

The XXV World Congress of the International Union of Forest Research Organizations

March 2011

Bidding Rules & Processes

1. IUFRO Member Organizations that wish to host the XXV World Congress of IUFRO to be convened in 2019 in their country should submit documents presenting their bids according to the guidelines outlined in this document.
2. The Management Committee (MC) of IUFRO will consider and evaluate these bids approximately two years prior to the XXIV IUFRO World Congress. The MC will short-list a maximum of three bids and will invite the Member Organizations that have submitted these bids to present their bids at the IUFRO Board meeting approximately one and a half years prior to the XXIV Congress.
3. Based on these presentations, the Board will thoroughly debate the presented bids and thereafter cast a vote on the bid to be recommended to the International Council. Such action will occur no later than at the XXIV World Congress Board meeting. The country hosting the next Congress will be finally decided upon and announced by the International Council at the XXIV IUFRO World Congress. The meeting, at which the decision on hosting the IUFRO World Congress is made, must not be held in one of the bidding countries.

Congress Bidding Rules and Call for Proposals

1. Foreword

The International Union of Forest Research Organizations (IUFRO) is a non-profit, voluntary, international scientific union open to all organizations and individuals involved in forestry and forest products research. Currently, more than 110 countries are represented with approximately 15,000 participating scientists from about 700 member institutions.

This document describes IUFRO Congress objectives, policies, criteria for evaluation and selection of the host country, host city, Congress venue and excursions, the selection process, and proposal guidelines. These bidding rules and guidelines will be reviewed and revised as needed by the IUFRO Management Committee (MC) before a new selection process is initiated.

Annex 1 provides historical information on past Congress Venues and a Proposal Evaluation Form that might be helpful in preparing a proposal.

2. Background

2.1 IUFRO Congress Objectives

As per IUFRO Statutes Article V, Paragraph 1, the Congress in plenary session is the general assembly of the members of the Union, and is concerned with:

- scientific, technical and policy questions related to forests and forestry, addressed through fora, special presentations and poster displays
- publication of Congress results and resolutions.

In addition, satellite meetings are held to feature special topics and to promote dialogue between IUFRO and other natural science/resource-based organizations. Social events and study tours strengthen the IUFRO community through more informal and interactive exchanges. Since the foundation of IUFRO in 1892, 23 Congresses have been held in 18 countries.

2.2 IUFRO Congress Policies

The IUFRO World Congress is held every 4-5 years. It is a non-political, international forum open to all nations, for the conduct of the Union's business, and for the exchange of scientific, professional and technical information on forestry and forest-related subjects. The Congress is extended by pre- and/or post-Congress excursions that optimally include neighbouring countries. The news media are welcome and encouraged to attend and there is documentation of Congress papers, posters, resolutions and other newsworthy events on the Internet.

The IUFRO Board administers a call for proposals on the Congress location, venue and excursions addressed to all Member Organizations. The Board provides bidding rules that outline IUFRO Congress background information, selection criteria, and proposal guidelines, in order to facilitate the development of bids. The final selection will be recommended by the Board for final approval by the IUFRO International Council.

Costs associated with the hosting of an IUFRO Congress shall be offset by registration fees approved by the Board. The host country is responsible for covering remaining costs through resources that include direct contributions of the host country Member Organizations, and through contributions of sponsors and donors, who provide financial support for this Congress. Donor contributions are particularly important for the support of IUFRO participants from developing countries.

Host country selection will rotate among geographic and/or climatic regions, thereby reflecting over time the distribution and interests of IUFRO's membership. Such geographic rotation also increases the opportunity to feature different forest ecosystems in Congress excursions.

To be eligible for selection, applicants must adhere to the guidelines and due dates published in this call for proposals.

3. Criteria for Selection

In evaluating proposals and selecting the XXV World Congress site, the Board will consider criteria including the host country, the host city, the Congress venue, finances, and excursions.

