



ICGEB **COURSES, WORKSHOPS** **AND RESEARCH MEETINGS** **APPLICATION FORM** **2016**



INTERNATIONAL CENTRE FOR GENETIC ENGINEERING AND BIOTECHNOLOGY

Call for Proposals

to host

COURSES, WORKSHOPS AND RESEARCH MEETINGS

in ICGEB Member States in

2016

This Call is open only to ICGEB Member States as specified in Annex A to this Form

Please read the instructions inside carefully before completing the Form

Programme Priorities

- As part of the ICGEB's Training Programme, short-term intensive courses on techniques of biotechnology are conducted annually in ICGEB Member States.

The objective of these courses is to train scientists and technologists in the theory and practice of advanced biotechnology research, as well as to address subjects and priorities of a regional nature.

The duration of the course may not exceed 10 working days.

- The Programme also accommodates proposals for research workshops, symposia and conferences intended to disseminate scientific knowledge and enhance interaction of researchers and policy makers from ICGEB Member States.

Research-oriented meetings are generally of 2 to 5 days duration.

Submission of Applications

- Proposals must be submitted by the Organiser using both Forms A and B.
- Form A must be signed by the Organiser and be endorsed by his/her Liaison Officer (see Annex A for name and full postal coordinates). Forms submitted without the necessary signatures and endorsements will not be considered.
- All proposals are reviewed on merit. Preference, however, will be given to Member States which have not organised ICGEB courses/meetings in the past.

Deadlines

31 March 2016 : Suggested deadline for submission to the ICGEB Liaison Officers for endorsement

30 April 2016 : Endorsed applications (Forms A and B) to be received at ICGEB
attn. Elisabetta Lippolis, Head - Conferences Unit, Padriciano 99, I-34149 Trieste, Italy

<http://www.icgeb.org/member-states-meetings.html>

INSTRUCTIONS FOR THE PREPARATION OF PROPOSALS

1. **STAFF**

Organisers must be employees of the host/organising institute and will be responsible for the selection of participants, supply of course/meeting material, and other organisational matters.

Within the limits of the total budget of the course/meeting, Organisers are encouraged to invite scientists, recognised internationally as leaders in their field of expertise, to contribute as senior course staff and/or meeting speakers.

2. **ELIGIBILITY CRITERIA OF PARTICIPANTS RECEIVING ICGEB SUBSISTENCE AND TRAVEL GRANTS**

Eligibility is exclusive to resident nationals of the ICGEB Member States (see Annex A). At least half and preferably two-thirds of the participants are requested to be resident nationals from countries other than that hosting the course/meeting.

Course students/meeting participants must have a basic knowledge of the theory and be involved in research on the subject matter of the course/meeting. Screening and selection of participants is the responsibility of the course/meeting Organiser.

3. **FINANCIAL ARRANGEMENTS**

ICGEB will contribute up to Euro 20,000 to cover costs associated with: i) the travel and subsistence allowance of the invited lecturers/speakers; ii) living expenses and, in limited cases, travel grants for other participants (see Section 2); iii) expendable materials; iv) organisational expenses.

ICGEB funds **can not** be used to cover: i) normal administrative and overhead expenses of the host/organising institute; ii) purchase of non-expendable materials; iii) costs of maintenance, repair, running or insurance of existing equipment and machinery; iv) salary support of the Organiser or any of the host/organising institute's staff; v) support to nationals from countries other than the ICGEB Member States.

Funds are sub-contracted by ICGEB to the host/organising institute or to a collaborating organisation (which must be duly authorised by the host/organising institute), which will be responsible for all the expenditures of the course/meeting and the administration of the grant. Accordingly, payments shall be made to the bank account of the same institute/organisation (herein referred to as to "the Contractor"); **funds are not transferable to accounts of private individuals.**

Instructions on the exact procedures of the contractual arrangements are forwarded to the Organiser and the pertinent financial authorities of the Contractor by ICGEB.

Payment of 80% of ICGEB's contribution will be made after receipt and acceptance by ICGEB of the Preliminary Programme mentioned in Section 4 below, upon signature of the Contract by both Parties and submission of the relevant invoice, to the indicated bank account of the Contractor. The balance will be transferred to the same account upon receipt and acceptance by ICGEB of the complete Final Report mentioned in Section 4 below and the relevant invoice.

The budget, if other than the one submitted in this form, must be resubmitted together with the Preliminary Programme. Once funds are transferred, they must be utilised in accordance with the budget submitted by the Organiser.

