

Fund for responding to Loss and Damage

FRLD/B.4/4

4 December 2024

Fourth meeting of the Board

2–5 December 2024

Manila, Philippines

Agenda item 5(b)

Travel Policy for the Board

Expected actions by the Board

This Board will be invited to:

- (a) Take note of document FRLD/B.4/4, which contains relevant background information and the Co-Chairs' proposal on a Travel Policy for the Board;
 - (b) Consider and adopt the Travel Policy for the Board.
-

I. Background and mandate

1. In preparation for the first meeting of the Board of the Fund for responding to Loss and Damage, the interim secretariat prepared a background paper on the travel policy of the Board, contained in document FLD/B.1/8. The document was not considered by the Board.
2. At its second meeting the Board requested the interim secretariat to develop, in consultation with the Co-Chairs, a travel policy for the Board, taking into consideration the inputs provided by the Board on this agenda item, and to submit the policy to the Board for its consideration and adoption at its third meeting (decision B.2/D.14).
3. This document contains the Co-Chairs' proposal on the travel policy for the Board for the consideration of the Board at its fourth meeting.

Annex I

Draft decision of the Board

The Board, having considered document FRLD/B.4/4, “Travel Policy for the Board”:

- (a) Adopts the Travel Policy, as set out in the annex to this document;
- (b) Notes that regular reports relating to support for travel will be provided by the interim secretariat in the context of the implementation of the administrative budget of the interim secretariat and, following the transition to the new, independent Secretariat, by the Secretariat.

Annex II

Travel Policy for the Board

I. Purpose and scope

1. The provisions of this Travel Policy apply to the travel of members and alternate members of the Board from developing countries as well as one designated adviser for each member and alternate member of the Board from developing countries (collectively referred to for the purposes of this document as the “traveller”).
2. The Travel Policy sets out the basic rules and procedures governing travel for the participation of travellers, as defined above, in Board meetings, including any consultations or other meetings preceding Board meetings, meetings of committees, panels or groups, as well as travel to represent the Fund in external events (referred to for the purpose of this document as “Official Travel”).
3. This document is not intended to cover every possible situation. Instead, it provides basic rules and procedures for both the traveller and those administering travel services in the Fund.

II. Principles

4. In line with the travel-related measures outlined in decision B.2/D.14, paragraph (e), the Fund recognizes the need for safeguarding the well-being and safety of travellers, and the need for balance between Official Travel, workload and related costs.
5. The Fund will also consistently make efforts to reduce and mitigate the environmental impact and carbon footprint related to the implementation of the Travel Policy and ensure sustainability of travel, and address considerations of cost-efficiency of travel.
6. On their part, travellers accept their shared responsibility for their travel behaviour and the environmental impact, while undertaking Official Travel.
7. Travellers are expected to be prudent and cost-conscious with respect to Official Travel and should also bear in mind that travel expenses represent a significant component of the Fund’s administrative costs. Travellers are responsible for controlling travel expenses and adhering to the policies and procedures outlined in this policy.
8. This Travel Policy is based on the following considerations:
 - (a) Health, safety and security of travellers;
 - (b) Environmental impact and sustainability of travel;
 - (c) Cost-efficiency and minimization of travel costs;
 - (d) Consistency in the application of travel rules.
9. Travellers may opt out from the arrangements of funded travel.

III. Eligibility criteria for funded travel

10. The following persons are eligible for funding of travel from the administrative budget of the Fund:
 - (a) Members and alternate members of the Board from developing countries, for participation at any in-person Board meetings, including those preceding Board meetings such as consultations, and in-person meetings of committees, panels or groups of which they are members;

- (b) The Co-Chair or other members or alternate members of the Board from developing countries, if designated by the Board to represent the Fund in external events;
- (c) One adviser for each member and alternate member of the Board from developing countries.

IV. Travel planning and authorization

- 11. Travel arrangements for eligible members and alternate members of the Board shall be initiated as early as possible, following their registration to attend a Board meeting or another official engagement in their capacity as defined in paragraph 2 above, and shall be processed in connection with the dates of such official engagement.
- 12. Advisers eligible for funded travel shall be confirmed by their respective member or alternate member of the Board prior to the initiation of travel arrangements.
- 13. Relevant arrangements shall be processed as early as possible, with authorization completed preferably by 21 days to the date of departure, and ticket issuance completed at least 16 days to the date of departure.
- 14. All arrangements of funded travel shall be for the dates of official engagement as defined prior to the date of departure.

V. Routing

- 15. The Fund is committed to the environmental sustainability and cost-efficiency of its travel, which will guide the choice of routing and mode of travel as set out in this policy.
- 16. The “Official Itinerary” will normally be the most direct and cost-effective route. The Official Itinerary will be determined by the travel agency based on the present policy, which may include more than one option for itinerary.
- 17. The determination of the most direct and cost-effective routing results from the following two-step process: (i) identifying one or more most direct routes and (ii) selecting among these routes the one with the lowest cost. Within the timeline established in paragraph 13 above, consideration may be given to the duration of the journey and the time of departure and arrival.
- 18. Routes are considered most direct when they have the most frequent operations, result in the least elapsed travel time, and involve the least number of stops or sectors. If there are two or more itineraries with the same number of stopovers, the one with the shortest travel time will be considered the most direct.
- 19. Without prejudice to paragraph 17 above, the following considerations shall apply:
 - (a) For an Official Itinerary eligible for the class of service immediately below the first class, as defined further in paragraph 24 below, when the most direct route is substantially more expensive than an alternative route or routes (i.e. by more than 15 per cent), the Official Itinerary shall be the less costly alternative route, provided the travel time of the alternative does not exceed the travel time for the most direct route by more than four hours each way;
 - (b) For an Official Itinerary in economy class, the traveller shall be provided with the most direct flight option, without consideration of the additional cost.

