



## Annex 2: Sponsorship Criteria

### 1. How many people will be sponsored per country?

Total Number of Sponsored Delegates per Country: A total of eight (8) made up of civil society and government **plus** invited technical experts and speakers. Please note the Government of Canada is sponsoring 3 delegates of the official government delegation per country including 1 female; all others are sponsored by other contributors.

### 2. Who are eligible delegates?

**Delegates are expected from Government, Civil Society for a total of 8 per country; and, specific invitees with technical expertise as speakers and panellists.**

**Please note, there is no specific limit for technical expertise as speakers and panellists these nominees' applications will be reviewed by the Blue Economic Secretariat and invited along with an indication for sponsorship.**

#### A: Criteria for Government Delegations

*Government Delegations are expected to represent both the Conservation and Productive sectors of the economy.*

##### **From the CONSERVATION sectors of the economy** (e.g. Environment, Fisheries, Water) – **3 Delegates**

- One (1) Cabinet Minister
- Two (2) Technical Officials  
(N.B.: At least one of the 3 government officials must be female)

##### **From the PRODUCTIVE sectors of the economy** (e.g. Industry, Trade, Infrastructure, Extractives, Technical skills development, Enterprise Development) - **3 Delegates**

- One (1) Cabinet Minister
- Two (2) Technical Officials  
(N.B.: At least one of the 3 government officials must be female)

#### B: Criteria for Civil Society and Non-state actor delegations

This includes Non-Governmental Organizations, International NGO's, academia and CSOs

The civil society and non-state actors are encouraged to register for the conference, and to attend all the main sessions and side events, including the civil society forum.

1. A **total of 2 Civil Society Delegates** are to be nominated for sponsorship

2. Should be a **duly registered entity** in the country of operation, including registered under a relevant umbrella body/union in the country where applicable, and proof of which provided to the UNDP country office in the respective country;
3. One delegate **must be female**
4. The NGO should have **ECOSOC Consultative Status accreditation** – to confirm on this check <https://www.un.org/development/desa/dspd/civil-society/ecosoc-status.html>
5. The non-state actor should have **experience** in at least one of the Blue Economy thematic areas of the conference;
6. Should be involved in **ongoing programmes or projects** in the thematic areas of the Blue Economy; This with a view to ensure a multiplication effect in following up on key outcomes of the conference.

### C: Criteria for Technical Experts Speakers

- Proposed speakers and presenters in the thematic sessions are to be communicated to the SBEC Secretariat at [blueeconomykenya@mfa.go.ke](mailto:blueeconomykenya@mfa.go.ke)
- They will be funded through a separate process.
- Please note that the Government is only keen on receiving names of persons who have confirmed availability

### The Ministry has indicated that the following four (4) thematic areas require speakers and or expert panellists:

- 1. People Culture, Communities and Societies: The Inclusive Blue Economy
- 2. Sustainable Energy and Mineral resources and Innovative Industries
- 3. Cities, Tourism, Resilient Coasts and Infrastructure
- 4. Ending Hunger, Securing Food Supplies and Promoting Good Health and Sustainable Fisheries

### 3. Who else may participate?

Please note that countries and individuals are free to self-sponsor any other officials over and above the delegates to be funded through UNDP Sustainable Blue Economy Basket Fund.

For all other interested persons, UNDP Kenya is not able to respond to requests for participation, funding support, logistics or other queries from persons outside the approved government and civil society delegations; and invited speakers and experts.

Such enquiries may be directed to the Blue Economy website <http://www.blueeconomyconference.go.ke/> The Government of Kenya Blue Economy Secretariat may also be contacted at [blueeconomykenya@mfa.go.ke](mailto:blueeconomykenya@mfa.go.ke)

### 4. What will be sponsored?

All sponsored delegates will receive a return economy ticket economy through the most direct route from place of origin to Nairobi, Kenya; transfer in Nairobi, to and from airport to hotel; half board accommodation in approved hotels; nominal DSA.

Any upgrades for class of ticket may be processed by the delegate upon receipt of their ticket and full costs borne by the participant.

#### **5. How do Delegates register for the Conference?**

All interested delegates, whether sponsored through the SBEC Basket Fund or self-sponsored, must register on the official website: <http://www.blueeconomyconference.go.ke/>

**Registration is free.**

## Annex 3: Follow-up action requested to identify delegates

### 1. Contact the Ministry of Foreign Affairs regarding the Government Delegation

- Confirm that they have received an invitation from the Government of Kenya
- Share the criteria for nomination of sponsored delegates
- Receive the names and biodata of up to six (6) Government Delegates
- Ensure at least two of the delegates are female

Register the names of the sponsored government delegates into the [UNDP Kenya portal registration](#) for sponsorship

- Provide the delegates with information to register with Government of Kenya as delegates
- Request the Ministry of Foreign Affairs to provide to the Kenyan Ministry of Foreign Affairs a letter with the list of the official country delegation. The letter is to be sent to: [blueeconomykenya@mfa.go.ke](mailto:blueeconomykenya@mfa.go.ke) or [conferences-events@mfa.go.ke](mailto:conferences-events@mfa.go.ke)

### 2. Contact civil society and non-state actor organisations

- UN sister agencies, through the good offices of the RCO, to consider a list of eligible Civil Society organisations against the established criteria.
- Invite applications for the civil society/ non-state actor slots
- Select the two (2) Non-state delegates to be sponsored
- Ensure at least one of the delegates is female

Register the names of the sponsored civil society delegates into the [UNDP Kenya portal registration](#) for sponsorship

- Provide the delegates with information to register with Government of Kenya as delegates at <http://www.blueeconomyconference.go.ke/>
- Provide UNDP Kenya with the list of names of the nominated civil society delegates

### 2. Contact Potential Technical Experts, Speakers and Panellists

- UN sister agencies, through the good offices of the RCO, to consider a list of eligible Technical Experts, Speakers and Panellists against the established criteria.
- Identification of women speakers, this is highly encouraged
- Confirm availability of speakers and prepare a short bio and contact details
- Register the names of the Technical Experts, Speakers and Panellists into the UNDP web portal for sponsorship
- UNDP Kenya will send the nominees to the SBEC Secretariat for consideration. If approved for sponsorship and invitation a notification will be shared with respective offices

## Annex 4: Coordination of Travel and Logistics for Sponsored Delegates

### 1. Who will Coordinate Travel and Logistics?

UNDP Kenya is responsible for the travel and logistics of only those delegates from civil society, government and invited speakers and experts, officially nominated and sponsored through the UNDP managed basket fund.

### 2. How will Travel and Logistics be coordinated?

The names and identification information of all nominated delegates for sponsorship must be entered in the [UNDP Kenya portal registration](#) to ensure we have all the information necessary to process travel. The information requested on the UNDP web portal is:

- Full name of each delegate as they appear on their passport
- Designation (Minister, Technical official, Civil Society/Non-state actor official)
- Passport Number
- Upload a Copy of the Identification Page with signature of passport holder

*This will enable UNDP Kenya to procure the air-tickets (Economy Class) and make the necessary hotel bookings and arrangements for DSA to be paid in Nairobi.*

**Registration on the official government website only will not enable travel logistics and DSA payment.**

*Registration must be done in both portals for all sponsored delegates*

### 3. How will Visas be processed

The Blue Economy website <http://www.blueeconomyconference.go.ke/> provides all the necessary information for Visa requirements. Please note, UNDP will not secure the visa for travellers. Travellers are urged to review the requirements online and proceed with applications if they are not eligible for visa upon arrival