

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 the 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.

