



UNEP
RISØ
CENTRE



Dear Sir/Madam:

Re: Solicitation of African Carbon Offset Projects & Sponsorship Opportunity

At COP-13 in Bali, the UNFCCC Secretariat announced its intent to convene the first **Africa Carbon Forum**, in partnership with the International Emissions Trading Association (IETA) and the multilateral agencies supporting the Nairobi Framework, including UNEP, UNDP, UNIDO, UNECA, and the World Bank. The Nairobi Framework aims to assist developing countries, especially those in sub-Saharan Africa, to enhance their participation in the CDM. This groundbreaking high-profile event will combine a carbon investment trade fair, a policy forum for African Designated National Authorities and climate change officials, as well as targeted capacity building for the CDM. The Forum will take place from **3 - 5 September 2008** at Le Meridien Hotel, Pointe Des Almadies, in Dakar, Senegal. Further details and a draft agenda can be downloaded from the IETA website:

<http://www.ieta.org/ieta/www/pages/index.php?IdSitePage=1548>

Despite the fast growth of the global carbon market and the urgent need to boost energy and infrastructure investment in Africa, local actors are only just beginning to tap into this market. The Pan Africa Carbon Forum will strengthen links between CDM project developers and the region's investment community, and facilitate knowledge sharing and transactions between project sponsors and global carbon offset credit buyers. Specifically, matchmaking and deal facilitation sessions will enable potential CDM project participants and developers to showcase their projects to interested parties, including investors and carbon buyers.

The organizers therefore invite all interested parties to attend and to submit their carbon offset project concepts for consideration. As co-organizers of the Forum, UNEP and UNDP have pledged to provide travel sponsorships for CDM project champions from across the African continent to attend the event, based on a competitive selection. Sponsorships will be awarded on the basis of financial needs and geographical diversity as well as the quality, viability, and maturity of submitted project proposals. Projects that have secured the majority of their financing or have achieved financial closure will be given prioritization. See below for further details.

We hope you will seize this opportunity and we look forward to welcoming you to the first ever Africa Carbon Forum in Dakar.

Upon confirmation, you will be provided with further logistical details and background material.

Terms and Procedures for Travel Sponsorship by United Nations Environment Program (UNEP) and United Nations Development Programme (UNDP):

Based on (1) financial needs and (2) the quality, viability, and financial maturity of project proposals submitted, UNEP, UNDP, and the conference organizers will cover travel expenses for awardees.

- Interested parties may apply for travel sponsorship either in an “individual” capacity, or on an “organizational” basis. In the case of the latter, the organization awarded will be entitled to nominate one delegate best able to represent the organization and its portfolio or individual carbon offset project at the Forum.
- Individual CDM project owners/proponents/developers should submit an *abridged* version of their Project Idea Note (PIN) as well as complete details on their affiliation and location. Further developed projects (e.g. those in PDD stage) will be given preferential treatment.
- Upon receipt of the above information, a committee will review your application. All documentation provided shall be used only for the purpose of travel sponsorship consideration and will be kept confidential by UNEP and UNDP. If selected for sponsorship, you will receive an official invitation with further logistical details and background material.
- **Applications for sponsorship should be submitted no later than July 18th to the following e-mail address: acf@risoe.dk with cc: to James.Vener@unep.fr**

Terms of Travel Sponsorship

- Awardees will be provided roundtrip air travel from recipient’s home country to Dakar, Senegal only. All travel will be in economy class. Awardees may, at their own expense, choose to upgrade to business class. After initial issuance of the ticket, subsequent changes to the agreed itinerary shall be at the expense of the awardees.
- Air tickets will be issued by the travel agent of UNEP’s choice directly to the awardees, based on a mutually agreed itinerary.
- Awardees will be provided with daily subsistence allowances (DSAs) for their stay in Dakar, as well as any necessary accommodation for overnight stopovers, under the agreed travel itinerary.
- Awardees will be booked into an appropriate hotel in Dakar for the duration of their stay. It is the responsibility of awardees to pay for this accommodation using their daily subsistence allowance payment.
- The application, procurement and payment of a visa for travel to Senegal shall be the sole and individual responsibility of the awardees. Awardees will be provided with a sponsorship letter, if requested. Travel insurance coverage shall be the sole and individual responsibility of the awardees. Awardees should budget for these expenses in their daily subsistence allowance.