

GUIDELINES FOR External Participation in GGGI-FUNDED EVENTS

Approval Authority:	Deputy Director-General & Head of Operations Enabling Division	Effective Date:	2 March 2017
Version:	02	Responsible Office:	Administrative Service Unit- Travel Team

1. Purpose

These Guidelines set out the conditions for the use of GGGI funds for (i) participants and (ii) resource persons¹ in GGGI-funded events².

2. Principles

2.1. The knowledge sharing and capacity building generated by GGGI-funded events are essential to the work of GGGI.

2.2. As good custodian of public funds entrusted to GGGI, staff must ensure that these funds are used appropriately and effectively when organizing GGGI-funded events and that the funds provided to participants and resource persons in such event support the objectives of the GGGI-funded event.

2.3 GGGI-funded events are not commercial events and GGGI does not charge for attendance. As such, participants attending these events are generally responsible for their own costs and GGGI will provide financial support to participants only if they have demonstrated limited resources to attend these events. Engagement of a resource person, on the other hand, does not necessarily involve payment of fee and travel expense, particularly if the resource person is undertaking the engagement in an official capacity or as part of the advocacy of the organization they represent. When organizing a GGGI-funded event, organizers should carefully determine early on if the participants need financial support from GGGI and/or if the resource person will require payment for their engagement. Organizers of GGGI-funded events are responsible for controlling expenses and using their best efforts to minimize the need for and amount of GGGI financial support to participants and resource persons. At all times, consideration is to be given as to whether travel is necessary or whether participation could be carried out using information and communications technology (ICT), such as audio or video conference or on-line means. In circumstances where GGGI will cover the cost of participants and resource persons, payment of travel expenses is subject to compliance with GGGI's Travel Rules, as then in effect.

2.4 Managers are responsible for taking the ultimate decision to cover the cost of participants and resource persons in GGGI-funded events. In doing so, they should act in the best interests of GGGI and should be prudent and cost-conscious.

¹ A resource person is anyone who is a speaker, facilitator or panelists in a GGGI-funded event and/or contributors to presentations, reports or other publications funded by GGGI for the provision of a one-time or non-repetitious and non-continuous service such as: (a) a speech, lecture, training, or facilitation of a conference, workshop, seminar or meeting; (b) written or verbal review, comments or inputs made for a presentation, report or other publications by a resource person or a high level researcher.

² GGGI-funded events exclusively refer to conferences, learning events, workshops, seminars, trainings, project meetings and other activities arranged by GGGI or by a partner of GGGI with funding from GGGI for capacity building, knowledge and information sharing and/or participation in or review of program or project activities.

3. Summary

These Guidelines provide the following guidance to organizers of GGGI-funded events and managers approving requests for funds to financially support participants and resource persons:

3.1 Support to Participants (elaborated further in Section 4 below)

- Only eligible participants, who certify upon receipt of the funds that: (i) they are not receiving financial support to attend the event from their employer or any third party, and (ii) the receipt of support from GGGI does not violate any internal rules or local laws, may receive support from GGGI.
- Support from GGGI includes the cost of meals and local transportation, and if necessary, travel and accommodation expenses in accordance with the Travel Rules.
- Payment is subject to other conditions, such as reduction of the amount in case free meals are provided during the event or included in the participant’s accommodation.
- Reimbursement of visa processing fees in accordance with the Travel Rules

3.2 Engagement of Resource Persons (elaborated further in Section 5 below)

- When engaging resource persons for GGGI-funded events, the organizers should explore the options of no payment or limited payment of travel and accommodation expenses; and if these options are not viable, negotiate and agree in advance with the resource person regarding the payment of honorarium and/or travel and accommodation expenses, keeping in mind the organizer’s obligation to keep such costs to a minimum
- The payment of honorarium, to a maximum amount of USD1,000 per resource person per GGGI-funded event should take into consideration the resource person’s stature and academic and/or policy backgrounds and qualifications.