3.1 Criteria for Selection of the Host Country

- Significant and active domestic forestry activities and forestry community, as demonstrated by the presence of forest research organizations, status of forestry in general, and the support given to the bid by the forest scientific community in the country.
- Host country location preferably features a different climatic and/or geographic region or continent from the previous Congresses.
- Host country financial commitment is demonstrated by:
 - A letter of invitation from the government guaranteeing national and, where applicable, sub-national financial support; and,
 - Letters of invitation from national and, where applicable, sub-national sponsors, especially IUFRO Member Organizations in the host country.
- The host country is politically and economically stable, and can support a non-political forum, consistent with the principles of the International Council for Science (ICSU).
- The infrastructure for communications (availability of phones, faxes, and Internet) and transportation (international airports, railways and other ground transportation) in the host country is good.
- Environmental factors in the host country cause no undue concern relative to health and safety.
- Organizational plans for Congress management, including financial management, are sound.

3.2 Criteria for Selection of the Host City

- The city shall be located conveniently close to an international airport, rail, road and/or sea connections.
- Local hotels shall provide attractive and suitable accommodation for the numbers of attendees anticipated.
- Hotel room rates shall range from high-standard to (low-priced) budget accommodations, and prices shall be appropriate for the advertised quality of the hotel. Discount rates for students and representatives from developing countries shall be provided.
- The host city shall offer amenities for a comfortable, safe, and pleasant visit.

3.3 Criteria for Selection of the Congress Venue

- Congress venue can accommodate meeting/exhibit space and equipment needs.
- Congress venue can accommodate planned functions and special events.
- Congress centre is conveniently located relative to local transportation hubs and designated hotels for the Congress.
- Congress centre can support interpretation services for four IUFRO languages (English, Spanish, French and German) at least for plenary sessions.

3.4 Criteria regarding Finances

- Reasonable Congress fees with special rates for students and delegates from developing countries.
- Host country contributions.
- Support from likely sponsors.

3.5 Criteria for Excursions

- Congress excursions shall feature a variety of forest types and land use management methods within the host country and if relevant in neighbouring countries as well as.
- Congress excursions (in- and post-Congress) should include all IUFRO topics, ranging from forest industry activities to conservation and recreation issues.
- Location of professional excursions is described, and projected hotel/transportation costs are reasonable.
- Location of non-professional excursions is described, and projected hotel/transportation costs are reasonable.
- Sightseeing options shall offer a range of activities for participants and accompanying persons.
- Fees for tours shall be reasonable.
- All tours and excursions shall offer high-quality professional contents.

4. Selection Process for the XXV IUFRO Congress

By March 15, 2011: The Board approves and distributes the IUFRO Congress Bidding Rules and Call for Proposals to all Member Organizations in countries where IUFRO is represented. Distribution is facilitated by the IUFRO Secretariat.

By December 31, 2012: Proposals are received by the IUFRO Secretariat, for the MC's review. The MC analyzes proposals and ranks up to three best applications for further consideration.

By March 31, 2013: A maximum of three countries submitting best bids will be invited to present to the Board at its **12-14 June 2013** meeting at CATIE, Turrialba, Costa Rica detailed documents and a slide/video presentation on the venue and facts relevant to the Congress 2019.

By May 2013: One or more members of the MC will visit the sites of the invited bidding countries and prepare a written report about the results of the site visits for consideration by the Board.

In June 2013, the best bids will be presented to the IUFRO Board. The presentation should be given by a representative of the IUFRO Member Organization responsible for Congress coordination, preferably the person who would be the Chair of the Congress Organizing Committee. Before this meeting the Board should receive an agreement between IUFRO and the potential host country that outlines respective responsibilities for finances, facilities, and services, and which should be unilaterally signed by the potential host country. After the presentations by bidding countries, the Board should thoroughly debate the merits of the bids within the context of the "Congress Proposal Evaluation Form" and thereafter, vote for the best candidate to be recommended to the International Council for final decision.

By June 30, 2014: A recommendation for Congress site and date, and rationale for approval, shall be forwarded to the International Council.

