



# IHDP

International Human Dimensions Programme  
on Global Environmental Change

## IHDP Seed Grant Initiative

### Guidelines for National and Regional Workshops

*"Capacity Building for National Human Dimensions Committees and  
Programmes in Developing Countries and Transition Economies"*

The IHDP's commitment to promote the development and strengthening of national human dimensions programmes in developing countries and transition economies is being matched by considerable interest and activity in a growing number of countries.

The IHDP has allocated its core resources from the ISSC / UNESCO to fund a small grants programme to provide "seed grants" to:

- *existing National Human Dimensions Committees/Programmes in developing countries and countries with economies in transition; or*
- *groups of researchers* from developing countries and transition economies to help establish a formal national HD committee or network;

in order to facilitate:

- the creation of new research networks,
- the convening of national workshops on IHDP-related themes to promote specific national human dimension research initiatives.

#### Proposed Activity

In countries where national committees exist and/or where a national inventory of research has already been prepared, IHDP supports national and regional workshops. These workshops should *bring together members of the national and/or regional human dimension research community, including key members from policy, NGO and funding communities to discuss research priorities and directions*. Workshops can be geared to a specific human dimensions theme (e.g. human security) or to a specific group within the national human dimension research community (e.g. young researchers).

#### Proposal Should Include:

- *Application Letter*
  - Title of National/Regional Workshop
  - Applicant's name, institution, complete address, phone, fax, email, web, areas of expertise, links to institutions, journals, etc.
  - Rationale for the proposed activity
  - Introduction / background to HDGEC themes to be covered in the workshop

#### IHDP Secretariat

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- Project objectives (be sure to include potential linkages to leading IHDP research themes)
- Project preparation
- Project organization / implementation / methodology
- Expected project outputs
- *Budget Proposal*
  - An itemized account of how the money is to be spent.
  - The Contractor is encouraged to make efforts to secure additional funding for the co-financing of the activity. Plans should be explained.
- *Targeted Persons and Institutions*
  - Who will participate in the management of the project?
  - List of Collaborators: Coordinating institutions/researchers (with detailed contact information)
  - Within what national or local institutional framework are linkages foreseen?
- *Time-line*
  - All activities are to be completed within a 6 months of signing a contract.

### Reporting to IHDP

The Contractor is obligated to produce a final report (proceedings) to National and Regional Workshops to include the following items in detail:

1. Rationale and motivation for the organization of the National or Regional Workshop
2. Description of project objectives
3. Background to the project: a description of leading human dimensions areas of research within the country, specifically on leading IHDP core project themes (GECHS, IDGEC, IT, LUCC, LOICZ, Urbanization) and on cross-cutting themes on water, food, carbon, health, mountain systems and population and environment.
4. Description of project preparation and organization (strengths/weaknesses, difficulties experienced)
5. Description of project outputs and ability to reach goals
6. Description of findings in relation to IHDP core science project activities (GECHS, IDGEC, IT, LUCC, LOICZ, Urbanization) and to crosscutting issues of water, food, carbon, human health, mountain systems and population and environment.
7. A description on potential for linkages to IHDP core science projects and crosscutting issues and suggestions/recommendations for future HD research activities.
8. Conclusions of National Workshop activities and discussions, including expected follow-up activities, to end with a list of members or potential members of a future National Human Dimensions Committee or Global Change Committee (with detailed contact information).
9. Annex with complete list of speakers and participants, with detailed contact information (to include institutional affiliations, mailing address, phone / fax numbers, e-mail address and web link)
10. Annex with complete list of presentations with abstracts, papers and/or PowerPoint presentations included (as an annex to the final report)
11. Annex with a list of collaborating institutions and their interests in linking more closely to IHDP and by what means.

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Each final report must include a detailed financial account of how funds awarded were spent. Copies of all receipts should be submitted as an attachment to the financial report.

IHDP requests the National Workshop Final Report be prepared and submitted in electronic form (CD or email attachment (Microsoft Word) and sent to the IHDP Secretariat contact within one month of conclusion of the Workshop.

All reports submitted should be in the English language and edited by a native English speaker for content, spelling and grammar.

IHDP welcomes an additional copy of the report in the native language of the Contractor, which will be published and made available on the IHDP website, as well as distributed to the IHDP research community in hard copy upon request.

**For further information please contact:**

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