

**Global Green Growth Institute**  
Fourth session of the Council  
Songdo, 5-6 December 2013

## **Decision on the Travel Policy for Governance Organs**


The Council,

*Recognizing* the importance of clear travel guidelines for the governance bodies of the Global Green Growth Institute;

*Decides:*

1. To take note of the Travel Policy for Governance Organs, as attached in annex 1.

## Travel Policy for Members of the Governance Organs of the GGGI

VERSION CONTROL		
<b>First Approved:</b>	18 October 2013	<b>Authorization:</b> (Director-General)   <hr/> Howard Bamsey Director-General
<b>Current Version:</b>	01	
<b>Past Revisions:</b>	N/A	
<b>Review Cycle:</b>	Annual	
<b>Effective Date:</b>	1 August 2013	

## Terms and Conditions for Travel of the Governance Organs of the GGGI

To ensure transparency in budget allocation and disbursement, and to apply efficient use of funds, the Global Green Growth Institute (GGGI) Secretariat (the “Secretariat”) will apply the following terms and conditions for travel of the governance organs of the GGGI (the “Terms and Conditions”).

These Terms and Conditions will be the basis for provision of the support that the Secretariat shall provide to the Assembly, Council, Advisory Committee, Sub-Committees and subsidiary organs of the GGGI (the “Governance Organ”). The relevant Governance Organs are those as stated in the Agreement of the Establishment of the Global Green Growth Institute, the Privileges and Immunities Committee of the Assembly, as well as other committees, sub-committees or subsidiary organs that may be created by the Assembly or the Council in the future.

This Terms and Conditions shall apply to all sessions of the Assembly and Council and meetings of the Advisory Committee, Sub-Committees and subsidiary organs, except for informal gatherings.

Definitions of the President of the Assembly, Chair of the Council, Contributing Members, Participating Members, Non-State Actors, Experts, Advisory Committees, Sub-Committees and subsidiary organs are as presented to the Agreement on the Establishment of the Global Green Growth Institute.

For the purposes of this policy, the Director-General is considered an employee of the GGGI and not a Member of the Council, and is therefore subject to the GGGI Human Resources Staff Regulations.

### I. Coverage

1. The Secretariat shall support travel and accommodation to sessions and meetings of the Governance Organs to the bureau of the Council and the Assembly as follows:
  - a. The **President of the Assembly (President)** and **Chair of the Council (Chair)** and one accompanying person, as indicated in c. below.
  - b. The Vice-President of the Assembly or the Vice-Chair of the Council if he or she is acting on behalf of the President or the Chair, at the same level.
  - c. One (1) accompanying person (e.g., advisor or aide to the President) at the same level as the entourage from Participating Members, unless they are a GGGI staff member, or have a separate contract or written agreement with the Secretariat, whereas they will follow the GGGI Staff Regulations or contract. As indicated below, GGGI will not provide travel support for representatives of OECD countries.
2. The Secretariat shall support travel and accommodation for **Participating Members and Expert/Non-state Actors** to sessions and meetings of their respective organs, including Sub-Committees, as follows:
  - a. One (1) head of delegation from each Participating Country and Expert/Non-state Actor.

- b. One (1) accompanying person from each Participating Member.
  - c. Notwithstanding the above, the Secretariat shall **not** provide support for travel and accommodation to representatives from countries that are members of the OECD.
  - d. Experts/Non-state actors serve in their personal capacity. The GGGI will provide support for the Expert/Non-state actor but not for accompanying persons, except in the case where an Expert/Non-state actor is serving as chair of the GGGI Council.
3. The Secretariat shall support members of the **Advisory Committee**, and other Subsidiary Organs as follows:
- a. The Secretariat shall provide support to cover travel and accommodation for up to one (1) head of delegation from each Participating Member, and for Non-State Actors/Experts.
  - b. The Secretariat shall provide financial support for up to one (1) accompanying person from each Participating Member.
  - c. Other entourage(s) or accompanying family member(s) shall **not** be covered by the Secretariat.

## II. Fares

1. Departure and arrival country shall be based on the resident country, unless otherwise agreed between the Member and Secretariat.
2. Wherever possible, the air ticket issued shall be at a price less than the full economy/business class fare for the customary direct route.
3. Fees incurred due to cancellation of or changes in issued tickets shall be covered by the Secretariat. Written documentation stating the reasons for the cancellation or change shall be provided to the Secretariat by the respective party.
4. The classification for support by the Secretariat shall be as follows:
  - a. President and Chair: Up to business class, round trip
  - b. Head of delegation from Participating Members: Up to business class, round trip
  - c. Non-state/Experts: Up to business class, round trip
  - d. Entourage for the President, Chair and Participating Members: Up to economy class, round trip

## III. Accommodation

1. The Secretariat shall select the nearest hotel(s) from the venue of the event. In the case that the Member chooses to stay in a different hotel(s), the Secretariat shall only provide up to the rate of the hotel(s) chosen by the Secretariat. Unless otherwise agreed, breakfast and internet charges will be included in the rate.
2. Unless otherwise agreed, the Secretariat shall provide financial support for up to one (1) night prior and one (1) night after the date of the Governance Organ venue.
3. Unless otherwise agreed, the Secretariat shall **not** provide financial support for:

- a. Additional charges for early check-in and late check-out;
  - b. Charges including, but not limited to, dry cleaning, room service, mini-bar, other meals or drinks, etc.
  - c. Expenses for accommodation and other charges during layovers on travel to or from the Governance Organ venue.
  - d. Fees incurred due to cancellation of or changes in booked accommodation shall be covered by the Secretariat. Written documentation stating the reasons for the cancellation or change shall be provided to the Secretariat by the respective party.
4. The classification for support by the Secretariat shall be as follows:
- a. President and Chair: up to 1 Deluxe level
  - b. Head of delegation from Participating Members: up to 1 Deluxe level
  - c. Non-State Actors/Experts: up to 1 Deluxe level
  - d. Entourage for the President, Chair and Participating Members: 1 Standard (single) Room

#### **IV. Ground Transportation**

1. Ground transportation shall **not** be provided to or from a Governance venue, unless there is a written or explicit request and upon agreement by the Secretariat.
2. Ground transportation, when provided, shall be based upon the following:
  - a. President and Chair: Upon request, up to one (1) sedan shall be provided between airport – hotel – Governance Organ venues
  - b. Head of delegation from Participating Members: Upon request, up to one (1) sedan shall be provided between airport – hotel – venue(s)
  - c. Non-State Actors/Experts: Upon request, up to one (1) sedan shall be provided between airport – hotel – venue(s)

For avoidance of misunderstanding, the Secretariat shall **not** provide ground transportation for representatives of Contributing Members or the Host Country.

#### **V. Informal Gatherings**

In view of the informal character of these gatherings, which are generally held on occasion of other international conferences, the Secretariat shall **not** cover air fares, accommodation and ground transportation, unless otherwise decided by the Director-General.

#### **VI. Visa Issuance Fees**

The Secretariat shall reimburse fees incurred related to visa issuance by Participating Members to participate in Governance Organ sessions upon request.

#### **VII. Travel Insurance**

The Secretariat shall not provide travel insurance to the Governance Organs of the GGGI, unless otherwise agreed by the Director-General.

### **VIII. Daily Allowance and Honoraria**

The Secretariat shall not provide daily allowance or honoraria or other similar forms of compensation in relation to the specific Governance event to any Member of the Governance Organ, unless otherwise specified.

### **IX. Exceptions**

Exceptions to the above conditions may be made by the Director-General as needed.