VI. Calculation of the duration of the journey

- 20. For the purposes of determining the official mode of travel (i.e. by air or by train), the route of travel, the standard of accommodation (class of service) and other entitlements where the duration of the journey is relevant, the computation of the duration shall be based on the scheduled departure and arrival times terminal-to-terminal: that is, either departure

from/arrival at airports when the official mode of travel is by air, or departure from/arrival at train stations when the official mode of travel is by train.

VII. Mode of travel

21. In keeping with the Fund's commitment to reducing the greenhouse gas emissions arising from its travel, the normal mode of travel for short distances will be by train when the travel time does not exceed six hours and if served by such services.

22. For surface travel of more than six hours, the mode of travel may be either by air or by train, based on the preference of the traveller. Travel by train is encouraged wherever it is a viable option.

VIII. Standard travel entitlements

23. The class of service for travellers will be economy class.

24. For members and alternate members of the Board, the class of service will be the class immediately below the first class (business class cabin, where available) when a single leg journey is 9 hours or more, and for multi-leg journeys if the combined travel time of the journey is 11 hours or more, including a maximum of 2 hours of connection time, provided that the journey to the next destination resumes within 12 hours. Where possible, members and alternate members of the Board are encouraged to voluntarily downgrade their entitlement from business class to premium economy cabins or economy class.

25. Travel by train will always be in the first class or equivalent, regardless of the travel time.

A. Deviations from standard travel entitlements

26. Travellers eligible for provision specified in paragraph 24 are encouraged to voluntarily downgrade their entitlement from business class to premium economy cabins or economy class, if the fare of the downgraded itinerary is lower than that of the initial Official Itinerary. In such cases, the downgraded itinerary shall be considered the effective Official Itinerary unless it differs from the initial Official Itinerary in the routing and dates at the location of an official engagement for which funded travel is provided.

27. Travellers may upgrade to a class above the official standard travel entitlements as defined in paragraph 23 with any cost difference to be covered personally by the traveller.

IX. Travel arrangements

28. The Fund will administer all travel arrangements through a designated travel agency, which will be designated by the Secretariat.

29. In exceptional cases, the traveller may be authorized to purchase their own tickets (self-ticket) for air travel or train travel, but the entitlement is limited to the actual cost of tickets not exceeding the value of the Official Itinerary. In such instances, these arrangements shall be approved by the Fund in advance, before any purchase takes place.

X. Daily subsistence allowance

30. Daily subsistence allowance (DSA) is provided to cover such charges as meals, lodging, gratuities and other payments made for services received during Official Travel.

31. DSA rates established by the International Civil Service Commission shall be applied as follows:

(a) If it involves a night away from the traveller's residence, a full day's DSA shall be paid;

(b) If it does not involve a night away from the traveller's residence:

(i) No allowance shall be paid for Official Travel of less than 10 hours;

(ii) Forty per cent of the allowance shall be paid for Official Travel of 10 hours or more.

32. For Official Travel of 24 hours or longer, DSA shall be provided as follows:

(a) DSA shall be paid from the first day of arrival at the location until the day before departure in line with the Official Itinerary;

(b) DSA shall not be paid while in flight from one location to another;

(c) Expenses for meals and other necessary items incurred during unavoidable stopover of 2 hours or longer may be reimbursed up to 30 per cent of the DSA of the location.

33. When accommodation and/or meals are provided free of charge on all occasions, including at Board meetings and other events, the rate of the DSA shall be reduced:

(a) By 50 per cent if accommodation is provided;

(b) By 10 per cent for each meal provided free of charge or included as part of the accommodation and/or meeting or event arrangements.

34. The traveller, in addition to the DSA to be paid pursuant to paragraphs 30–33 above, shall be paid one additional day's DSA in lieu of reimbursement for any and all terminal expenses, including all expenditures for transportation between the airport or other point of arrival or departure and the hotel or place of dwelling, visa fees, travel insurance and other miscellaneous expenses.

XI. Accommodation arrangements

35. The traveller is responsible for making the accommodation arrangements.

36. In case of unavoidable stopover of 9 hours or longer in the daytime and 6 hours or longer if it includes any time between 10 p.m. and 4 a.m., accommodation expenses in transit may be reimbursed up to 50 per cent of the DSA rate of the location.

XII. Carbon offset

37. The Fund will endeavour to adopt a scheme for offsetting carbon emissions for Official Travel, to be administered by the Secretariat.

XIII. General guidelines

38. Travellers will be responsible for ensuring, before departing on Official Travel, that they are in possession of their tickets, valid passports and relevant visas (including transit visas, if such are required), and other essential travel-related documents, as well as for making their own travel insurance arrangements, in connection with provisions of paragraph 34 above.

39. Travellers should ensure that they are fit to travel, based on their recent physical examination, and that the necessary measures for immunization and/or other medical requirements are administered to them accordingly.

XIV. Final provisions

40. This Travel Policy will enter into force immediately upon adoption by the Board, and shall be reviewed every four years following its adoption.

