TECHNICAL ASSISTANCE PROGRAM

GENERAL PROCEDURES APPLICABLE TO THE CALL FOR PROJECT PROPOSALS FOR 2023
1. Key concepts and features

1.1 **Concept:** The Technical Assistance Program (PAT) of the Pan American Institute of Geography and History (PAIGH) is based on the supposition that the PAIGH Member States share numerous development challenges and opportunities. Consequently, many of these can be faced and worked on more efficiently and effectively by means of collective action and regional cooperation. For this purpose, the General Secretariat and the PAIGH Commissions (Cartography, Geophysics, Geography and History) are moving ahead with the PAT, the proposals for which will be assessed by the Presidents of these Commissions during the 97th Meeting of the Authorities.

1.2 **Competitive allocation of funds:** Each year, funds are awarded to various proposals received as the result of the call for project proposals. The types of initiatives that are supported are classed as follows:

- **Seed project.** Initiatives within the framework of a scientific-technical issue of interest to the various Member States of the PAIGH and which have as their objectives the preparation of proposals that could potentially be given finance by an external organization providing funds. The activity will have, as its final result, a document or a set of documents in the format required by the call for proposals or the organization providing finance (including technical, economic, financial or any other aspect, as set by the call for proposals or by the funding provider involved).

- **Training project.** This type of initiative is aimed at the running of courses, workshops or equivalent activities, of interest for the PAIGH Member States. These projects will have as their final result, a report that indicates the list of participants and their nationalities, a detailed description of the event and, in some cases, the materials created or used that become available to the PAIGH community. At the same time, a video of the activity carried out should be made and delivered.

- **Research projects.** The main feature of this type of Project is that it focuses on the analysis of a scientific-technical issue of interest to the PAIGH Member States. The final result of these initiatives will be a technical report and a scientific article, with the appropriate quality, to be published in one of the PAIGH journals (“Cartographic Journal”, “Geographic Journal”, “Geophysics Journal”, “History of America Journal”, “American Anthropology” and “American Archeology Journal”).

1.3 **Collective action:** The PAT projects should be set up by means of collective action. This means that the Member States and the institutions collectively decide on their goal, work program, schedule, organization and leadership system, and regional cooperation.

1.4 **Thematic focus:** The call for project proposals will be open to initiatives aligned with the goals and objectives of the Commissions (Cartography, Geophysics, Geography and History) of the PAIGH. In this context, those proposals that are directly concerned with the cross-disciplinary issues of the **2030 Agenda for Sustainable Development of the United Nations Organization** will be considered as especially valuable.
2. Elegibility criteria

2.1. In order to fulfil the regional criteria, a proposal should satisfy the following conditions:

- **Number of countries:** A minimum of two (2) PAIGH Member States should participate in setting up the proposal; preferably three (3) in the case of the Cartography Commission. These proposals must demonstrate that: (i) the subject treated is of at least a binational and/or a multinational nature; (ii) the proposal will have a very high impact on development; and (iii) the project may be replicated in other contexts if similar circumstances arise.

- **Submissions:** In accordance with that established in Article 34 of the Financial Rules of Procedure of the PAIGH, the projects should be submitted officially by the National Section concerned, attaching the letter of support and the letters about the participation of the National Sections of the other participating countries. *The Authorities of the Institute will not be able nor allowed to submit their own projects to any of the Commissions.*

2.2. The purpose of the letters of commitment is to: i) demonstrate the interest that each Member State has in cooperating with others in the PAT process, and ii) prove the availability of financial and human resources for implementing the activities described in the proposals.

2.3. Priority is given to multidisciplinary initiatives. A project is proven to be of a multidisciplinary nature by two fundamental factors: i) the aims and objectives of the project, also ii) the active participation of specialists in various areas of knowledge.

2.4. For the purpose of making better use of the resources and avoiding their becoming overly-dispersed, the minimum amount that can be requested will be US$ 6,480 (six thousand four hundred and eighty dollars) and up to a maximum amount of US$ 20,000 (twenty thousand dollars) when they are submitted to several Commissions, in accordance with the scope and suitability of the project.

2.5. In the case of a Seed Project, the maximum amount that can be requested will be US$ 6,480 (six thousand four hundred and eighty dollars).
3. Terms and conditions

A. Documentation of the proposal

3.1. For the proposal to be considered valid, it should include: (i) the on-line form, filled-in and sent in, to which are attached: (ii) the letter of the National Section that gives backing to the initiative, (iii) the letters of commitment from those involved in the project, and (iv) the letters from the PAIGH National Sections participating, stating the name of the researcher.

3.2. The PAIGH will evaluate only those proposals that include the documentation named in section 3.1 and that have been submitted on-line through the web page of the PAT 2023 Call for proposals. No exceptions will be accepted.

3.3. The on-line system for submitting proposals will close automatically on the date indicated for each annual Call for Proposals. To avoid possible technical difficulties, we would recommend not waiting until the last moment to submit the proposal. Once the system is closed, no proposal sent by any other means different from that mentioned will be accepted.