4. Support to Participants at GGGI-funded Events

GGGI may provide an amount to participants to defray the cost of transportation and meals (referred to as Defrayment of Attendance Costs or “DOAC”) in accordance with GGGI Travel Rules. DOAC could also include the cost of air, train, and sea travel and accommodation of participants coming from overseas or another city of municipality outside of commuting distance to participate in a GGGI-funded event. Below is a chart showing the extent of support that GGGI may provide:

Point of Departure	GGGI Support	Requirement
Participant from within the city of municipality of the event	- DOAC to defray the cost of local transportation and meals	- Signed request form - Proof of attendance

Participant from overseas or another city of municipality of the event	<ul style="list-style-type: none"> - DOAC to defray the cost of local transportation and meals - If needed, airfare/train/sea transportation and accommodation in accordance with GGGI Travel Rules 	<ul style="list-style-type: none"> - Signed request form - Proof of attendance
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4.1 Eligibility

The participant receiving DOAC from GGGI must meet each of the following criteria:

- Government personnel or official, member of a local non-governmental organization or a local civic organization, or an academician;
- Not a personnel or official of or affiliated with an embassy or an international organization or private sector; and
- A person based in a non-OECD country

4.2 Amount of Support

4.2.1 **Meals, Incidental Expenses and Local Transportation Costs.** Payment will be the full amount of the applicable Daily Personal Expenses Allowance (DPE) under the Travel Rules to cover the cost of meals, incidental expenses and local transportation costs.³

4.2.3 **Air/Train/Sea Transportation Costs.** Payment for air or train or sea transportation and/or airport/train/sea terminal expenses will be provided in accordance with the Travel Rules.

4.2.4 **Accommodation Costs.** Payment for the cost of accommodation will be provided in accordance with the Travel Rules.

4.3 Other Conditions of Support

4.3.1 DOAC payments should be reduced accordingly if free meals are provided during the GGGI-funded event or in connection with the accommodation where the external person is staying and/or if accommodation, transportation or travel expenses are provided by or reimbursed from any other source. When the participant receives the DOAC payment and signs the Attendance Sheet (see Annex B) during the GGGI-funded event, the participant will certify and confirm whether any meals,

³ If the government of the country where the event is held requires payment to government employees of **an amount lower than the applicable DPE**, the amount of support from GGGI to such participants will be the government mandated amount in lieu of DPE otherwise payable under the Travel Rules. In such cases, (i) the government participants are not eligible to receive any portion of the applicable DPE and will be limited to the government mandated amount and (ii) the condition in paragraph 4.3.1. relating to reduction in amounts payable where free meals are provided may be waived.

accommodation, transportation or travel expenses were provided or will be reimbursed by their employer or a third party.

4.3.2 Payment for the participant's local transportation and meals and/or transportation and accommodation costs must not violate any internal rule or local or other laws applicable to the participant or his/her organizations. A certification to this effect will be included in the Attendance Sheet which the participant will sign.

4.3.3 DOAC payment is not a remuneration for attendance in a GGGI-funded event, and is limited to the cost identified and estimated in the DOAC request. If the actual cost incurred in attending the GGGI-funded event is greater than the cost identified in the request, the external person shall bear the difference.

4.3.4 The payment of DOAC expenses may be given in advance as needed where permitted under the Travel Rules. The justification should be indicated in the request.

4.3.5 The participant from within the city or municipality of event commuting distance will only receive payment for the days that such participant actually attended the GGGI-funded event, in accordance to the GGGI Travel Rules, irrespective of the number of days of the GGGI-funded event. Records should be available to validate the external person's daily attendance.

5. Cost of Resource Persons at GGGI-funded Events

5.1 When engaging a resource person for a GGGI-funded event, the Country Representative or Project Manager should clarify, negotiate and agree in advance with the resource person regarding the payment of honorarium and travel expenses⁴, if any.

