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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.

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 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. 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 other essential Millennium Development Goals. 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 three sessions the Conference of Parties has refined the criteria, conditions and procedures for submission of applications to the Fund. The amounts of funding available for national as well as sub-regional, inter-regional or regional projects have also substantially 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 Fund will be administered in accordance with the decisions taken by the three 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). It seeks to explain the regulations governing the Fund and the application process in a clear and accessible manner.

1 First Session of the Conference of Parties (5-7 February 2007), Second Session (26-28 October 2009) and Third Session (14-15 November 2011).
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. 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 to 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.

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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, Resolution 1CP/7, Resolution 2CP/4.3 and Resolution 3CP/6.3 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 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 Fourth Session of the Conference of Parties, scheduled for the final quarter of 2013.

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.

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.

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 the 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. 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 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 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.

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

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.
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 or government authority.

**Deadline for applications**

**There is no set deadline for applications to the Fund.** Applications can be received by the Convention Secretariat at any time during current UNESCO biennium, which runs from 1 January 2012 to 31 December 2013.
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 contribution 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 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. 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 USD$20,000. The maximum amount of assistance available for each sub-regional, inter-regional, or regional project is USD$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 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 (see Annex III: Resolution 3CP/6.3). These national reports should be submitted through the Anti-Doping Logic system immediately prior to each Session of the Conference of Parties. The Convention Secretariat can assist States Parties to access the Anti-Doping Logic system, including providing passwords to the relevant competent national authorities.

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 financial assistance 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 2012/13 biennium. 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 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.

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4 For UNESCO, the biennium begins on 1st January 2013 and finishes 31st December 2013.
VI. APPROVAL OF APPLICATIONS: 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

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 also assisted, in an advisory capacity without the right to vote, by 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.

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 fourth ordinary session in the final quarter of 2013.

The Convention Secretariat will also prepare an annual report on applications for assistance received, projects supported and the results achieved. Annual itemized certified statements of revenue and expenditure will also be prepared. 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 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.

Contract

Following the decision of the Approval Committee, a contract (presently 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 outlying progress made with each phase (form AD:005).

The last payment of any contract 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.

Payment

Payment will be made by bank transfers to the National Commission or government authority which has submitted the application. Only in exceptional circumstances, and with written authorization from the National Commission or government authority, will UNESCO consider bank transfers to an organization which is not the Applicant, but is responsible for the overall implementation of the project.

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 Rom, 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: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.
MODEL DOCUMENTS

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 ELIMINATION OF DOPING IN SPORT
National Project: Application Form

Request no. □□□□□

Name of State Party submitting the request: 

Title of the project: 

Description: 

Objectives to be achieved by the project:

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

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

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

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: 

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 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:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Detailed description</th>
<th>Cost US$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultants</td>
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<tr>
<td>Travel</td>
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<tr>
<td>Document production</td>
<td></td>
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<td>Contracts</td>
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<td>Communications</td>
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<tr>
<td>Office supplier</td>
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<td></td>
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<tr>
<td>Rental of equipment or furniture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental of meeting or conference rooms</td>
<td></td>
<td></td>
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<tr>
<td>Hospitality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
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</tbody>
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**TOTAL REQUESTED**

**Applicant's contribution to the project:**

Non-financial contributions:

Financial contributions:

<table>
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<tr>
<th>Item</th>
<th>Description</th>
<th>Cost US$</th>
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</table>

**TOTAL CONTRIBUTION**

What is the total budget of the project? **US$ _______________________

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5 These are possible items of expenditure. Items may be added or removed as appropriate.
Are there any other sources of funding? 

How much funding is requested from the Fund? US$ 

Applicant: Organization making the application 

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 2010-11? Yes No 
If yes, list the title and the request no. 
If yes, list the title and the request no. 

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

1  2  3 

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: 
Including all supporting documents and invoices. 
A detailed evaluation report: 
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). 

A maximum of three applications will be accepted per biennium.
Regional Project: Application Form

FUND FOR ELIMINATION OF DOPING IN SPORT

AD:002A

Name of State Party submitting the request:

Names of all Member States involved in the project:

Description:

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

Objectives to be achieved by the project:

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

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

6 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 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.

Timeline

Start date _______ Finish date _______

Key dates or milestones

Deliverables
## Funding requested from UNESCO:

<table>
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<tr>
<th>Item</th>
<th>Detailed description</th>
<th>Cost US$</th>
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<td>Consultants</td>
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<td>Miscellaneous</td>
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**TOTAL BUDGET**

## Applicant's contribution to project

Non-financial contributions:

Financial contributions:

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<tr>
<th>Item</th>
<th>Description</th>
<th>Cost US$</th>
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**TOTAL CONTRIBUTION**

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*These are possible items of expenditure. Items may be added or removed as appropriate.*
### Partner contributions:

### Non Financial contributions:

<table>
<thead>
<tr>
<th>Contributing government</th>
<th>Description</th>
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**TOTAL BUDGET**

### Financial contributions:

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<tr>
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<th>Item</th>
<th>Description</th>
<th>Cost US$</th>
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**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 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 2010-11? Yes ☐ No ☐

If yes, list the title ___________________________________________________________
and the request no. ☐☐☐☐☐

If yes, list the title ___________________________________________________________
and the request no. ☐☐☐☐☐

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

1 ☐ 2 ☐ 3 ☐

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: ____________________________________________________

Date ___________________________ Stamp and signature ___________________________

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

Including all supporting documents and invoices.

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).

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

A maximum of three applications will be accepted per biennium.
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: Indicate what contributions your government will make to the project.

Non-financial contributions:

Financial contributions:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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TOTAL CONTRIBUTION

Date ____________________ Stamp and signature ____________________

Signature of the recognised representative of the government.

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8 This form is to be used for all sub-regional, inter-regional or regional projects.
Title of the project:

Achievements:

Target groups:

Increased understanding of anti-doping issues:

Please use the identification number provided by the Secretariat.

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

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

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

Cooperation with other organizations or sources of funding:

Any other comments:

Follow-up activities:

Please submit all relevant documentation (project documentation, meeting reports, publications, CD Rom, 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 (in States Parties where there is no National Commission).
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:

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<tr>
<th>Item</th>
<th>Description</th>
<th>Costs local currency</th>
<th>Cost US$</th>
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**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 ___________

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).
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 USD$20,000 for national projects.

• Each sub-regional, inter-regional or regional project submitted by States Parties shall not be in excess of USD$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.