

ADMINISTRATIVE DECISION
Questionnaire on the Admission of New Observers in the Kimberley Process

In accordance with the Terms of Reference of the Committee on Participation and Chairmanship (2013) and Administrative Decision on Participation of Observers in the work of Kimberley Process (2014), the CPC is mandated to review the applications for the status of Independent Observer and make recommendations to the Kimberley Process Chair.

Annexure to this Administrative Decision describes the “Questionnaire for applicants wishing to become an Independent Observer in the Kimberley Process”, which would be the basic data collecting document containing questions for gathering relevant information of the applicants for review and assessment of their application by the CPC.

12 November 2021, Moscow

Questionnaire for applicants wishing to become an Independent Observer in the Kimberley Process

1. What are the main reasons for your application to become an independent Observer in the Kimberley Process (KP)?
2. How would you best characterise your organisation? Please select most appropriate from the below list:
 - Civil Society
 - Diamond industry
 - International Organisations
3. If you represent civil society or industry, have you contacted and/or considered joining one of the founding Observer coalitions: the World Diamond Council and the Civil Society Coalition)? If no, please elaborate why and if yes, please outline the outcome to date.
4. What is the legal status of your organization, please provide?
 - a) registration number or equivalent, articles of association or equivalent.
 - b) operational and governance structure of the organization.
 - c) Any commercial contracts with participants within the Kimberley Process
5. Describe the historical background and basic characteristics of your organization (e.g. date of establishment, number of members, number of paid staff, key constituencies, partner organizations, possible participation in national/regional/international networks and platforms, geographical area of focus, and any other information you deem necessary).
6. Describe your experience in and/or knowledge of activities related to natural resource-based activities, particularly diamonds.
7. Provide information about:
 - a) demonstrated interest in the activity of the Kimberley Process Certification Scheme (KPCS);
 - b) willingness and ability to participate in KPSC Intersessional, Plenary meetings, KP working bodies and review visits and missions.
8. The applicant is invited to provide the following documents in support of its application:
 - a) copies of latest annual report(s) or financial statement(s) audited by an accredited accountant that provide details of budget and sources of funding
 - b) supporting evidence demonstrating experience in/knowledge of activities related to natural resource-based activities, particularly diamonds, for example: publications and/or press material, references, participation in international/national conferences/fora, social media presence, etc.