4. **REPORTS**

A Preliminary Programme must be submitted by the Organiser to ICGEB prior to the commencement of the course/meeting. This report should include information on:

- i) the meeting/course objectives and the meeting/course content;
- ii) the benefits to be derived from the meeting/course;
- iii) the topics and, if applicable, experimental techniques to be covered in the course;
- iv) the invited international speakers/lecturers;
- v) the number of local and foreign students;
- vi) the budget (not exceeding the amount granted and including a detailed break-down);
- vii) the bank account of the Contractor, to which the funds must be transferred (N.B. not a private individual's bank account).

The Contractor and the Organiser must submit a Final Report at the end of the course/meeting, including:

- i) names, addresses and affiliation of course staff/meeting speakers and course students/meeting participants;
- ii) course/meeting programme;
- iii) detailed information of the course/meeting topics (including bibliography);
- iv) evaluation of course/meeting by the Organiser and the participants;
- v) any manuals prepared specifically for the course/meeting;
- vi) a detailed statement of expenditures, itemising each budget category;
- vii) any other pertinent information.

Reports must be forwarded promptly, certified by both the Contractor (CEO or Chief Financial Officer) and the Organiser, and must be accompanied by the relevant invoice.

ICGEB reserves the right to withhold payments if the above conditions are not met.

5. **LANGUAGE**

The course/meeting language should be **English**. No exceptions can be made without prior authorisation by ICGEB.

6. **ADVERTISING**

Organisers are required to advertise the event as widely as possible, and give advance notice to all ICGEB Liaison Officers. Advertisements should indicate that the course/meeting is organised on behalf of ICGEB. Should additional financial assistance be received by other organisations/institutions the latter should feature in the programme and advertisements as co-sponsoring agencies.

For ICGEB internal use only

REFERENCE No.:

RECEIVED:

FORM A



INTERNATIONAL CENTRE FOR GENETIC ENGINEERING AND BIOTECHNOLOGY

**COURSES, WORKSHOPS AND RESEARCH MEETINGS
in Member States**

APPLICATION FORM

TO BE COMPLETED IN ENGLISH BY THE ORGANISER
FOLLOW INSTRUCTIONS CAREFULLY

TITLE:

ORGANISER:

FULL NAME:

INSTITUTE ADDRESS:

TELEPHONE:

FAX:

E-MAIL:

SIGNATURE:

DATE OF SUBMISSION:

**THIS APPLICATION IS ENDORSED BY THE
LIAISON OFFICER OF:**

(MEMBER STATE)

FULL NAME AND COORDINATES:

SIGNATURE:

DATE:



INTERNATIONAL CENTRE FOR GENETIC ENGINEERING AND BIOTECHNOLOGY

**COURSES, WORKSHOPS AND RESEARCH MEETINGS
in Member States**

APPLICATION FORM

TO BE COMPLETED IN ENGLISH BY THE ORGANISER

PLEASE TYPE OR PRINT CLEARLY IN THE SPACES PROVIDED, TAKING FULL NOTE OF THE INSTRUCTIONS GIVEN ON THE COVER PAGE

1. TITLE

Title of Course/Meeting (Indicate if Theoretical Course, Practical Course, Workshop, Symposium or Conference, etc.)

2. LOCATION

Location where Course/Meeting is to be held

3. DATES

From / To

Total Number of Working Days

4. ORGANISING INSTITUTE (in charge of the Meeting organisation and the managing of the ICGEB grant)

Full Name and Address

Telephone:

Fax:

5. COURSE ORGANISER

Full Name

Business Address

Telephone:

Fax:

E-mail:

Meetings/Courses previously sponsored by the ICGEB (if any):

6. CO-ORGANISER(S)

Full Name

Business Address

Telephone:

Fax:

E-mail:

Full Name

Business Address

Telephone:

Fax:

E-mail:

Full Name

Business Address

Telephone:

Fax:

E-mail:

Full Name

Business Address

Telephone:

Fax:

E-mail:

Full Name

Business Address

Telephone:

Fax:

E-mail:

Full Name

Business Address

Telephone:

Fax:

E-mail:

7. LIST OF SENIOR INVITED COURSE STAFF/MEETING SPEAKERS (name, full business address, tel., fax, e-mail)

8. TRAINING AREAS

Specific Course/Meeting Topics

Summary of Course/Meeting Programme

Reasons for the choice of the specific Course/Meeting Topics

Past experience in organising Courses/Meetings, etc.

