



## **RULES FOR TRAVEL ASSISTANCE**

*Edited following the XXI<sup>st</sup> Session of the General Assembly (2017) <sup>1</sup>*

### **I. Concept**

Travel Assistance was first introduced in 1981 on the proposal of the Executive Council (1980), in order to facilitate the participation of certain National Societies in the III<sup>rd</sup> Session of the General Assembly (1983). It was approved by its inclusion in the Rules of Procedure at the VI<sup>th</sup> Session of the General Assembly (1987). It was then amended by the XVI<sup>th</sup> Session of the General Assembly (2007) and XX<sup>th</sup> Session of the General Assembly (2015). The present version was approved by the XXII<sup>nd</sup> Session of the General Assembly (2019) and is based on Rule 40 of the Rules of Procedure.

### **II. Eligibility**

1. Travel assistance can be paid upon demand to one member of eligible National Societies attending the following meetings:
  - the General Assembly
  - the Governing Board
  - Advisory Bodies set up in accordance with Rule 39.1

and to individuals attending the following meetings in an official personal capacity:

- the General Assembly
- the Governing Board
- the Finance Commission
- the Audit and Risk Commission
- the Youth Commission
- the Election Committee
- the Compliance and Mediation Committee
- Advisory Bodies set up in accordance with Rule 39.1

Subject to funding arrangements made in conjunction with the ICRC, travel assistance may also be paid for attendance at the Council of Delegates and the International Conference. Attendees of Regional Conferences are not entitled to travel assistance.

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<sup>1</sup> This version was edited following the XXI<sup>st</sup> session of the General Assembly (2017) to update the references made to relevant sections.

2. For meetings of the General Assembly, National Societies with a quota of statutory contributions of 0.25% or less and whose countries are not classified as World Bank high income countries are eligible to receive a subsidy in relation to attendance at the meeting on condition that they have no arrears of statutory contributions thirty days prior to the start of the meeting.
3. For meetings of the Governing Board, all National Societies are eligible to receive a subsidy in relation to attendance at the meeting on condition that they have no arrears of statutory contributions thirty days prior to the start of the meeting.
4. For meetings of Advisory Bodies set up in accordance with Rule 39.1, all National Societies are eligible to receive a subsidy in relation to attendance at the meeting on condition that they have no arrears of statutory contributions thirty days prior to the start of the meeting.

### III. The Assistance

1. A return ticket for **the most economical route** between the country of the National Society and the place of the statutory meeting(s) will either:
  - a. be a prepaid ticket provided by the Secretariat;  
or
  - b. be reimbursed according to the standard tariff determined by the Secretariat.
2. A lump sum amount will be provided as participation towards accommodation and subsistence expenses. The amount of the participation provided will depend on the country where the meeting is held. The rate shall be defined taking into account the average cost of the hotel for that location and the Secretariat per diem rate for the country where the meeting is held. Payment will be made for the duration of the meeting(s) plus the night immediately before and the night immediately after the meeting(s). In order to be eligible for payment the nights must be spent at the location of the meeting(s). Where a participant opts for private accommodation, the lump sum amount shall be adjusted accordingly.
3. The travel assistance amount due will be sent to the National Society's or the individual's (when attending in an ad persona capacity) bank account via bank transfer prior to the meeting, and only when the entitled participants have registered for attendance, and have submitted the "Request for Travel Assistance" form to the Secretariat. The Secretariat is not liable for any bank charges that may arise from intermediary banks, or the bank of the beneficiary. **There will be no reimbursement to participants at the conference site**, unless prior **written** authority has been given as a result of exceptional circumstances e.g. National Societies or individuals subject to exchange control mechanisms. All National Societies entitled to assistance agree to return any monies paid by the Secretariat in the event of non-attendance at the meeting.