



CSLF-P-2005-6  
Revised Draft  
9 August 2005

**POLICY GROUP**

**REVISED DRAFT REPORT OF THE SECRETARIAT ON  
PROPOSED CSLF STAKEHOLDER REGISTRY  
AND GUIDELINES FOR IMPLEMENTATION**

*Note by the Secretariat*

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Background

At its meeting in Melbourne, Australia on September 15, 2004, the Policy Group requested that the Secretariat implement a Stakeholder Registry. A draft report containing proposed recommendations for the contents and procedures for the CSLF Stakeholder Registry was sent for comment to the Policy Group in May 2005. This report has been revised based on comments received from the Policy Group. The primary thrust of these comments and of this revision was to simplify the process for stakeholder inclusion.

Action Requested

The Policy Group is requested to discuss and approve the Revised Draft Report of the Secretariat on Proposed CSLF Stakeholder Registry and Guidelines for Implementation

Conclusions

The Policy Group is invited to note in the Minutes of its meeting of 27 September that:

“The Policy Group approved the Revised Draft Report of the Secretariat on Proposed CSLF Stakeholder Registry and Guidelines for Implementation and authorizes the Secretariat to implement the registry based on this Report.”



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## **Proposed CSLF Stakeholder Registry and Guidelines for Implementation Report by the Secretariat to the Policy Group**

The Stakeholder Registry (the Registry) will be an official database of stakeholders including general descriptions of the stakeholders and contact information. The Registry will be maintained by the Secretariat for use by official CSLF bodies and will be posted on the CSLF website.

The purpose of the Registry is to give registered stakeholders access to timely information. It will also help the CSLF gauge the breadth of international stakeholder interest in CSLF-related activities. CSLF Members may also use the Registry to address issues for which they want input from the stakeholders. Inclusion in the Registry imposes no obligations on those entities that are included.

### **Identifying Stakeholders**

Stakeholders are:

- Entities directly affected (either positively or negatively) by CSLF Activities including business and industry, labor groups, academic and research institutions and representatives of civil society.
- Government organisations (other than those that participate directly in the CSLF), including regional or local governments and government agencies responsible for devising and implementing public policies and programs with a direct or indirect impact on CSLF projects and policies.
- Entities indirectly involved or affected by carbon capture and storage projects and/or research and development such as NGOs or private sector organisations with an interest in the outcomes.

### **Procedures for Admission to the Registry**

The procedure for admission to the Registry will be as follows:

1. Application forms (see attached) will be made available to prospective stakeholders on the CSLF website or may be provided by a Member's CSLF delegation.
2. Interested stakeholders will submit applications and any supporting materials to:
  - The CSLF Member's Head of Delegation if the applicant is from a Member, or

- The CSLF Secretariat, if the applicant is from a non-Member country or is an international organisation.
  - Applications submitted directly to the Secretariat by organizations from a Member country will be forwarded to the Member country's Head of Delegation for certification.
3. A Stakeholder Registry Certification Panel (SRCP) is proposed. The SRCP will consist of one individual designated by each Member. Applications from Non-Member countries or international organisations will be forwarded by the Secretariat to the SRCP for approval.
  4. Decisions as to inclusion of a stakeholder in the Registry will be made by:
    - The Head of Delegation for a stakeholder from a Member, or
    - The SRCP for international organisations and non-Member stakeholders.
    - As an option, a CSLF Member may authorize the Secretariat to accept any applicant from that Member.
  5. Approved application forms will be forwarded by the Member's Head of Delegation or the SRCP to the CSLF Secretariat for inclusion in the Registry. Heads of Delegation or the SRCP will also notify the Secretariat of rejected applications.
  6. The Secretariat will notify the applicant of determination of status.
  7. The Registry will be updated on an ongoing basis as new applications are approved. The information contained in the application form will be included in the Registry.



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## APPLICATION FOR CSLF STAKEHOLDER REGISTRY

### Instructions

Organisations interested in being admitted to the CSLF as a stakeholder will submit completed application materials to:

- The Head of the Member's CSLF delegation if the applicant is from a Member, or
- The CSLF Secretariat, if the applicant is from a non-Member or is an international organisation.

Contact information for submission of an application is contained on the CSLF website at: <http://www.cslforum.org/stakeholder/application.html> .

The application must contain the documents listed below. Incomplete applications will not be considered.

1. Completed application form with contact information of the organisation and of a designated contact point for official communication with the Secretariat.
2. Copies of official documents certifying the identity and current legal status of the organisation in its home country.
3. Information on the activities undertaken by the organisation that indicate the interest of the organisation in matters related to the CSLF mission.

On receipt of the required information, the application will be screened by the Secretariat for completeness. Approved applicant organisations, following consultation with the appropriate bodies of the CSLF, will then be notified of the disposition of their application.

The information you provide below will be entered into our database and will be used in all future correspondence and documentation. Please print clearly and accurately.

### 1. Official name of the organisation as it appears in legal documents:

.....  
Name of the organisation.

.....  
Name of organisation as it should appear in our documents.

Abbreviation: (if any).....

**Type of organisation (Check one):**

- 1. Government organisation \_\_\_\_\_
- 2. Non-governmental organisation \_\_\_\_\_
- 3. Multilateral organisation \_\_\_\_\_

Official address: .....

City: ..... Zip Code: .....

Country: .....

Main telephone of the organisation: .....

Please specify (country code - city code) +number

Main fax of the organisation: .....

Please specify (country code - city code) +number

E-mail: ..... Web Site: .....

**2. Name and position of the Head of the organisation:**

.....  
(Mr., Ms.)                      First name                      Middle name                      Last Name                      Position

Telephone of the Head of the organisation: .....

Please specify (country code - city code) +number

Fax of the Head of the organisation: .....

Please specify (country code - city code) +number

E-mail of the Head of the organisation: .....

**3. Name and position of the contact person for the organisation if different from the Head of the organisation:**

The contact person will serve as the official channel for the exchange of information with the CSLF.

.....  
(Mr., Mrs., Ms.)                      First name                      Middle name                      Last name                      Position

Telephone of the contact person: .....

Please specify (country code - city code) +number

Fax of the contact person: .....  
Please specify (country code - city code) +number

E-mail of the contact person: .....

**4. Please indicate the interests and activities of the organisation relevant to the CSLF for inclusion in the Registry.**

**Interest(s):**

CO <sub>2</sub> Capture	CO <sub>2</sub> Transport	CO <sub>2</sub> Storage
Environmental Policy	Energy Policy	Sequestration Economics
Legal/Regulatory Issues	Capacity Building	Financing
Other: _____		

**Activity:**

Advocacy	Networking	Project Implementation
Fundraising	Publications	Research
Education	Energy Business	Other Business
Community Organisation	Other: _____	

**5. Please submit a short (less than 500 word) description of your organisation and its interest in carbon sequestration for inclusion in the Registry.**

**6. Signature of the contact person:**

..... **Date:** .....

*Please notify the CSLF Secretariat of any changes as soon as possible. This applies particularly to the contact person in order to ensure proper communications.*