**The 12th African RCE Meeting**

FRF

**Nairobi, Kenya
28-30 November 2022**

**Document A: Request for Financial Support**

**Deadline: Sunday, 16 October 2022 (JST)**

UNU-IAS will provide financial support **for flights ONLY**. The participants should cover all other costs for participating in the Regional Meeting, including visa application fee (if applicable), local transportation costs in your country, accommodation and some meals in Nairobi.

Participants are encouraged to explore and obtain funding from sources other than UNU-IAS where possible to help those without access to funding sources participate in this conference.

**Financial support will be given to members of acknowledged RCEs ONLY**.

To apply,

* You must complete this form and send it to the Global RCE Service Centre (rceconference@unu.edu)
* You must submit an RCE Project to the RCE Portal (see section 3)
* You must sign the Applicant Declaration section (see section 4) and obtain your RCE coordinator’s recommendation (see section 5)

Deadline

* This form and RCE Project should be submitted by **23:59, Sunday, 2 October 2022 (JST)**.
* Please note incomplete and delayed applications will not be considered for selection.

The sections indicated with a (\*) are mandatory

**Section 1: Registration Details**

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| 1. Name\* | First name(s):       Middle name(s):       Last name(s):       |
| 2. Title\* | [ ] [ ]  Prof. [ ]  [ ]  Dr. [ ]  [ ]  Mr. [ ]  [ ]  Ms. [ ]  [ ]  Other (       ) |
|  3. E-mail\* |       |
|  4. Gender\* | [ ] [ ]  Male [ ]  [ ]  Female [ ]  Other [ ]  Prefer Not to Say  |
|  5. Name of Affiliation\* |       |
|  6. Name of RCE\* |       |
|  7. Address\* | Address Line 1:     Address Line 2:      City:     State/ Province/Region:      ZIP/Postal Code:      Country:       |
| 8. Telephone\* | Country extension: +     Phone number:       |
| 9. Nationality\* |       | 10. Date of Birth\*   |      /     /      (dd/mm/yyyy) |
| 11. Port of departure\* (closest airport) |       |
| 12. Passport Number and the Expiry Date\*  | No:       Expiry date (dd/mm/yyyy):      /     /       |
| 13. Do you need a visa to enter Kenya? \*  | [ ]  [ ]  Yes [ ]  [ ]  NoIf yes, please see Section 2 below. |
| 14. Do you have any specific dietary requirements? \*  | [ ]  [ ]  Yes [ ]  [ ]  No If yes, please specify:       |
| 15. Would you require any special assistance? \*  | [ ]  [ ]  Yes [ ]  [ ]  No If yes, please specify:       |

**Section 2:** **Visa Support request** (if applicable)

If you need a visa to enter Kenya, please fill out the below questions and send a scanned copy of your **passport photo page** to the Global RCE Service Centre (rceconference@unu.edu) along with the completed this Document A. Visa Requirement by Country can be retrieved [here](https://evisa.go.ke/eligibility.html)

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| 1. Date of issue of passport (Day/Month/Year)
 | **/****/** |
| 1. Location of Embassy (High Commission, or Consulate General) of Kenya where you will apply for your visa

(ex. Embassy of the Kenya, Tokyo, Japan; Consulate General of the Kenya, Chicago, USA etc.)  |  |
| 1. Name of organisation that will cover your travel expenses
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| 1. Address in Nairobi (address of the hotel where you plan to stay)
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**Section 3: RCE Project Submission** (Funding Requirements)

Please submit an RCE Project under the theme of

**‘Role of African RCEs in Climate Action ‘**

through the [RCE Portal](http://www.rcenetwork.org/portal/node/add/rce-projects-2018)\*. We request you to keep your responses as concise as possible. This information will be the basis for evaluating the suitability of your project for presentation at the Regional Meeting and selection of funded participants.

Please provide the title of your RCE Project, and ensure this title matches the name of the RCE Project that you upload to the RCE Portal. Kindly select the sub-theme to which the project addresses.

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| Title of RCE Project\*  |       |
| To which sub-theme is the project addressed\*  | 1. [ ]  Environmental education for sustainability and climate change
2. [ ]  Improved livelihoods for communities through climate change adaptation and mitigation
3. [ ]  Engaged and empowering youths and children as champions for climate action
4. [ ] Skills driven Education, Science, Technology and Innovation (STI) for climate action
 |

Please note your RCE Project will be published on the RCE Portal once you submit it.

\*Instructions on how to submit a project can be found on the [RCE Portal: Create RCE Project.](http://www.rcenetwork.org/portal/create-project)

A [video tutorial](https://youtu.be/rL9rp0OBJX8) is available to guide you through the process. If you have any issue to login, please contact Global RCE Service Centre (RCEServiceCentre@unu.edu).

If you experience any technical difficulties submitting your RCE Project through the RCE Portal, please fill out Document C: RCE Project Summary Sheet and submit it to Global RCE Service Centre (rceconference@unu.edu) along with completed this Document A.

**Criteria for selecting presenters**:

* Address how your project is contributing to the implementation of SDGs through education.
* Demonstrate engagement of multiple stakeholders, including participation and support of local communities
* Demonstrate contribution to theme
* Analyze impacts in terms of how projects have brought positive changes to the communities (if applicable)
* Discuss ways of further scaling up, mainstreaming and deepening ideas and actions of the project (ways forward)
* Scaling up of ESD and sustainable development activities in the region with reference to ESD for 2030 and the SDGs.

