HELPFUL TIPS 3.1

Paying the contributions to the CMS Family instruments

While responsibility for securing adequate resources is expected to be shared among the various activity leaders and stakeholders, the NFP is expected to play a proactive role. Much of the financial resources will have to be found at the national level and each country will have its own institutions and procedures to deal with this (see Sections 3.3 and 5.2.5 for more information).

NFPs should make sure that the contributions to the CMS Family instruments are paid on time. The amounts are determined by the meetings of the decision-making bodies and can be found in the adopted budget resolution/decisions. Normally in the budget resolution/decisions an indication of the bank details and on how and who to pay are provided.

CHECKLIST

Action required from the NFP and other actors

Appointment of CMS Family NFps and other representatives

- NFP: Initiate appointments of NFps, Standing Committee representatives and other experts and obtain official signed letter of appointment from the responsible minister or government office.

- Responsible Minister: Fill in and sign official appointment form

- NFP or responsible designating authority: Submit official appointment letter to the Secretariat/Coordinating Unit concerned

- NFP: Inform the Secretariat/Coordinating Unit concerned of any changes in the NFPs contact details

Communication

- Collect contact information of all relevant stakeholders active in the field of the CMS and its instruments

- Establish regular information flow and maintain the communication between the Government and the Secretariat/Coordinating Unit as well as other Member States to the CMS Family instruments.

Staying up to date

- Regularly check the CMS Family websites, notification, e-bulletins and social media for information and provide input where required.