

Protocol for Establishing SRP National Chapters v 1.0

Introduction

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

Eligibility Requirements

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

- Be a current full member¹ of the SRP, with presence in-country;
- Have a previously implemented, ongoing, or proposed SRP projects, in-country²;
- Have the support of at least two SRP members active in-country; and
- 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 concept note that highlights competency and track record of the initiating organization (including potential contributions);
- Letters of support from at least two SRP members active in-country;
- An indicative list of target stakeholders; and
- Ideas for resourcing.

1.2. SRP Secretariat evaluates and endorses the proposal

¹ See list of SRP full members: www.sustainablerice.org

² 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 members³ and rice stakeholders to establish a National Working Group (or builds upon an existing structure), with multi-stakeholder composition⁴. The National Working Group's objectives are to:
- Ensure NWG 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

The National Working Group selects a 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. The National Working Group meet to hear presentations by each prospective hosting organization;
- 3.4. Recommends a successful host organization, in consultation with the SRP Secretariat; and
- 3.5. The host organization is selected by secret ballot by SRP members.

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:
 - Draft a Charter for the National Chapter;
 - Design a national membership structure for individuals and institutions, covering benefits, commitments, eligibility, fee structure, etc.;
 - Submit a 2-year work plan to the SRP Secretariat;
 - 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.)

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

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

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 on 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 development and implementation of SRP Standard for Sustainable Rice Cultivation at the country level;
3. Support implementation of SRP assurance/verification activities to maintain high credibility of SRP programmes and tools, including reporting and/or investigating any fraudulent claims;
4. Coordinate the development of country-tailored training curricula on the adoption of SRP tools and implementation of SRP activities, to ensure common approaches and high quality;
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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