



# **STAKEHOLDER REGISTRY AND GUIDELINES FOR IMPLEMENTATION**

Revised Report by the Secretariat

Presented to the Policy Group  
by Barbara N. McKee

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## Purpose of Stakeholder Registry



1. Give registered stakeholders access to timely information.
2. Help gauge the breadth of stakeholder interest in CSLF-related activities.
3. Members may also use Registry to obtain stakeholder input.

*Inclusion imposes no obligations on those entities that are included.*



## Who are the stakeholders?

- ✓ Entities directly affected by CSLF activities :
  - Business and industry
  - Labor groups
  - Academic and research institutions
  - Representatives of civil society
  
- ✓ Government organisations (other than direct CSLF participants)
  - Regional/local governments
  - Agencies with impact on CSLF projects and policies
  
- ✓ Entities indirectly involved or affected
  - NGOs
  - Private sector organisations.

## Simplified procedures for admission.



1. Application forms available on CSLF website or through Members.
2. Interested stakeholders submit applications to:
  - Member Head of Delegation
  - CSLF Secretariat
3. Decisions will be made by:
  - Head of Delegation if from a Member, or
  - Stakeholder Registry Certification Panel if from non-Member or international organisation.
4. Secretariat informs applicant of decision.
5. Registry updated on an ongoing basis.



## Stakeholder Registry Certification Panel


- ✓ Sole purpose is to consider applicants from non-Members and international organisations
- ✓ One point-of-contact from each Member
- ✓ Suggest simple procedures using email and consensus decisions

*Keep it simple!*

# Simplified Application

## Necessary contact, interests and activities information.





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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 organization.

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

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

- Completed application form with contact information of the organization and of a designated contact point for official communication with the Secretariat.
- Copies of official documents certifying the identity and current legal status of the organization in its home country.
- Information on the activities undertaken by the organization that indicate the interest of the organization 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 organizations, 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 organization as it appears in legal documents:**

Name of the organization: \_\_\_\_\_

Name of organization as it should appear in our documents: \_\_\_\_\_

Abbreviation (if any): \_\_\_\_\_

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

- Governmental organization
- Non-governmental organization
- Multinational organization

**Official address:** \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Main telephone of the organization: \_\_\_\_\_  
Please specify (country code - city code) number

Main fax of the organization: \_\_\_\_\_  
Please specify (country code - city code) number

E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

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

(Mr, Ms) \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_ Last Name \_\_\_\_\_ Position \_\_\_\_\_

Telephone of the Head of the organization: \_\_\_\_\_  
Please specify (country code - city code) number

Fax of the Head of the organization: \_\_\_\_\_  
Please specify (country code - city code) number

E-mail of the Head of the organization: \_\_\_\_\_

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

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

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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.*

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