



# RSB

## ROUNDTABLE ON SUSTAINABLE BIOMATERIALS

### Multi-Stakeholder Engagement Programme

Ensuring RSB Membership dues support the ongoing engagement of stakeholders in development of the bio-based and circular economy is key for RSB's mission.

This document explains the rationale and administration of RSB's Multi-Stakeholder Engagement Programme for NGO members of RSB.

Version 2.0

2024

## Contents

RSB Multi-Stakeholder Engagement Programme.....	1
Why It Matters.....	1
Who is Eligible.....	1
What It Covers.....	2
How is the Amount Calculated .....	2
The Programme in 2024.....	3
How Do I Apply? .....	3
Can I Further Support the Programme?.....	4
About RSB.....	5
Application Template .....	6

## RSB Multi-Stakeholder Engagement Programme

The Roundtable on Sustainable Biomaterials Association (RSB) is a global membership organisation bringing together members from across industry, civil society, academia, and beyond. RSB recognises access to opportunities and engagements for members of civil society – particularly those in the Global South – may be limited by access to funding. As a result, RSB commits up to 15% of income from annual membership dues revenues to a fund to support access to these important organisations.

### Why It Matters

Civil society Members bring important perspectives, insights, experience, and concrete inputs to our Roundtable, making RSB stronger through contributions to the ongoing development of our globally recognised sustainability framework. Ensuring these important participants have access to RSB's roster of events and engagements through the year benefits our broader member community, strengthens RSB, and offers capacity-building and networking opportunities to organisations who might not otherwise have these engagement opportunities with our amazing membership community.

### Who is Eligible

RSB developed our Multi-Stakeholder Engagement Programme to support the following participants:

1. RSB community Members in our two civil society Chambers (3 and 4); acting as Board Directors or Delegates in our formal governance structure.
2. RSB community Members in our public sector Chamber (5) and based in the Global South; acting as Board Directors or Delegates in our formal governance structure.
3. RSB Members in our three civil society and public sector Chambers (3, 4, and 5); based in the Global South and actively engaged with RSB through platforms, Standard Development work, or other programmes.

#### RSB Multi-Stakeholder Engagement Programme 2024

Eligibility and Availability

RSB – Roundtable on Sustainable Biomaterials Association

Version 2.0

4. In select circumstances, other non-profit organisation Members or organisations other than RSB Members with potential contributions to an engagement considered highly valuable.

## What It Covers

The RSB Multi-Stakeholder Engagement Programme supports the following activities:

1. Travel and associated costs for RSB Board Meetings and the Formal Assembly of Delegates.\*
2. Travel and associated costs for other RSB events and engagements.\*
3. Development of events supporting overall civil society engagement with RSB.

Barring exceptional circumstances, flight and accommodation costs are capped at 10% above the median cost (calculated automatically in booking process). The Programme is designed to cover the cost of flights, accommodation, and meals & incidentals for attendance at the specific RSB event. Any changes, additions, or extensions incurring additional costs will be the fund recipient's responsibility.

## How is the Amount Calculated

RSB applies a conservative approach to calculate the figure available for the Programme each year to account for fluctuations in our global Membership community.

If in a calendar year the total value of Membership Dues received remains constant or increases from the previous calendar year, RSB would then increase this total by 10%, then budget 15% of the increased amount for the next calendar year's Programme.

If in a calendar year the total value of Membership Dues received decreases from the previous calendar year, RSB would then decrease this total by 10%, then budget 15% of the decreased amount for the next calendar year's Programme.

---

\* Travel costs cover economy fares and standard rooms in "average" business hotels  
[RSB Multi-Stakeholder Engagement Programme 2024](#)

Eligibility and Availability

RSB – Roundtable on Sustainable Biomaterials Association

Version 2.0

## The Programme in 2024

RSB calculated the available funds in the RSB Multi-Stakeholder Engagement Programme in 2024 as 66,000 CHF (Swiss Francs), which includes allocations to the RSB Annual Conference and Formal Assembly of Delegates planned for Q4 2024, as well as the RSB events and engagements throughout the year listed below:

RSB Event	Amount Planned (CHF)
RSB Innovations Meeting Cincinnati, USA: 7 February	5,000
RSB Transition Leaders Forum Southeast Asia: Q2	6,000
RSB Brazil Event TBC, Brazil: Q3-4	8,000
RSB East Africa Event TBC: Q4	7,000

### How Do I Apply?

Access to the Programme depends on the factors in the *Who is Eligible* section above. RSB welcomes applications on a rolling basis for funding to attend specific events throughout the year. RSB will also proactively contact identified organisations in the lead up to events.

Applicant organisations should write to Hannah Walker ([Hannah.Walker@rsb.org](mailto:Hannah.Walker@rsb.org)), RSB's Outreach & Engagement Director, **using the template** at the end of this document to explain their motivation to attend, and expected contributions to content and discussions, for consideration.

It is important to note that applications **must be made** by organisations on behalf of the individual, and that any reimbursable funds will be paid to the organisation.

As RSB projects the funds available in the Programme to grow annually, we look forward to increasing opportunities for events in coming years.

## Can I Further Support the Programme?

RSB welcomes interest from Members in building relevant civil society engagement within the community. There are two key ways to work together:

1. Make a specific donation to the Multi-Stakeholder Engagement Programme to boost funding in a given year; and
2. Work with RSB on opportunities to strengthen your NGO engagement by directly supporting your partner organisation to engage with RSB via Membership.

Please reach out to Hannah Walker ([Hannah.Walker@rsb.org](mailto:Hannah.Walker@rsb.org)), RSB's Outreach & Engagement Director, to learn more about these opportunities.

## About RSB

RSB - Roundtable on Sustainable Biomaterials Association (RSB) is a global membership organisation driving the sustainable transition to a circular bioeconomy. RSB's sustainability framework has been developed by its multi-stakeholder membership, and is a uniquely robust and credible foundation for supporting innovative solutions to the climate crisis. RSB uses this foundation to develop projects, new knowledge and solutions equipping key decision-makers to deliver positive impacts for people and the planet.

We look forward to working with you to ensure the transition to a circular bioeconomy is a truly sustainable one. Get in touch today!

Hannah Walker, Outreach & Engagement Director: [Hannah.Walker@rsb.org](mailto:Hannah.Walker@rsb.org)

*RSB - Roundtable on Sustainable Biomaterials Association*

*International Environment House 2*

*Chemin de Balexert 7-9, 1219 Châtelaine*

*Switzerland*

*+41 22 548 33 21*

## Application Template

Dear RSB Secretariat,

We write to the RSB - Roundtable on Sustainable Biomaterials Association to express our interest in attending [RSB event name] on the dates [RSB event dates], supported through the RSB Multi-Stakeholder Engagement Programme, for your consideration under.

I represent [organisation name], whose work includes [Organisation description and activities relevant to RSB]. Our organisation kindly requests that the Programme cover the expenses for the following person attending [RSB event name] ('Attendee'):

- [Full name of attendee, position, contact information;

[Your motivation to attend and expected contributions to content and discussions]

We acknowledge if RSB approves our application, the Programme will cover the Attendee's flights and accommodations up to a fixed figure and only for the approved dates. Any modifications or extensions to the trip will be at our organisation's own expense.

Thank you for your consideration and I look forward to your response.

Sincerely,

[Your Signature] [Your Name, Position, Organisation]	
Signature of the Attendees:	
[Signature] [Name, Position, Organisation]	[Signature] [Name, Position, Organisation]