**Section 4: Applicant Declaration**

Before submitting, please ensure you have read the selection criteria, and the terms and conditions below carefully. Please also make sure that you have completed the RCE Project Submission (section 3).
**Please note incomplete and delayed applications will not be considered for selection.**

By signing this Declaration, you are confirming that you have read and agreed to the terms and conditions as well as the persona data proctection indicated below:

Personal data provided under this form will be processed by UNU in accordance with the [UNU Policy on Personal Data Protection](https://jpn01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fi.unu.edu%2Fmedia%2Funu.edu%2Fattachment%2F105908%2FUNU-Policy-on-Personal-Data-Protection-Policy.pdf&data=05%7C01%7Cmichino%40unu.edu%7C255e6b33f08c42407fc008da4852c965%7Cb9fc8add5f9141cca6c8f00214e01d4b%7C0%7C0%7C637901817645504148%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Z0crt0upm2TRJmV5I%2B%2FBDuqYnUlSwLR33%2FrrEYS%2B49I%3D&reserved=0). Your information and personal data will strictly be used for the purpose of payment processing and will be held in confidence. Access to your information and personal data is strictly limited to UNU’s authorized employees and agents on a “need-to-know” basis. UNU will retain your personal data only for the period necessary to process travel arrangements, organise events and meetings, unless UNU has an obligation to preserve your personal data for administrative, fiscal, legal, scientific, historical or informational value, or otherwise in accordance with UNU’s retention policies. Further details are available [here](https://jpn01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fi.unu.edu%2Fmedia%2Funu.edu%2Fattachment%2F106533%2FUNU-Data-Protection-Notice-for-Third-Parties.pdf&data=05%7C01%7Cmichino%40unu.edu%7C255e6b33f08c42407fc008da4852c965%7Cb9fc8add5f9141cca6c8f00214e01d4b%7C0%7C0%7C637901817645504148%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Ixt5irMK9k18IN5nlrl2AXhHRBQ81YSmoWRBxSTGzl4%3D&reserved=0). Any information about the processing of personal data and how to request access, verification, rectification and/or deletion of personal data may be addressed to: Aya Yokoi, Data Protection Focal Point at UNU-IAS, at yokoi@unu.edu.

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| **Name of the applicant**\* |  |
| **Name of RCE**\* |  |
| **Signature**\*(Typed signature will not be accepted) |  **Date:** **/****/** |

**Terms & Conditions of UNU-IAS’s Financial Support**

1. A UNU-IAS funded participant is required to **take an active role** during the Meeting and in the preparatory discussions, and after all events.
2. UNU-IAS will provide financial support **only for the flight**. All other costs necessary for participating in the Regional Meeting, including visa application fee (if applicable), local transportation costs in your country, and costs for accommodation and meals in Nairobi, must be covered by the participants.
3. A participant must have **at least 2 empty pages** and a valid passport for **more than 6 months** from the date of arrival in Kenya.
4. If necessary, each participant is responsible for obtaining an appropriate **visa** to Kenya. Please note that UNU-IAS is authorized to cancel your participation if your visa is not issued **two weeks before your departure date**. Therefore, please inform us of your visa status as soon as your visa is secured.
5. Each participant must check **entry requirements to Kenya, including mandatory quarantine, vaccination, documentation and COVID-testing requirement**, and prepare all the necessary documents on COVID restrictions on entering Kenya. This funding will not cover any additional fees that occur.
6. A UNU-IAS funded participant **must participate in the entire Meeting**. A flight arrangement made by UNU-IAS cannot be changed due to the participant's personal preferences. If the participant cannot travel with the proposed schedule, UNU-IAS may cancel the funding support for the participant.
7. UNU-IAS will **NOT** be responsible for any personal expenses of participants or charges incurred by cancellation. The participant should cover costs caused by any cancellation.
8. UNU-IAS is **NOT** able to take any responsibility for making arrangements for persons other than the selected participant.
9. Overseas travel insurance shall be covered and arranged by each participant. UNU-IAS will **NOT** take any responsibility for accidents or emergency matters, including a loss of personal belongings that may occur during the meeting.

**Selection Criteria for Funded Participants**

Please note that UNU-IAS will provide financial support only for selected RCE representatives. A selection will be made based on the following criteria:

1. A participant is a member of an acknowledged RCE and nominated by the RCE coordinator in consultation with their key stakeholders;
2. A regional balance and the previous grants of funding will be considered;
3. It is mandatory to submit an RCE Project on the RCE Portal;
4. A participant can make a substantial contribution to the meeting by taking active roles such as facilitator, presenter and rapporteur during the meeting as well as before and after the meeting; and
5. A participant must follow the Terms & Conditions for UNU-IAS Funded Participants provided below.

**Section 5: Recommendation from RCE Coordinator
[To be filled by RCE coordinator]**
I hereby recommend and nominate the above-mentioned member of our RCE as an appropriate candidate to receive UNU-IAS funding support for their participation at the 12th African RCE Regional Meeting in Nairobi, Kenya.

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| **Name of the RCE Coordinator**\* |       |
| **Name of RCE**\* |       |
| **Signature**(Typed signature will not be accepted) \* | Shape  Description automatically generated with low confidence **Date:** **/****/** |