9. NUMBER AND SELECTION OF PARTICIPANTS

Maximum number of Participants

Eligibility criteria for Participants

Names and function of Local Teaching Staff

10. VENUE

Laboratory and/or Auditorium Facilities

Lodging Facilities

Transportation Arrangements

11. CO-SPONSORSHIP

Indicate Co-Sponsors (if any)

12. BUDGET

Expenditures

	ICGEB	Co-Sponsor	Other
International Staff (Lecturers, Demonstrators):			
Travel Costs			
Subsistence Costs			
Participants:			
Travel Costs			
Subsistence Costs			
Secretarial Assistance			
Management Costs (postage, advertising, etc.)			
Rent of Laboratory and/or Auditorium Facilities (if any)			
Expendables			
Total Expenditures			

Income

Grant requested from ICGEB	
Grant from Co-Sponsor	
Other Income	
Total Income	

*Your proposal may also be submitted to other sponsoring agencies/institutions collaborating with the ICGEB.
Do you authorise the ICGEB to proceed? Yes No*

Suggested deadline for submission to the ICGEB Liaison Officers for endorsement: 31 March 2013

**ENDORSED APPLICATIONS (including Form A and Form B) MUST BE RECEIVED
AT ICGEB CONFERENCES UNIT
on or before 30 April 2013**

COMPLETE APPLICATIONS TO BE SENT TO:

ELISABETTA LIPPOLIS - HEAD, CONFERENCES UNIT
ICGEB
PADRICIANO 99
I-34149 TRIESTE, ITALY
[E-mail: lippolis@icgeb.org](mailto:lippolis@icgeb.org)



ANNEX A ICGEB Member States

eligible to apply for the hosting of courses/meetings
See updated list at: <http://www.icgeb.org/member-states.html>

AFGHANISTAN

Liaison Officer

H. E. Mr. Abdul M. Shoogufan, Permanent Representative, Permanent Mission of Afghanistan to the International Organizations, Lackierergasse 9, Top 9, A-1090 Vienna, Austria. Tel: +43-1-5247806; Fax: +43-1-5247807; E-mail: afg.emb.vie@chello.at, afg.pm.vie@chello.at

ALGERIA*

Liaison Officer

Dr. Mohamed Dourdour, Commissaire à l'Energie Atomique, Commissariat à l'Energie Atomique, 02, Boulevard Frantz Fanon, B.P. 399, Alger-Gare, Algiers, 16000, Algeria. Tel: +213-21-433549/59; Fax: +213-21-433539/40; E-mail: mohdourdour@yahoo.fr

ARGENTINA*

Liaison Officer

Dr. Fernando Goldbaum, Dirección Nacional de Relaciones Internacionales, Ministerio de Ciencia, Tecnología e Innovación Productiva, Av. Córdoba 831 piso 4, 1054AAH Ciudad de Buenos Aires, Argentina. Tel: +54-11-48918470; Fax: +54-11-48918460; E-mail: marancedo@minciyt.gov.ar; Web site: <http://www.setcip.gov.ar>

BANGLADESH*

Liaison Officer

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BHUTAN

Liaison Officer

To be advised

BOSNIA AND HERZEGOVINA*

Liaison Officer

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BRAZIL*

Liaison Officer

Dr. Luiz Henrique Mourão do Canto Pereira, General Coordinator for Biotechnology and Health, Ministry of Science, Technology and Innovation of Brazil, Esplanada dos Ministérios, Bloco "E", sala 256, 2o Andar CEP 70067-900 Brasília-DF, Brazil. Tel: +55-61-20337623; Fax: +55-61-20337766; E-mail: luiz.canto@mct.gov.br, icgeb@mct.gov.br

BULGARIA*

Liaison Officer

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BURUNDI

Liaison Officer

Dr. Ir Denis Bandushubwenge, Directeur Scientifique, Institut des Sciences Agronomiques du Burundi (ISABU), B.P. 795 Bujumbura, Burundi. Tel: +257-79974274 (mobile); E-mail: bandushubwenged@yahoo.fr

CAMEROON

Liaison Officer

Dr. Thomas Dongmo, Director of Technical and Scientific Cooperation, Ministry of Scientific Research and Innovation, P.O. Box 3214 Yaoundé, Cameroon. Tel: +237-77748909, +237-22238577, +237-22222476; Fax: +237-22221336; E-mail: thomas.dongmo@gmail.com

CHILE*

Liaison Officer

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CHINA*

Liaison Officer

Prof. Huang Jing, Director-General, China National Center for Biotechnology Development (CNCBD), 16 Xisihuan Zhong Road, HaiDian District, Beijing 100039, P.R. China. Tel: +86-10-88225100; Fax: +86-10-88225200; E-mail: huangj@cncbd.org.cn, yinxj@cncbd.org.cn

COLOMBIA*

Dr. Claudia Patricia Tinjaca, National Biotechnology Program, Department of Science, Technology and Innovation, COLCIENCIAS, Carrera 7 B Bis N. 132-28, Bogotá, Colombia. Tel: +57-1-6258480 ext. 2232; Fax: +57-1-6251788; E-mail: ctinjaca@colciencias.gov.co; Web site: <http://www.colciencias.gov.co>