B. Entities that are allowed to submit proposals and put them into effect

3.4. The agency that carries out a PAT project is the entity responsible for putting into effect or implementing the activities planned for in that project, also for the management and handling of the financial contribution in collaboration with the Projects area of PAIGH.

3.5. International organizations, foundations and cooperation agencies that are outside the Pan American region may NOT submit initiatives for the PAT call for proposals, nor be the agency that executes projects. Nevertheless, such institutions may be invited to act as advisors in the process and/or co-finance putting the PAT into effect.

3.6. Academics at university level and Institutions which belong to the Member States of the PAIGH may apply and respond to the PAT 2023 Call for Proposals.

3.7. The applicants who submitted the proposals chosen will be contacted at a subsequent stage.

C. Allowable expenses

3.8. The initiative will be able to finance the following expenses:

   a) Costs of consultancy, understood as the fees of individual consultants or local firms.
   b) Expenses of regional consultants who contribute to the project by attending meetings and/or workshops related to the project. Excluding the payment of attendee registration fees.
   c) Costs of laboratories.
   d) Costs of running meetings, including related support services (technical support), secretarial services required for setting up and/or running meetings, hiring any equipment necessary and buying certain materials specifically for the meeting, etc.
   e) Publication of new work and the reproduction of printed documents and material.

3.9. The initiative will NOT be able to finance the following expenses:

   a) Salaries or fees of the researcher responsible for the project.
   b) Hiring premises or locations for performing the tasks of the project.
   c) The social activities resulting from the activities financed by the PAIGH throughout the project.
   d) Coordinating or operating research units or offices.
e) Payments for participation or for conference attendee registrations.
f) Payment of medical or travel insurance.
g) Purchase of equipment, furniture, hardware, software or user licenses.
h) Payment for the publication of articles in journals outside the PAIGH.
i) Payment of travel fares to any country that is NOT a member of the PAIGH.
j) Payments for graduation internships worked on as service to the project.

Due to the exceptional circumstances and uncertainty caused by the COVID-19 pandemic, the PAIGH community that is participating in the PAT 2023 Call for Project Proposals is recommended to take these circumstances into account in the assignment of the expense purposes within the budgets of the projects. In case your project is benefited and during its execution, some scenario derived from the pandemic arises that hinders the development of the project, we strongly request you to inform us, as soon as possible, in order to support and advise you, and thus meet the objectives set.

D. Language

3.10. The proposals may be submitted in any of the official languages of the PAIGH.

E. Queries

3.11. The applicants will be able to make queries and present them to the Projects area of the PAIGH at proyectos@ipgh.org. It is important to point out that the PAIGH team will respond only to queries relating to the current PAT procedures.

Nevertheless, the information provided should not be considered as an official statement of the Eligibility Committee of the PAIGH Call for Proposals, nor will it represent or imply any commitment by the PAT Call for Proposals or the PAIGH to provide funds for any specific proposal.

F. Calendar for the Call for proposals

| Date of publication of the call for proposals | 14th of March, 2022 |
| Reception of the requests | In accordance with the deadlines stated in the schedule of dates of the call for proposals |
| Close of the call for proposals | 11th of May, 2022, at 13:00, Mexico City time |
| Publication of the results | 9th of December, 2022 |
4. Annexes

A. Articles of the Financial rules of procedure relating to the Technical Assistance Program of the PAIGH

- **Article 29.** The Member States which have not covered their contributions for more than five periods, shall not have the right to vote at the meetings of the Institute. Likewise, they shall lose the right for their projects to be approved as well as other benefits.

- **Article 30.** The Institute shall finance through its program of Technical Assistance, projects which are oriented towards carrying out studies, research work, technical meetings and training in the disciplines of the four Commissions.

- **Article 31.** In order for a project to be approved it must be presented in the official request forms and comply with all the necessary requirements.

- **Article 32.** Technical Assistance projects must necessarily be multinational, in which at least two Member States shall participate, with the exception of those projects being funded by the Program of National Projects (PRONAT). Projects with regional objectives shall be given priority.

- **Article 33.** In order to make the best use of the resources and to avoid dispersion, the amount assigned to each project may not be less than 1% of the budget of the Institute, except in the case of PRONAT, and those which last longer than one year.

- **Article 34.** All projects must be presented officially by the respective National Section, attaching the letter of acceptance of the National Sections of the other participating countries. The Authorities of PAIGH are not allowed to submit projects in any of the Commissions.

- **Article 35.** The maximum duration of a project shall be four years, and in any case, should finalize before the next General Assembly. Exceptionally and, prior approval of the meeting of Officers, the limit in reference may be extended.

- **Article 36.** When assigning funds, priority shall be given to those projects already in progress, without detriment to the provisions of Article 34.

- **Article 37.** When recommending the approval of a project, the Chairmen of the Commissions, should lend special attention to the funds being committed from the requesting agency of the country or countries involved.

B. IMPORTANT

For a project request to be accepted, it is necessary for the PAIGH National Section involved to have fulfilled its obligation to submit its report on activities concerning the year 2022. Resolution N° 13, 48th Meeting of the Directing Council.