5.2 There are three options available to GGGI in the engagement of a resource person. The Country Representative or Project Manager should ensure that the first two options are not available to GGGI before an offer of honorarium and travel expenses is made.

Option 1: No Payment

5.3 Representatives of governments, international organizations, and non-government organizations normally accept an engagement as a resource person in their official capacity because such engagement is in the interests of the organization they represent. In most cases, these organizations prohibit the acceptance of a fee for the engagement of their representative and will pay their own travel and accommodation costs. GGGI should not provide any payment when engaging a resource person of this nature.

Option 2: Payment Limited to Travel Expenses

⁴ Travel expenses refer to those expenses set out in Section 8.1 of the Travel Rules and are payable in accordance with and subject to the Travel Rules.

5.4 Even if a resource person does not require a fee or will not accept a fee on account of his/her organization's policy, it is possible that his/her organization would expect GGGI as the organizer to provide travel expenses to minimize the financial costs of undertaking the role of a resource person in the GGGI-funded event. In this case, GGGI may provide travel expenses to the resource person in accordance with and subject to GGGI Travel Rules.

Option 3: Payment of Honorarium and Travel Expenses

5.5 If the above two options are not available, GGGI may provide the resource person with an honorarium that takes into consideration the resource person's stature and academic and/or policy backgrounds and qualifications. The maximum amount of honorarium payable to a resource person is USD 1,000 per resource person per GGGI-funded event.

5.6 A resource person may also receive, as only compensation or in addition to an honorarium, payment of travel expenses, accommodation expenses in accordance with and subject to the Travel Rules.

5.7 An offer of honorarium and travel expenses will be issued by GGGI in writing by the approver as defined below, setting out in detail the amount of honorarium, if any, and the travel expenses, if any, to be covered by GGGI. The offer must be accepted in writing by the resource person. Oral commitments are not allowed and will not be binding on GGGI.

6. Procedures

6.1 Where air/train/sea travel is not being funded by GGGI, the Country Representative or Project Manager in charge of the GGGI-funded event must initiate the request at least 7 calendar days prior to the GGGI-funded event or, in the case of resource persons, the solicitation of the input to the presentation, report or other publication. Where air or train travel is being funded by GGGI, in accordance with Section 9.3 of the Travel Rules, tickets for international travel must be issued at least 21 days before scheduled departure and tickets for local travel issued at least 7 days before scheduled departure. If the request includes a cash advance request, where advance payment is permitted under the Travel Rules, the Head of Finance and Procurement should be informed at the time the request is initiated.

6.2 Submission of the request form is required for all GGGI-funded events:

- a. Approved request form must be completed and approved by the relevant approver and submitted together with the "Travel Request – GGGI-funded Events" through "3giConnect" ERP system
- b. Approved request form must be submitted together with other relevant documents and supporting evidence together with the "Travel Claim- GGGI-funded Events" through "3giConnect" ERP system.

6.3 All requests for payment under these Guidelines must be approved by the respective Deputy Head of Division (as set out in the latest GGGI Organization Structure) who will ensure that all the required information and justification for payment are in place and are in compliance with these Guidelines.

6.4 The approval of requests will be audited periodically to ensure compliance with these Guidelines and the Travel Rules.

7. Final Provisions

These Guidelines repeal and replace *the General Guidelines on Defrayment of Attendance Cost for GGGI Events* dated 25 November 2014, and *the Memorandum on Procurement with Honorarium* dated 9 August 2013.

8. Exceptions

Any and all waivers to or exceptions or deviations from these Guidelines must be approved by the Director-General and, in all cases, be reported to the Travel Focal Point. Exceptions, deviations and waivers will be highlighted in a monthly exceptions report that will include, among other things: (i) tickets issued less than 21 days before scheduled departure for international travel and less than 7 days before scheduled departure for local travel and (ii) honorarium in excess of USD 1,000.