Parties that have submitted national reports as required under Article 31 of the Convention (see Annex III: Resolution 3CP/6.3). These should be submitted through the *Anti-Doping Logic* system immediately prior to each Session of the Conference of Parties. The Convention Secretariat can help States Parties access the *Anti-Doping Logic* system, including providing passwords to the relevant national authorities.

At its Third Session (14-15 November 2011), the Conference of Parties also decided that the amounts allocated to hospitality as direct costs in each project **shall not exceed 10%** of the total financial contribution provided by UNESCO.

At its Fifth Session (29-30 October 2015), the Conference of Parties decided that, when hospitality is not covered, daily allowances **should not exceed US\$100/day** in itemized budgets submitted by States Parties.

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 new financial assistance for a project will be 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 in the 2016/17 biennium. These three projects might consist of national, and/or sub-regional, inter-regional or regional activities, 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 the 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.

VII. APPROVAL OF APPLICATIONS: HOW WILL UNESCO MANAGE THE FUND?

Receipt and assessment of applications

The Convention Secretariat will acknowledge receipt of all requests submitted to UNESCO. **The Applicant will be notified, where possible, within ten working days** following the receipt of the draft application form. If the application form is incomplete, there are omissions or unclear details, or the request is not deemed to conform to the guidelines or the decisions of the Conference of Parties governing the Fund, it may be returned to the Applicant at this stage for revision.

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 draft 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 amended by the Applicant as needed, it will be assigned with a unique identification number and submitted for approval.

Approval of applications

An Approval Committee has been established to determine all applications to the Fund. This Committee is comprised of six representatives of States Parties elected by the Conference of Parties on the basis of equitable geographical representation. The members of the Approval Committee should have recognized experience and knowledge in the field of anti-doping.

The Approval Committee is supported by the Social and Human Sciences Sector of UNESCO, and assisted, in an advisory capacity without the right to vote, by one representative of WADA, one representative of the Education Sector of UNESCO and one representative of the External Relations and Public Information Sector of UNESCO.

Meetings of the Approval Committee

The Approval Committee will meet in session periodically to determine applications to the Fund. These meetings will take place at UNESCO Headquarters. The Approval Committee will also meet out-of-session to determine applications, subject to demand.

All decisions of the Approval Committee will be made on the basis of a simple majority.

Applicants 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 Approval Committee will prepare a report on the operation of the Fund and options in relation to the priorities for allocation, drawing upon the results of the monitoring system for the Convention and other relevant information, for consideration by the Conference of Parties, at its sixth ordinary session in the final quarter of 2017.

The Convention Secretariat will also prepare a biennial report on applications for assistance received, projects supported and the results achieved. An annual certified financial statement will be submitted to the Conference of Parties and/or its bureau. These documents will be made available on the UNESCO anti-doping website.

VIII. 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.

Contract

Following the decision of the Approval Committee, a contract (currently an Intergovernmental Body Allocation Contract) will be established between UNESCO and the Applicant. Accordingly, the Applicant will be requested to provide the Convention Secretariat with detailed contact and banking information.

When several distinct activity phases exist within the project, advance payment may be made for each phase at its inception. Requests must therefore set out detailed work plans, including the costs of every element that make up the overall project. Depending on the scope or duration of the project, interim reports may need to be submitted by the Applicant to the Convention Secretariat outlining progress made with each phase (form AD:005).

The last payment of any contract will only be processed after receipt of the financial statement and supporting documents as well as the evaluation report as stipulated in Section VIII of this Handbook.

Payment

Payment will be made by bank transfer to the National Commission or government authority which has submitted the application.

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.

IX. 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.) and the evaluation report to the Convention Secretariat.

A form for the submission of the evaluation report (AD:003) 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:004) 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, 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. In most instances the Applicant will be the National Commission for UNESCO in each State Party or a designated government channel.

Approval Committee refers to the committee established by the Conference of Parties to determine the conformity of all applications 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.

TEMPLATES

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

www.unesco.org/en/antidoping

www.unesco.org/fr/antidopage

www.unesco.org/es/antidoping



FUND FOR THE 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.

Reference to the Fund's priorities : ----->

Please indicate how the project responds to one of the three identified priorities of the Fund.

