

# **COUNCIL FOR SUSTAINABLE DEVELOPMENT**

## **Education and Publicity Sub-Committee**

Paper 07/04

### **Sustainable Development Fund – Assessment Procedures for the Second Round of Applications**

#### **Purpose**

This paper seeks Members' agreement to the proposed assessment procedures for the second round of applications to the Sustainable Development Fund (SDF) and also seeks Members' views on how to deal with late applications.

#### **Proposal**

2. We propose that Members endorse the proposed assessment procedures outlined in paragraphs 4 to 5 below for the second round of applications to the SDF.

#### **Considerations**

*Proposed Assessment Procedures for the Second Round of Applications to the SDF*

3. At the meeting on 25 May 2004, Members agreed that the formation of Vetting Committee (VC) sub-groups to conduct the initial screening and short-listing of applications was a practical and effective way to complete the screening of a large number of applications within a tight

timeframe. They also agreed that, depending on the response to the second round of applications, a similar procedure could be adopted to help complete the assessment process in a timely manner.

4. By the closing date of the second round of applications on 30 September 2004, the SDU had received 44 submissions, for total grants exceeding \$66 million. As the number of applications received is only about one-third of the number (127) received in the first round of applications, the SDU has the capacity to undertake a detailed assessment of all the applications within a reasonable timeframe without the need to form VC sub-groups to conduct an initial screening and short-listing of applications. A list of the applications is at **Annex A** for Members' reference.

5. To proceed with the assessment procedure, the SDU proposes to distribute to all EPSC and VC Members CD ROMs containing all the applications. At the same time, the SDU, in accordance with the assessment criteria at **Annex B** and the assessment form at **Annex C**, would conduct a detailed assessment of the applications. The Unit would aim to complete the assessment and submit recommendations to the VC for consideration in early November.

#### *Late Applications*

6. The deadline for the submission of applications under the second round of applications was 5:00 pm on 30 September 2004. Four applications were received after the deadline. The time of submission of the applications and the reasons for the late submission provided by the applicants are summarized at **Annex D**.

7. As the four applications were submitted only a few hours after the deadline and the late timing of submissions was apparently caused either by

heavy traffic on the computer server or the applicants' inadvertently overlooking the deadline, Members are requested to advise whether to accept these applications for further processing.

### **Further Action**

8. Subject to Members' views, we will prepare detailed assessments of the applications for consideration by the VC in November. We will then submit the VC's recommendations to the EPSC for consideration. Where necessary, we will seek expert advice on the applications and arrange presentations by the applicants if requested by VC or EPSC Members.

Council Secretariat

13 October 2004