COSTA RICA*

Liaison Officer

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CÔTE D'IVOIRE

Liaison Officer

To be advised

CROATIA*

Liaison Officer

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CUBA*

Liaison Officer

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ANNEX A ICGEB Member States

eligible to apply for the hosting of courses/meetings
See updated list at: <http://www.icgeb.org/member-states.html>

ECUADOR*

Liaison Officer

Dr. Washington Benitez, Director: Centro Internacional de Zoonosis (CIZ), Laboratory of Immunodiagnostic and Research, Universidad Central del Ecuador, P.O. Box: 17-03-100, Geronimo Leyton SN y Gato Sobral (Sector la Gasca), Ciudadela Universitaria, Quito, Ecuador. Tel: +593-22-904801; Fax: +593-22-904801; E-mail: wbenitez-ciz@uce.edu.ec

EGYPT*

Liaison Officer

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ERITREA

Liaison Officer

To be advised

FYR MACEDONIA*

Liaison Officer

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HUNGARY*

Liaison Officer

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INDIA

Liaison Officer

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IRAN (ISLAMIC REPUBLIC OF)*

Liaison Officer

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IRAQ

Liaison Officer

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ITALY

Liaison Officer

Min. Plen. Roberto Cantone, Head, Bilateral and Multilateral Scientific and Technological Cooperation Unit, Directorate General for the Promotion of the "Country System", Ministry of Foreign Affairs, Piazzale della Farnesina 1, 00135 Roma, Italy.

JORDAN

Liaison Officer

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KENYA

Liaison Officer

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KUWAIT*

Liaison Officer

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KYRGYZSTAN

Liaison Officer

To be advised

LIBERIA

Liaison Officer

His Excellency Augustine Kpehe Ngafuan, c/o Embassy of the Republic of Liberia in Rome, Ple Medaglie d'Oro 7, 00136 Roma, Italy. Tel: +39-06-35453399; Fax: +39-06-35344729, e-mail: info@ambasciatadiliberia.org (to be marked at the attention of His Excellency Augustine Kpehe Ngafuan, Minister of Foreign Affairs, Ministry of Foreign Affairs, Monrovia, Liberia)

LIBYA

Liaison Officer

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MALAYSIA

Liaison Officer

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MAURITIUS

Liaison Officer

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MEXICO*

Liaison Officer

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ANNEX A ICGEB Member States

eligible to apply for the hosting of courses/meetings
See updated list at: <http://www.icgeb.org/member-states.html>

MONTENEGRO

Liaison Officer

Dr. Vldan Bozovic, University of Montenegro, Biotechnical Faculty, Mihaila Lalica 1, 81 000 Podgorica, Montenegro. Tel: + 382 20 268 437, E-mail: vldan.bozovic@yahoo.com

MOROCCO*

Liaison Officer

Prof. Abdelaziz Benjouad, Director, CNRST, Angle avenue Allal El Fassi, avenue des FAR, Quartier Hay Ryad, B.P. 8027 Nations Unies, 10102 Rabat, Morocco. Tel: +212-537-569810; Fax: +212-537-569811; E-mail: directeur@cnrst.ma; Web site: <http://www.cnrst.ma>

NIGERIA*

Liaison Officer

Prof. B.O. Solomon, Director General/Chief Executive Officer, National Biotechnology Development Agency (NABDA), Along Airport Road, Lugbe, Abuja, P.M.B. 5118, Wuse, Abuja, Nigeria. Tel: +234-926715691, 31454712; Fax: +234-9-5233397, 3145472; E-mail: nabdamails@yahoo.co.uk, bosconsult2009@gmail.com

PAKISTAN*

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PANAMA

Liaison Officer

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PERU*

Liaison Officer

Dr. Victor Carranza Elguera, President, National Council of Science, Technology and Technological Innovation (CONCYTEC), Calle del Comercio 197, P.O. Box 1984, San Borja, Lima 100, Perú. Tel: +51-1-2251150; Fax: +51-1-2251150; E-mail: vcarranza@concytec.gob.pe; Web site: <http://www.concytec.gob.pe>

POLAND*

Liaison Officer

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QATAR

Liaison Officer

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ROMANIA*

Liaison Officer

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RUSSIAN FEDERATION*

Liaison Officer

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SAUDI ARABIA

Liaison Officer

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SENEGAL*

Liaison Officer

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SERBIA*

Liaison Officer

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SLOVAKIA*

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SLOVENIA*

Liaison Officer

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**ANNEX A****ICGEB Member States**

eligible to apply for the hosting of courses/meetings

See updated list at: <http://www.icgeb.org/member-states.html>

SOUTH AFRICA

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