Objectives to be achieved by the project: ----->

Please indicate what the project will achieve. Objectives should be tangible, including performance indicators and details of how success 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 undertaken (who-does-what-how-when-where).

Impact and follow-up:

Please describe the impact of the project and what follow-up activities are expected in order to support the project legacy.

Communication and visibility:

Please indicate how the visibility of the project and of the Fund will be ensured (media relations, social media and website, etc.).

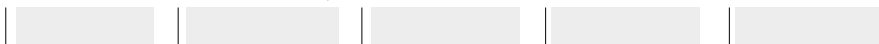
Timeline

Please insert all key dates or milestones.
"Deliverables" are tangible items that will be produced in the context of the project, including education materials and resources, reports, documents, conferences or meetings.

Start date _____

Finish date _____

Key dates or milestones



Deliverables

Funding requested from UNESCO: Please state the part of the project's budget to be covered by UNESCO, 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.

Please note that when hospitality is not covered, DSA (per diem) cannot be higher than US\$100/day.

Item ⁵	Detailed 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 REQUESTED		

Applicant's contribution to the project:

Non-financial contributions: For national project the maximum amount to be requested is US\$20,000.

Please note that hospitality costs cannot be higher than 10% of the total requested.

Financial contributions: States Parties are required to make a reasonable contribution, either financial and/or non-financial, to the project.

Item	Description	Cost US\$
TOTAL CONTRIBUTION		

What is the total budget of the project? US\$ _____

⁵ These are possible items of expenditure. Items may be added or removed as appropriate.

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\$20,000.

Applicant: Organization making the application ----->

The contract which will allow the transfer of the funds will be established with the Organization designated as the Applicant.

The Organization making the application is the National Commission for UNESCO or a Government Authority

Name of 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 2016-17? Yes No

A maximum of three applications will be accepted per biennium.

If yes, list the title _____
and the request no.

If yes, list the title _____
and the request no.

If several projects are submitted simultaneously, what priority should this project have compared to the above project(s)?

1 2 3

Please tick the appropriate box.

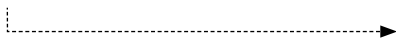
Has this State Party already completed any projects under the Fund? Yes No

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

An itemized signed financial statement: _____

Including all supporting documents and invoices.

A detailed evaluation report: _____

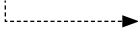


This report should assess the results of the activities financed and the outcomes achieved.

The Applicant commits to submitting an evaluation report on the execution of the project and a signed financial statement at the end of the project _____ Yes

Please do not forget to tick the box.

Date _____ Stamp and signature _____
Full Name and Position



Signature of the Secretary-General of the National Commission for UNESCO or the recognised representative of the government (Ministry).



FUND FOR THE ELIMINATION OF DOPING IN SPORT AD:002A
Regional Project: Application Form⁶

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.

Names of all Member States involved in the project:

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.

Reference to the Fund's priorities: ----->

Please indicate how the project responds to one of the three identified priorities of the Fund.

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

Objectives to be achieved by the project:

Please indicate what the project will achieve. Objectives should be tangible, including performance indicators and details of how success will be measured.

Capacity-building:

Please explain how the project will increase anti-doping capacity in the region (for example, through knowledge sharing, training and/or institution 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 (who-does-what-how-when-where).

Impact and follow-up:→

Please describe the impact of the project and what follow-up activities are expected in order to support the project legacy.

Communication and visibility:→

Please indicate how the visibility of the project and of the Fund will be ensured (media relations, social media and website, etc.).

Timeline→

Please insert all key dates or milestones. "Deliverables" are tangible items that will be produced in the context of the project, including education materials and resources, reports, documents, conferences or meetings.

Start date _____ **Finish date** _____

Key dates or milestones

--	--	--	--	--

Deliverables

Funding requested from UNESCO:

Please state the part of the project's budget to be covered by UNESCO, 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.

Please note that when hospitality is not covered, DSA (per diem) cannot be higher than US\$ 100/day.

Item ⁷	Detailed 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		

Applicant's contribution to project

Non-financial contributions:

Financial contributions:

For regional project the maximum amount to be requested is US\$50,000.

Please note that hospitality costs cannot be higher than 10% of the total requested.