By October 11, 2014: A formal decision on the XXV IUFRO World Congress site and proposed date shall be made by the International Council.

5. Proposal Format

Proposals shall be presented on paper and electronically (on a CD for example) and should not exceed 20 pages. In addition, a reasonable collection of useful photographic and tourism material can be attached.

5.1 Host Country Information

5.1.1 Name of the Host Country and contact information for the IUFRO Member Organization responsible for Congress coordination.

5.1.2 List of other IUFRO Member Organizations within the host country.

5.1.3 Submission date

5.1.4 Letters of Invitation to the IUFRO President from governmental, national and, where applicable, sub-national sponsors, especially IUFRO Member Organizations within the host country.

5.1.5 Host Country Forests and Forestry - Brief narrative that describes forests, forest management and conservation, forest research and forest industry within the host country.

5.1.6 Host Country Introduction - Brief narrative on the host country's geography, history, system of governance, time zone(s), economy, culture, traditions, forest sector, and environment. Aspects of the infrastructure relevant to the Sub-plenary sessions of a Congress should be described, such as communications and transportation.

5.1.7 Organizational Plan - Narrative that describes the organizational structure, staff and resources of the lead IUFRO Member Organization for Congress management and coordination.

5.2. Financial Information

5.2.1 A general financial plan for this event should be described in this section, including the percentage of anticipated costs to be covered by proposed Congress participants' registration fees, the host country, IUFRO, donors and sponsors. IUFRO expects to retrieve some of its costs in organizing the scientific content of the Congress covered by a transfer of, for example, 7.5 % of the registration fee for every delegate (if less than 1500 participants) and, for example, 10 % of the registration fee for every delegate (if more than 2500 participants) to the IUFRO Headquarters.

5.2.2 A summary of the details concerning finances as stated in the letter of invitation to IUFRO and other governmental commitments.

5.2.3 A financial plan for the Scientist Assistance Programme (SAP) should provide information on national donors.

5.2.4 Information on potential sponsors for the Congress.

5.3 Host City Information

5.3.1 Location:

Narrative should describe city's location relative to international airports, railways, bus and boat connections, and cultural and other features unique to the city, e.g. linkages with forest related issues.

5.3.2 Hotel Accommodation:

Narrative should provide information on number of hotels, beds per hotel and room rates per night, location of hotels relative to the Congress Centre, and any special facilities offered by Congress hotels, including facilities for disabled persons.

5.3.3 Local amenities for a comfortable visit:

Narrative should describe local restaurants; and number of restaurants convenient to Congress area, shops, banking services, public transportation, entertainment and cultural attractions, apart from IUFRO Congress itinerary, general language capabilities of local area merchants and business people.

5.4 Congress Venue(s)

5.4.1 Narrative that describes specific location of the Congress Centre, and distance of the centre from major transportation hubs (airport and ground transportation).

5.4.2 Narrative that describes facilities for hospitality at the Congress Centre, such as message and information services, on-site registration centre, excursion information centre, hotel information centre and media room, office space for 10 officers, medical and health facilities, including facilities for disabled persons.

5.4.3 Narrative that describes facilities (number of seats, room arrangement, AV equipment and simultaneous interpretation equipment/service) for the following sessions:

Theatre seating up to 3,000 for opening and closing ceremonies

Plenary Sessions

Parallel Sessions

Satellite meetings

5.4.4 Narrative that describes facilities for exhibits (size of room(s), number of poster boards and tables accommodated).

5.4.5 Narrative that describes facilities for special events, such as receptions and International Council meetings.

5.5 Congress Excursions

5.5.1 Social Programme and Tours

Non-professional Excursions - Narrative should describe options for sightseeing, day excursions and pre-Congress and post-Congress tours. In particular, it should include information on location, transportation and estimated costs.

Professional Excursions - Narrative should describe options for professional excursions, including anticipated locations, transportation and costs.

