

Fund for responding to loss and damage

FLD/B.1/8

24 April 2024

First meeting of the Board

30 April to 2 May 2024

Abu Dhabi, United Arab Emirates

Provisional agenda item 10

Background paper on the travel policy of the Board

Expected actions by the Board

The Board will be invited to:

- (a) Take note of the document FLD/B.1/8, which provides a comparative analysis of travel policies applied by other funds and entities and some potential elements for a travel policy of the Board;
 - (b) Discuss next steps and timeline, as necessary, in consideration of the travel policy of the Board.
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I. Background

1. The travel policy is expected to provide rules and procedures to guide the travel of members and alternate members of the Board and advisers from eligible developing countries as they participate in meetings of the Board and any ancillary meetings decided by the Board.

II. Potential elements of the policy

2. The Board may wish to consider the following elements in its consideration of the establishment of the travel policy for the Board.

A. Principles

3. The travel policy may consider the following principles, among others:

- (a) Environmental impact and sustainability of travel;
- (b) Cost-efficiency and minimization of travel costs and travel time;
- (c) Consistency in the application of travel rules.

B. Scope

4. The provisions of the travel policy may apply to the travel of members and alternate members of the Board and advisers, as follows:

(a) Members and alternate members of the Board from eligible developing countries, for participation for any in-person Board meetings, including any informal consultations preceding such meetings, and in any in-person meetings of committees, subcommittees, panels or working groups of which they are members, or other events of the Fund as may be deemed necessary;

(b) The Co-Chairs, other members and alternate members of the Board from eligible developing countries, if designated by the Board to represent the Fund in external events;

(c) Board members' and/or alternate Board members' advisers from eligible developing countries.

III. Benchmarking analysis

5. The interim secretariat conducted a benchmarking analysis presented in the table below, covering the following comparators: the Adaptation Fund, the Climate Investment Funds, the Green Climate Fund, the Global Environment Facility and the United Nations Framework Convention for Climate Change (UNFCCC). This information can be used to inform deliberations of the Board on eligibility criteria and other aspects related to the travel policy of the Board.

Comparison of funding eligibility and applicable travel policies of comparator entities

<i>Entity</i>	<i>Eligibility for funding</i>	<i>Travel policy and references</i>	<i>Daily subsistence allowance rules</i>
Adaptation Fund	Members and alternate members of the Board from Parties not included in Annex I to the Convention	United Nations as per the rules of procedure ¹	United Nations

¹ [Rules of procedure of the Adaptation Fund Board available at https://www.adaptation-fund.org/wp-content/uploads/2018/04/Rules-of-procedure-of-the-Adaptation-Fund-Board.pdf.](https://www.adaptation-fund.org/wp-content/uploads/2018/04/Rules-of-procedure-of-the-Adaptation-Fund-Board.pdf)

<i>Entity</i>	<i>Eligibility for funding</i>	<i>Travel policy and references</i>	<i>Daily subsistence allowance rules</i>
		World Bank applied in practice ²	
Climate Investment Funds	Trust Fund Committee and subcommittee members or alternate members, from countries eligible for funding from the International Development Association or a regional development bank equivalent	World Bank ³	World Bank
Green Climate Fund	Board members, alternate members Advisers (one per eligible member and alternate member of the Board) from Parties not included in Annex I to the Convention	United Nations policy applicable to staff for Board member and alternate ⁴ Most direct and economical route for advisers ⁵	United Nations
Global Environment Facility	Members and alternate members of the Council from developing countries as defined in the Convention and the Global Environment Facility Instrument	World Bank ⁶	World Bank
UNFCCC	Members and alternate members of constituted bodies	UNFCCC ^{7 8}	United Nations

² Document AFB/B.5/9, page 16, available at <https://www.adaptation-fund.org/wp-content/uploads/2015/01/AFB.B.5.9%20Approved%20Budget%20and%20Elements.pdf>.

³ CIF travel guidelines, available at https://www.cif.org/sites/cif_enc/files/meeting-documents/travel_guidelines_2019.pdf.

⁴ Document GCF/B.01-12/10: Report of the first meeting of the Board, available at <https://www.greenclimate.fund/sites/default/files/document/gcf-b01-12-10.pdf>.

⁵ GCF Decision B.03/18: Other Business, available at <https://www.greenclimate.fund/decision/b04-18>.

⁶ GEF Guidelines for travel and subsistence allowances https://www.thegef.org/sites/default/files/council-meeting-documents/GEF.C.34.Inf_9.TRAVELGUIDELINES.pdf.

⁷ Trust Fund for Participation in the UNFCCC Process https://unfccc.int/files/secretariat/budget/funding_at_the_unfccc/application/pdf/trust_fund_for_participation_in_the_unfccc_process.pdf.

⁸ Administrative guideline on UNFCCC travel policy and procedures (document AG/2018/3).