

**Organizing Asia-Pacific RCE Meetings
General Guidelines**

From 2016 on, the overall responsibility for organizing Asia-Pacific RCE Meetings lies with the hosting RCE. The following guidelines, in terms of process, conduct and responsibilities, are expected to be followed by all concerned:

1. Any Asia-Pacific RCE Meeting shall be organized in conjunction with a regional or international event, such as conference, symposium, seminar or workshop, on a specific theme on or related to ESD/SD.
2. An RCE located in the Asia-Pacific region may propose to host a meeting and organize a related event in which RCEs can participate. More than one RCE may jointly propose to co-host both events.
3. The host RCE shall be responsible for the overall organization, planning and conduct of both events – with respect to developing programs, securing finances and arranging logistics. The Global RCE Service Centre, if and when needed, may provide technical advice and assistance in communicating and disseminating information about the events to the RCE community.
4. An open call for hosting the events shall be made and expressions of interest of the proposing host RCEs are normally presented at a particular Asia-Pacific RCE Meeting. Detailed written proposals shall be submitted to the Global RCE Service Centre preferably within three months after the formal expression of interest is made, unless specified otherwise.
5. The Global RCE Service Centre will consider the proposals and assess their merits based on three main criteria – (i) technical; (ii) financial; and (iii) ability to mobilize Asia-Pacific RCEs to participate. An RCE not having hosted an Asia-Pacific RCE Meeting before may have an advantage. The technical aspect of the proposal shall contain the program for the associated event highlighting its strategic importance to the Asia-Pacific RCE community, as well as whether the theme and agenda are on ESD/SD or related fields. This also

includes the ability and capacity of an RCE to arrange necessary logistics for hosting the meeting. The financial aspect shall explain the host RCE's ability to fund the two events and the plan on how to raise fund.

6. The program for the Asia-Pacific RCE Meeting shall be designed by the Asia-Pacific RCE Coordinating Committee in collaboration with the host RCE and in consultation with the Global RCE Service Centre.
7. The organization and conduct of the events shall in no way breach any provisions of the Guiding Principles for the RCE Community.
8. Once a selection is made on the host, the Global RCE Service Centre shall make an announcement and preparation for the events commences.