6. Proposal Submission

Please find this document at:

<http://www.iufro.org/download/file/11/96/work-bidding-rules.doc>

Proposals should be submitted by **December 31, 2012** to:

IUFRO Secretariat

Hauptstrasse 7

A-1140 Vienna, Austria

Tel.: +43-1-877 01 51, Fax: +43-1-877 01 51 ext. 50

Email: office@iufro.org

Web site: <http://www.iufro.org>

Annex 1**Past Congress Venues and Proposal Evaluation Form****1. Past Congress Venues**

Past Congress venues are grouped by IUFRO regions, and illustrate the expansion of IUFRO membership from its early beginnings in Europe to one that is worldwide.

Asia	Congress XXIII, Year 2010 (Republic of Korea) Congress XXI, Year 2000 (Malaysia) Congress XVII, Year 1981 (Japan)
Australia-Pacific	Congress XXII, Year 2005 (Australia)
Europe	Congress XX, 1995 (Finland) Congress XVIII, 1986 (Yugoslavia) Congress XVI, 1976 (Norway) Congress XIV, 1967 (Germany) Congress XIII, 1961 (Austria) Congress XII, 1956 (UK) Congress XI, 1953 (Italy) Congress X, 1948 (Switzerland) Congress IX, 1936 (Hungary) Congress VIII, 1932 (France) Congress VII, 1929 (Sweden) Congress VI, 1910 (Belgium) Congress V, 1906 (Germany) Congress IV, 1903 (Austria) Congress III, 1900 (Switzerland) Congress II, 1897 (Germany) Congress I, 1893 (Austria)
North America	Congress XXIV, 2014 (USA) (under preparation) Congress XIX, 1990 (Canada) Congress XV, 1971 (USA)

IUFRO Congress Proposal Evaluation Form

2.1	Evaluation of the Host Country	Excellent		Good		Poor	
	Different climatic and/or geographic regions or continents from the previous Congresses	4	3	2	1	0	
	Forestry activities & community available to support Congress	4	3	2	1	0	
	Financial commitment demonstrated	4	3	2	1	0	
	Political & economic stability	4	3	2	1	0	
	Non-political forum	4	3	2	1	0	
	Environment supports health & safety	4	3	2	1	0	
	Organizational plan for Congress management	4	3	2	1	0	
	Infrastructure for communications & transportation	4	3	2	1	0	
	Subtotal	—	—	—	—	—	
2.2	Evaluation of the Financial Commitment Demonstrated	Excellent		Good		Poor	
	Financial soundness of the proposal	4	3	2	1	0	
	Financial support guaranteed	4	3	2	1	0	
	Amount of registration fee	4	3	2	1	0	
	Scientist Assistance Programme	4	3	2	1	0	
	Subtotal	—	—	—	—	—	
2.3	Evaluation of the Host City	Excellent		Good		Poor	
	Convenience of city to international airport, railways, bus &/or boat connections.	4	3	2	1	0	
	Hotel accommodations	4	3	2	1	0	
	Quality of rooms for price						
	Number of rooms available						
	Range in room prices (budget-priced to high-standard)						

Proximity to Congress Centre					
City amenities for a comfortable visit	4	3	2	1	0
Shops, banks, restaurants					
Public transportation					
Cultural & other attractions					
Language					
Subtotal	—	—	—	—	—
2.4 Evaluation of Congress Venue					
	Excellent		Good		Poor
Location	4	3	2	1	0
Facilities & equipment for hospitality, sessions, exhibits, and interpretation services	4	3	2	1	0
Food services	4	3	2	1	0
Facilities for special events	4	3	2	1	0
Subtotal	—	—	—	—	—
2.5 Evaluation of Excursions					
	Excellent		Good		Poor
Congress excursions feature a variety of forests, forest land management systems and forest industries	4	3	2	1	0
Logistics of professional excursions (locations, transportation, costs)	4	3	2	1	0
Logistics of non-professional excursions (locations, transportation, costs)	4	3	2	1	0
Sightseeing options	4	3	2	1	0
Subtotal	—	—	—	—	—
TOTAL	—	—	—	—	—