


CONFERENCE ATTENDANCE POLICY

VERSION CONTROL		
First Approved:	30 August 2013	Authorization: Director-General  Howard Bamsey Director-General
Current Version:	01	
Past Revisions:	N/A	
Review Cycle:	Annual	
Effective Date:	Date of Approval	

1. Objective

The objective of the *Conference Attendance Guideline* is as follows:

- a) To ensure that attendance of the GGGI staff members in an event, such as a conference, seminar or meeting is creating added-value to GGGI;
- b) To support GGGI's visibility as an International Organization;
- c) To limit the cost related to conference attendance

2. Scope

2.1 Principle

- a) This guideline shall be applied to staff members of GGGI only; *individual consultant will be dealt with separately.*
- b) Participation is primarily considered in case of receiving an invitation from the host organization as a speaker or lecturer.
- c) Approval for participation as a general participant should result in a useful and sharable output (i.e. a policy or research note) related to GGGI's core activities.
- d) In general, staff could request that travel expenses are covered by the organizing party.
- e) A mission report will be required as for all trips.

2.2 Classification of conferences

	Classification	Sub-classification	Description
A	GGGI/individual received requests	a) Core mission conferences/ events	The conference/meeting is related to GGGI's core activities. (e.g. conference related to a GGGI sponsored program in a partner country)
		b) Professional development/net working	The purpose of attendance is related to significantly improve staff members' capacity or improve their and GGGI's networks. (e.g. conference on global issues such as water, etc.)
B	GGGI-organized meetings/conferences		Any activities or occasions hosted, organized or sponsored by the GGGI ex) GGGI, 3GF, Youth Summit
C	Large scale global forums		International events in the field of Green Growth and Environment scheduled as annual publicity and event activities of the GGGI (government-to-government, PPC, private sector) ex) UNFCCC COP/CMP, UN General Assembly, Rio, World Future Energy Summit

3. Guideline

3.1 Guideline of attendance of conferences

	Classification	Sub-classification	Final Approval line	Financial support by GGGI			
				Flight	Accommodation	Per diem	Honorarium
A	GGGI/individual received requests	a) Core mission conferences/ events	According to Staff Rules 8. Travel Policy				Not allowed to receive
		b) Professional development /networking*	Division Head	Round trip economy class	Standard single	According to Staff Rules 8. Travel Policy	
B	GGGI-organized meetings/ conferences		DG to decide on GGGI delegation (no additional attendees allowed)	According to Staff Rules 8. Travel Policy			
C	Large scale global Forums		DG to decide on GGGI delegation (no additional attendees allowed)	According to Staff Rules 8. Travel Policy			

3.2 Restriction of participation and financial support

- a) It is prohibited to receive and retain any honorarium, per diem and/or DSA from the hosting party.
- b) Staff should refuse any such payment offered but if it is received unavoidably, it must be provided to GGGI Finance Department with one month of return to work.
- c) A maximum of one approval a year should be granted to staff for participating in a conference or event that falls under the *A) Professional Development/networking as per paragraph 2.2 Classification of Conference. .
- d) The frequency 'a year' means during the fiscal year.