

# Carbon Sequestration leadership forum

CSLF-P-2009-28  
28 August 2009

[www.cslforum.org](http://www.cslforum.org)



## POLICY GROUP

### CSLF Event Endorsement Guidelines

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## CSLF EVENT ENDORSEMENT GUIDELINES

*Note by the Secretariat*

### Background

At the June 2009 meeting of the CSLF Policy Group in San Francisco, the Chair of the CSLF Communications Task Force provided ideas for how carbon capture and storage (CCS) conferences could request and receive endorsement by the CSLF. The Communications Task Force has since developed a proposed set of formalized CSLF Event Endorsement Guidelines that are presented in this paper.

### Action Requested

The Policy Group is asked to consider and approve the proposed CSLF Event Endorsement Guidelines.



## Proposed CSLF Event Endorsement Guidelines

The Carbon Sequestration Leadership Forum (CSLF) was formed in June 2003 to facilitate the development of improved, cost-effective carbon capture and storage (CCS) technologies; to make these technologies broadly available internationally; and to identify and address wider issues relating to carbon capture and storage. The current members of CSLF are Australia, Brazil, Canada, China, Colombia, Denmark, European Commission, France, Germany, Greece, India, Italy, Japan, Korea, Mexico, Netherlands, New Zealand, Norway, Russia, Saudi Arabia, South Africa, United Kingdom, and the United States.

Since its inception, the CSLF has actively encouraged international collaborative CCS research and information exchange. As such, the CSLF encourages its members and stakeholders to host and participate in events that will foster information sharing and collaboration to facilitate the development of the CCS technologies worldwide.

Events wishing to be considered for CSLF endorsement as a *CSLF co-sponsored event* are asked to submit their nominations utilizing the Event Recognition Submission Form (see **Attachment 1**) to the CSLF Secretariat. The Secretariat serves as the principal coordinator of the CSLF's communications and activities. The Secretariat will evaluate the nominations based upon the criteria and qualifications set forth in this document.

### Endorsement of your event by the CSLF provides the following advantages:

- Increased international exposure for the event, for event sponsors, and for the CSLF;
- Expanded opportunities for event attendees to establish new international lines of communication, revealing opportunities for international collaboration on topics of mutual interest;
- An institutionalized link between CSLF and event sponsors will leverage greater investment from both public and private sources for R&D activities, as well as for future events;
- Increased communication between event participants, resulting in maximized R&D innovation by encouraging complementary activities and reducing the duplication of activities;
- Efficient and timely exchange of information about the use of public and private resources toward the development and implementation of CCS technologies; and
- Expanded international collaboration that will facilitate the creation of common codes, standards, and regulation on CCS technology development, demonstration, and commercial use.

### To be considered for CSLF endorsement and co-sponsoring, events must comply with the following principles:

- The proposed event is organized by public and/or private entities (event partners) from at least one CSLF Member country;
- The event is consistent with goals and purposes of CSLF as stated in the CSLF Charter;

- Upon endorsement of the event by the CSLF Secretariat, a written Event Recognition Agreement (ERA) (see **Attachment 2**) will be created and signed on behalf of the event sponsors;
- There is no financial contribution required by the CSLF.

**Events should also serve two or more of the following functions:**

- Identifies and promotes potential areas of bilateral and multilateral collaboration on CCS technologies;
- Analyzes and recommends priorities for research, development, demonstration, and commercial utilization of CCS technologies and equipment;
- Analyzes and develops policy recommendations or technical guidance, including common codes, standards and regulations, to advance CCS technology development, demonstration and commercial use;
- Fosters implementation of large-scale, long term public-private cooperation to advance CCS technology and infrastructure research, development, demonstration and commercial use, in accordance with Partners' priorities;
- Coordinates and leverages resources to advance bilateral and multilateral cooperation in CCS technology research, development, demonstration and commercial utilization; and
- Addresses emerging technical, financial, legal, market, socioeconomic, environmental, and policy issues and opportunities related to CCS technology.

