

## Draft Protocol for Establishing SRP National Chapters v 2.1

### Introduction

This document outlines the process and procedures for establishing a Sustainable Rice Platform (SRP) National Chapter.

### Proponent Eligibility Requirements

Any organization with an interest to initiate the establishment of an SRP National Chapter, must:

- A. Be a current full member<sup>1</sup> of the SRP, with presence in-country;
- B. Have a previously implemented, ongoing, or proposed SRP projects, in-country<sup>2</sup>;
- C. Have the support of at least two SRP members active in-country; and
- D. Have a sound network in the rice sector, with public and private supply chain actors, in-country.

### Guidelines

Step 1	Step 2	Step 3	Step 4
Interested organization seeks approval from Secretariat to initiate the process	Initiating organization convenes a National Working Group	National Working Group invites EOI from interested host organizations, and recommends successful organization	Host organization hires a National Coordinator to facilitate organizational development

#### Step 1: Secure Approval to Establish an SRP National Chapter

1.1. Interested organization seeks and receives written approval from the SRP Secretariat to initiate the process to establish an in-country SRP National Chapter. The request for approval should enclose the following:

- a. A concept note that highlights competency and track record of the initiating organization (including potential contributions);
- b. Letters of support from at least two SRP members active in-country;
- c. An indicative list of target stakeholders; and
- d. Ideas for resourcing.

1.2. SRP Secretariat evaluates and endorses the proposal.

<sup>1</sup> See list of SRP full members: [www.sustainablerice.org](http://www.sustainablerice.org)

<sup>2</sup> See list of SRP projects: contact Secretariat

## Step 2: Convene a National Working Group

- 2.1. Upon endorsement, the initiating organization convenes a meeting of nationally-active members<sup>3</sup> and rice stakeholders to establish a National Working Group (or builds upon an existing structure), with multi-stakeholder composition<sup>4</sup>. The National Working Group's objectives are to:
- Ensure National Working Group members are SRP full members;
  - Develop a common vision and objective statements that are aligned with the overall SRP vision and goal; and
  - Identify national challenges and develop a roadmap outlining priority areas addressing the challenges.

## Step 3: Select Host Organization

Organizations from any stakeholder category (private, public, civil society, international) may apply to host the National Chapter, subject to the following eligibility criteria:

- Full member of SRP (UN Environment due diligence clearance is required as a membership condition);
- Active in the rice sector (policy, supply chain or farm-level);
- Capacity, stakeholder network and track record to drive scale;
- Organizational commitment to invest in-kind and cash resources to mobilize the National Chapter;
- Readiness to provide office and support facilities, including hosting / hiring of a National SRP Coordinator; and
- Ability to receive and disburse funds efficiently.

The National Working Group selects an eligible host organization through a transparent process:

- 3.1. National Working Group invites expressions of interest from potential host organizations to provide office space, administrative and financial management support based on an agreed selection criterion;
- 3.2. Organizations interested in serving as host entity for the National Chapter submit expressions of interest to the National Working Group and the Secretariat, indicating the organization's strengths, competitive advantages, offer of facilities and support, including any other in-kind contributions to the effective operation of the National Chapter;
- 3.3. Prospective hosting organizations make presentations to the National Working Group, which then makes a recommendation if necessary by secret ballot.
- 3.4. The National Working Group communicates its recommendation to the SRP Secretariat for endorsement.
- 3.5. Final approval is given by a meeting of the SRP Board.

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<sup>3</sup> SRP Secretariat will provide a list of SRP members and contacts that are present in-country.

<sup>4</sup> SRP stakeholders include institutions from the public and private sectors, international agencies and development partners, research institutes, non-profits and producer groups.

#### Step 4: Define Organizational Structure of the SRP National Chapter

- 4.1. The host organization appoints or hires a National Coordinator for the SRP National Chapter.
- 4.2. The National Coordinator will be tasked to undertake the following:
  - a. Draft a Charter for the National Chapter;
  - b. Design a national membership structure for individuals and institutions, covering benefits, commitments, eligibility, fee structure, etc.;
  - c. Submit a 2-year work plan to the SRP Secretariat;
  - d. Organize election of Board members, in coordination with SRP Secretariat and National Working Group.
- 4.3. An official launch must take place once the Charter and Board members have been confirmed by the SRP Secretariat. (A soft launch can take place earlier, with the completion of milestones and in coordination with the SRP Secretariat and key stakeholders.)

#### **Mandate of the SRP National Chapter**

1. Serve as the official representative of the SRP and its global membership at country level, to promote adoption of the SRP Standard among rice smallholders, collaborate with implementing partners, engage with government in the policy arena and secure funding to upscale adoption, following SRP's vision, mission and strategies;
2. Lead the drafting of National Interpretation Guidelines for the implementation of the SRP Standard for Sustainable Rice Cultivation at country level;
3. Support implementation and monitoring of SRP assurance/verification activities to maintain credibility of SRP programmes and tools;
4. Coordinate development of country-tailored training curricula on SRP tools and implementation of SRP activities, to promote common approaches to data management;
5. Aggregate national-level impacts of SRP projects and report against SRP Performance Indicators and other metrics of interest; and
6. Coordinate with the SRP Secretariat to communicate SRP global progress with national-level stakeholders, and keep the SRP Secretariat updated and engaged on national-level plans, activities, outcomes and finances.

#### **Dues Structure**

In view of operational requirements at global and national levels, the SRP membership dues must be reviewed and designed to ensure support at both levels, while ensuring a streamlined process for dues collection. The following options are under consideration:

1. Any institution operating in more than one country will be required to join as an SRP Global member.
2. The global member pays SRP global dues, with option for 'top up' contribution for each country of choice.
3. National level members pay dues to National Chapter, with 5% admin fee to be contributed to SRP Global Secretariat.

## Benefits

The SRP National Chapters will receive SRP Secretariat support through the following:

- Recognition as the designated official representative of SRP at national level;
- Technical assistance on communications, training, and relevant tools;
- Visibility for national level events, activities, partnerships and impacts;
- Joint resource mobilization initiatives to support programmes and activities; and
- Linkages to strategic partners and international value chains.

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