



# PROCEDURE FOR OBTAINING THE PATRONAGE OF THE INTERNATIONAL OLIVE COUNCIL

## 1. PURPOSE

This procedure outlines the process for requesting International Olive Council (IOC) patronage.

## 2. DEFINITION

IOC patronage refers to the authorisation to use the IOC's name, acronym, and/or logo, signifying moral endorsement of an activity. This does not imply financial, legal, or substantive responsibility.

## 3. APPLICATION

IOC patronage may be granted for a range of activities such as congresses, meetings and conferences, prize awards and other public events of interest to the olive world that contribute towards achieving the objectives laid out in the current International Agreement on Olive Oil and Table Olives.

Patronage is granted to activities, not to specific persons or entities.

Patronage is granted for a specific activity and a limited duration, typically a one-off event. It may not be granted for permanent activities and/or projects that are evolving continuously. If an activity is repeated, a new request for authorisation must be submitted.

## 4. GUIDING PRINCIPLES

The activity must satisfy the following guiding principles in order to obtain IOC patronage:

- It helps to achieve the objectives of the current International Agreement on Olive Oil and Table Olives;
- It is a non-profit activity;
- It adheres to the principles of openness, transparency and equal treatment;
- It is carried out after patronage is obtained.



## 5. REQUEST PROCESS

Public-law or private-law persons may submit requests for IOC patronage; natural persons are excluded.

Applicants must complete the patronage request form available on the IOC website, providing the following details:

- Name, starting and ending date and venue of the proposed activity
- Identity of the applicant, name of the person(s) responsible and name, address and e-mail of the contact person
- Objectives and description of the proposed activity
- Importance of the proposed activity in achieving IOC objectives
- Target audience of the proposed activity (number of participants and type of audience): researchers- scientists – academics, teachers- educators- students- youth, politicians - decision makers - civil servants, business people or development agencies, such as non-governmental or governmental organisations
- Visibility of the proposed activity: media and other types of coverage
- Proposed use of the name and logo of the IOC: invitations, printed materials, leaflets, web sites or other

Requests for patronage must be accompanied by the following documents:

- Declarations on honour (template provided by the Executive Secretariat) attesting that the applicant is not in one of the situations giving rise to exclusion or conflict of interest;
- Documentation attesting that the applicant has sufficient operational capacity to carry through the activity to completion.

To attest their technical and operational capacity to carry through the activity, applicants must submit the following:

- A declaration on their honour, completed and signed, attesting that they are a legal person;
- A statement of the material and human resources available to them in the last two years;
- A list of the projects already undertaken by the applicant in the last two years.

Public entities are exempted from submitting the documentation attesting to their technical and operational capacity.



The completed request form and the above-mentioned accompanying documents must be addressed to the IOC Executive Secretariat as follows:

- If the request comes from an IOC member country, it must be submitted via the relevant Head of Delegation, who must have given it prior approval, except in the case of entities from a Member State of the European Union which may address their request directly to the IOC;
- If the request comes from a non-IOC member country, it must be addressed via the Embassy or competent authority.

Applicants are recommended to submit their request to the Executive Secretariat at least two months before the start of the activity.

## 6. PROCESSING

A request received by the IOC Executive Secretariat will be registered. It will then be examined by the College of Senior Officials; in each case they will draw on the assistance of the relevant departments for their review.

Based on the recommendation of the senior officials, the Executive Director will decide whether to grant patronage. If denied, a justification will be provided.

## 7. NOTIFICATION

The decision to grant or decline patronage will be notified as soon as possible to the applicant as well as to the entity that forwarded the request.

If the request for patronage is accepted, the Executive Secretariat will inform the applicant about the general conditions for authorisation of the use of the name and logo of the IOC, which must be accepted by the applicant. If the applicant accepts the conditions, the Executive Secretariat will invite them to contact the Executive Secretariat in order to obtain the appropriate electronic file for its activity.

If the request is declined, the IOC Executive Secretariat will provide the applicant with the reasons for the decision.



## 8. EX-POST REPORT

By authorising applicants to use the name and logo of the IOC to support their activity, the IOC wishes to increase its visibility. Therefore, the IOC seeks to evaluate the outreach and impact of the activity.

At the end of the activity, the recipient of IOC patronage will be requested to send a report evaluating the repercussions of the activity, especially in terms of IOC media visibility and successful targeting of specific audiences. This report may be accompanied by examples of materials and documents that have been produced with the name and logo of the IOC.