**Event organizers proposing CSLF co-sponsorship must agree to the following:**

- Allow the CSLF to post information and a link to the event from its website;
- Use the CSLF logo on event materials, including the event's website;
- Send an invitation to the CSLF members who may forward it to their stakeholders;
- Provide one free registration to the CSLF Secretariat and one to the member country where the event is located;
- Provide the opportunity for a CSLF member to give a presentation at the event;
- There is no financial contribution required by the CSLF.

**Nomination Process**

The following procedures should be followed in order to have your event considered for CSLF sponsorship as a *CSLF co-sponsored event*:

1. On behalf of the event sponsors, the event coordinator(s) of a CCS-related event ("event") submits an event proposal to the CSLF Secretariat that meets the requirements established in the principles and functions outlined above;
  - a. Proposals may be submitted to the Secretariat (CSLFSecretariat@hq.doe.gov) by completing the CSLF Event Recognition Submission Form (**Attachment 1**). This template is also available on the CSLF website at: <http://www.cslforum.org/meetings/ccsconferences.html>.
  - b. Proposals will be received by the Secretariat on a rolling basis.
2. Once the event is endorsed by the Secretariat on behalf of CSLF, the event sponsors will be required to sign the "CSLF Event Recognition Agreement" (**Attachment 2**).



## CSLF Event Recognition Submission Form

### **Instructions**

Please complete the following form to have your event considered for CSLF endorsement as a CSLF co-sponsored event. Please see the CSLF Events Guidelines Brochure for details about event criteria and procedures.

**1. Event Title:**

**2. Event Description:**

**3. Goals/Outcomes:**

Please provide 1-3 paragraphs discussing the general objective of the event, the expected products and results, and anticipated next steps.

**4. Date and Location:**

**5. Partners:**

Please provide 1–3 paragraphs on the public and/or private entities (event partners) from CSLF member countries who organize the event, as well as other significant contributors, i.e. other government entities at the federal, state and local level, universities, private sector partners, etc.

**6. Events Functions**

Please provide 1–3 paragraphs identifying the Event Functions that this event will satisfy and the value added to CSLF of this event. See the CSLF Events Guidelines for the list of Event Functions.

**7. Invitation to CSLF Members**

Do you agree that an invitation to the event will be sent, by the CSLF Secretariat, to all CSLF members, and understand that members are free to invite their stakeholder organizations?

Yes     No

**8. Free Registration**

Do you agree to provide at least one free registration to the CSLF Secretariat and one free registration to the CSLF member country where the event is located?

Yes     No

**9. CSLF Presentation**

Do you agree to provide the CSLF with the opportunity to give a presentation at the event, and understand that the CSLF Secretariat may request the opportunity to highlight CSLF collaborative projects?

Yes     No

**10. Event Language**

Will the event be held in English?

Yes     No

Will translation be available for those portions of the event not held in English?

Yes     No

**11. Other comments?**

Please email completed form to:  
**CSLF Secretariat**  
[CSLFSecretariat@hq.doe.gov](mailto:CSLFSecretariat@hq.doe.gov)

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## CSLF EVENT RECOGNITION AGREEMENT

The Carbon Sequestration Leadership Forum hereby endorses the INSERT NAME OF EVENT as an event designed and organized to facilitate the transfer of knowledge and information that is in accord with the objectives of the CSLF.

The INSERT NAME OF EVENT is located in INSERT LOCATION OF EVENT and will INSERT OBJECTIVE OF EVENT.

In compliance with the working principles for a CSLF Event, INSERT NAME OF LEAD EVENT SPONSOR HERE is the CSLF event nominators and agrees, subject to operational considerations, to comply with the requirement identified in the CSLF Event Guidelines.

The following signatures attest to this certification:

\_\_\_\_\_  
Lead Event Coordinator

\_\_\_\_\_  
Other Partner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

DRAFT