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

Item	Description	Cost US\$
TOTAL CONTRIBUTION		

⁷ These are possible items of expenditure. Items may be added or removed as appropriate.

Partner contributions:▶

Non Financial contributions:

Please indicate the contributions to be made by the other Member States and partners involved in the project.

Contributing government	Description
TOTAL BUDGET	

Financial contributions:

Contributing government	Item	Description	Cost US\$
TOTAL CONTRIBUTION			

What is the total budget of the project? US\$ _____

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\$50,000.

Applicant: Organization making the application -----▶

The contract which will allow the transfer of the funds will be established with the Organization designated as the Applicant

The Organization making the application is the National Commission for UNESCO or a Government Authority

Name of 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 2016-17? Yes No

A maximum of three applications will be accepted per biennium.

If yes, list the title _____

and the request no.

If yes, list the title _____

and the request no.

If several projects are submitted simultaneously, 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 signed financial statement: _____

Including all supporting documents and invoices.

A detailed evaluation report: _____

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

The Applicant commits to submitting an evaluation report on the execution of the project and a signed financial statement at the end of the project Yes

Please do not forget to tick the box.

Date _____ Stamp and signature _____
Full Name and Position

Signature of the Secretary-General of the National Commission for UNESCO or the recognised representative of the government (Ministry).



FUND FOR THE ELIMINATION OF DOPING IN SPORT AD:002B
 Regional Project: Letter of Support⁸

Request no.

▶ *Please leave this section blank.*

Title of the project:

Name of State Party submitting the letter: ▶ *Please indicate the name of the State Party signing the letter of support.*

Name of State Party submitting the application: ▶ *Please indicate the name of the State Party applying to the Fund.*

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

Non-financial contributions:
 Financial contributions:

Item	Description	Cost US\$
TOTAL CONTRIBUTION		

Date _____ Stamp and signature _____
 ▶ *Signature of the recognised representative of the government.*

⁸ This form is to be used for all sub-regional, inter-regional or regional projects.

Evaluation Report ----->

All reporting must be done against approved applications (objectives, activities, target groups, deliverables, budget, etc).

Request no.

Please use the identification number provided by the Secretariat.

Title of the project:

Activities: ----->

Please include all activities that were implemented throughout the project in order to accomplish the approved objectives.

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 documentation, meeting reports, publications, CD Roms, news clipping, photographs, videos).

Date _____ Stamp and signature _____

-----▶

Signature of the Secretary-General of the National Commission for UNESCO or the recognised representative of the government (Ministry).



FUND FOR THE ELIMINATION OF DOPING IN SPORT AD:004
Financial Statement

Request no.

▶ Please use the identification number provided by the Secretariat.

Title of the project:

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

Item	Description	Costs local currency	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 APPROVED CONTRIBUTION TO THE PROJECT (i.e. contract)			
UNSPENT BALANCE			

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 _____

Of the Financial Officer

Signature of the Secretary-General of the National Commission for UNESCO or the recognised representative of the government (Ministry).



FUND FOR THE ELIMINATION OF DOPING IN SPORT

AD:005

Interim Report on implementation



Please note that the interim report is to be used only in exceptional cases.

Request no.



Please use the identification number provided by the Secretariat.

Title of the project:

Activities undertaken:

Achievements:

Challenges or lessons learnt:

Next steps in the implementation of the project:

Cooperation with other organizations or sources of funding:

Any other comments:

Date _____ Stamp and signature _____

ANNEX 1: RESOLUTION 1CP/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), 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) 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 the 2008/09 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 principles, procedures and allocation of priorities for consideration at the next ordinary session of the Conference of Parties.

