

SANTIAGO NETWORK

Expression of Interest Checklist Santiago network membership

The information provided below provides a summary of relevant documents and information that organizations, bodies, networks and experts (OBNEs) interested in becoming members of the Santiago network are encouraged to consult prior to preparing their expression of interest. In addition, key documents that are required to complete the expression of interest form are listed below. This checklist will aid potential members in ensuring that they are ready for submission of their expression of interest.

1. Understand how to become a member and relevant eligibility criteria

It is highly recommended that OBNEs interested in becoming members of the Santiago network consult and familiarize themselves with relevant parts of the Santiago network webpage and guidelines:

- Review the [guidelines for the designation of organisations, bodies, networks and experts as members of the Santiago network](#)
- Check eligibility against the criteria outlined in the guidelines
- Consult the [Santiago network membership page](#) for additional information and resources

2. Familiarize yourself with the expression of interest form and relevant templates

It is recommended that prior to preparing their expression of interest, OBNEs interested in becoming members of the Santiago network familiarize themselves with relevant templates and forms.

- Expression of interest template and online form: [Online Form - Expression of interest - Santiago network membership](#) and [Downloadable form - Expression of interest - Santiago network membership](#)
- Proof of experience - list of projects and initiatives form: [Demonstrated Experience - Expression of Interest – Santiago network membership](#)
- Commitments and declaration form (to be uploaded as part of the expression of interest): [OBNE - Expression of interest - Declaration and Signature](#)
- *For networks only* - list of network members: [Composition of network - Expression of Interest – Santiago network membership](#)

3. Compile all relevant documents and information

The expression of interest form requires OBNEs interested in becoming members of the Santiago network to submit relevant information and supporting documents. It is recommended to compile information using the offline form first, to ensure that no information is missing when completing the online form.

The following information may be included on the Santiago network membership webpage: the logo, name and acronym of the OBNE, link to official website, location of the OBNE, type

of OBNE, short bio and other supplementary information. The information will only be included for OBNEs who consent to the use of this information, as outlined in the form.

The following information and support documents are **required**:

- Information on expertise in a topic relevant to averting, minimizing and addressing loss and damage associated with climate change and types of activities for which technical assistance can be supported; this includes a compilation of relevant supporting documents, such as the professional profiles of the experts or information on the relevant teams/departments/branches
- Proof of a minimum of three years of experience in a topic relevant to averting, minimizing and addressing loss and damage associated with climate change; this includes a compilation of supporting documents on relevant projects and/or initiatives
- *For networks only*: a complete list (or web link to the complete list) of all network members
- Signed confirmation of commitments and declaration

The following information is **optional**:

- Statement of motivation and value addition for joining the Santiago network (max. 300 words)
- Other supporting documents in support of the expression of interest

Interested OBNEs may further submit the following supplementary information for inclusion on the Santiago network website and any additional communications listing the members of the network:

- Logo
- A short bio (75-100 words) outlining the OBNE's mission and how that mission contributes to the work of the Santiago network.

4. Take advantage of the checklist

The checklist below summarizes the information and documents that OBNEs interested in becoming members of the Santiago network will require and helps facilitate the expression of interest submission process. Optional information has been included in *italics*.

For file uploads, please use the following naming convention: *[OBNE name/acronym]_[section of the expression of interest form, e.g. criterion 1]_[document descriptor]*

CHECKLIST

Confirm your eligibility for membership:

Review the [guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago network](#) and consult the [Santiago network webpage](#)

Ensure you meet the criteria for membership as detailed in the guidelines.

Compile the information needed for the form:

Proven expertise (topics and activities)

Proven experience

Statement of motivation and value addition for joining the Santiago network (300 words)

Compile the relevant supporting documents:

Proof of expertise

Proof of experience

Fill out and sign the provided commitments and declarations form

For networks only - a full list of network members

(Optional supplementary information) Compile communications and visibility material:

Logo (hi-res png file)

Biographical note (75-100 words)

Complete the expression of interest form:

Fill out all required sections of the form

Attach all supporting documents

Submit the form