ANNEX 2: RESOLUTION 2CP/4.3

RESOLUTION 2CP/4.3

The Conference of Parties,

1. *Having examined* document ICDS/2CP/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. *Agrees* to retain the three priority areas of the Fund for the Elimination of Doping in Sport, namely: (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 to these priorities will be; half to education and the remainder divided between policy advice and capacity building,
4. *Agrees* that the following principles and procedures shall govern the administration of the Fund for Elimination of Doping in Sport:
 - Each request by a State Party shall not be in excess of US\$20,000 for national projects.
 - Each sub-regional, inter-regional or regional project submitted by States Parties shall not be in excess of US\$50,000.
 - Requests shall be submitted to the Director-General of UNESCO by States Parties, through the National Commission for UNESCO or through a designated government channel.
 - Projects initiated by the Secretariat shall require the approval of the Approval Committee,
5. *Agrees* to establish such an Approval Committee to oversee the allocation of the Fund for the Elimination of Doping in Sport, which shall consist of:
 - Six representatives of States Parties elected by the Conference of Parties on the basis of equitable geographical representation until the next ordinary session of the Conference. The States Parties are encouraged to nominate representatives who have the recognized experience and knowledge in the field,
6. *Requests* the Approval Committee to invite, in an advisory capacity without the right to vote, one representative of WADA, one representative of the Social and Human Sciences Sector of UNESCO, one representative of the Education Sector of UNESCO and one representative of the External Relations and Cooperation Sector of UNESCO,
7. *Requests* the Approval Committee to keep any costs associated with its operation to a minimum, and that these costs be met by the Fund for the Elimination of Doping in Sport,
8. *Requests* the Secretariat to revise the Handbook for the Fund for the Elimination of Doping in Sport to incorporate the decisions taken above,

9. *Requests* the Secretariat to widely disseminate information about the regulations governing the Fund for the Elimination of Doping in Sport amongst States Parties and to facilitate the application process,
10. *Requests* the Approval Committee to submit a report on the operation of the Fund for the Elimination of Doping in Sport and options in relation to the priorities for allocation, drawing upon the results of the monitoring system and other relevant information, for consideration at the next ordinary session of the Conference of Parties.

ANNEX 3: RESOLUTION 3CP/6.3

RESOLUTION 3CP/6.3

The Conference of Parties,

1. *Having examined* documents ICDS/3CP/Doc.6 and ICDS/3CP/Doc.7,
2. *Takes note* of the recommendations made by the Approval Committee regarding the principles and procedures governing the allocation of the Fund for the Elimination of Doping in Sport,
3. *Agrees* that the principles and procedures governing the administration of the Fund, as determined by the Conference of Parties in Resolutions 1CP/7 and 2CP/4.3, shall be amended as follows:
 - The disbursement of the amounts approved for the States Parties submitting applications to the Fund for the Elimination of Doping in Sport can only be made for States Parties that have submitted national reports as required under Article 31 of the Convention.
 - Applications shall have five compulsory prerequisites. States Parties in submitting the applications must agree:
 - (iii bis) to ensure that the amounts allocated to hospitality as direct costs in each project shall not exceed 10% of the total financial contribution provided by UNESCO,
4. *Approves* the use of the Fund for the Elimination of Doping in Sport for the establishment of a P1/2 Post, for the 2012-2013 biennium, to administer the Fund and to support the implementation of the International Convention against Doping in Sport, it being understood that this decision be reviewed at the fourth session of the Conference of Parties,
5. *Requests* the Secretariat to revise the Handbook: Fund for the Elimination of Doping in Sport to incorporate the decisions taken above.

ANNEX 4: RESOLUTION 5CP/7

RESOLUTION 5CP/7

The Conference of Parties,

1. *Having examined* documents ICDS/5CP/Doc.6 and ICDS/5CP/Doc.7,
2. *Takes note* of the recommendation made by the Approval Committee regarding the principles and procedures governing the allocation of the Fund for the Elimination of Doping in Sport,
3. *Agrees* that the principles and procedures governing the administration of the Fund, as determined by the Conference of Parties in Resolutions 1CP/7, 2CP/4.3 and 3CP/6.3, shall be amended as follows:
 - Limitations on the use of funds allocated to national and regional projects:
 - When hospitality is not covered, daily allowances should not exceed 100 US\$/day in itemized budgets submitted by States Parties.
4. *Requests* the Secretariat to revise the Handbook of the Fund for the Elimination of Doping in Sport to incorporate the decision taken above,
5. *Approves* the use of the Fund for the two-year extension (2016-2017) of the Fund's Secretariat (P-3 level and G-4 level staff) to support the Fund's continued growth, impact and enhanced visibility, it being understood that this decision be reviewed during the Sixth Session of the Conference of Parties,
6. *Approves* the plan for the use of resources under the Fund for the Elimination of Doping in Sport for the period 2016-2017.

Anti-Doping

Towards a Better Sport