



Travel Funding Guidelines

This document provides criteria that will be used to help determine eligibility for financial support for representatives of ICN member agencies that seek to attend ICN events such as annual conferences and workshops.

Ideally, we would like all member agencies to attend our ICN events. We recognize that some members face financial obstacles; as such, we endeavour to provide funding assistance. Unfortunately, ICN funding resources are scarce and, despite our best efforts, it will not always be possible to secure funding for all candidates. As a result, we have developed criteria to provide guidance to members who are seeking funding. These criteria are non-exhaustive and may be supplemented in light of the special circumstances of the particular event.

In most circumstances only one representative per member agency will be eligible to receive funding for a particular ICN event. When resources permit, we will seek to fund an agency's participation in multiple ICN events each year. However, if demand exceeds resources, we will allocate funding to maximize broad participation by ICN members. For example, in such situations, we may limit funding for a particular agency to one ICN event per ICN year (*i.e.*, the period between ICN annual conferences). In most circumstances, only the following costs will be considered for payment:

- economy return airfare between an international airport in the member agency's jurisdiction and a suitable airport near the venue of the ICN event (*i.e.*, any expenses related to local travel to an ICN event will be borne by the member agency); and
- accommodation costs in the vicinity of the venue of the ICN event.

Please note that meals and incidental expenses are not covered and advance funding is not provided. Applicants are solely responsible for obtaining and paying for a visa. Partial funding for participation may be available in the event that full funding is not requested or cannot be authorized.

Applicants must complete the ICN Travel Funding Application and demonstrate that they meet the selection criteria set out in Appendix "A". The ICN member agency will be responsible for any fees resulting from changed or cancelled flight reservations or cancelled hotel accommodations that occur after the applicant has been approved to attend the ICN event.

To disseminate learning from ICN events within the network, and support the evaluation of ICN events, recipient agencies should complete and submit a report or an evaluation of the ICN event to the ICN Secretariat within 60 days of the conclusion of the funded event. An example of a report or an evaluation is available upon request from the ICN Secretariat.

APPENDIX “A”: FUNDING CRITERIA

1. ICN membership

The applicant must represent an ICN member agency.

2. Economic development

The member agency’s country should not be above the threshold of high income countries as calculated by the World Bank [<http://data.worldbank.org/about/country-classifications/country-and-lending-groups>]. Preference will usually be given to lower income economies.

3. Agency representation

(i) In most circumstances only one applicant per member agency per ICN event will be eligible to receive ICN funding, as ICN funding is prioritized for agencies that are unable to sponsor a representative to an ICN event.

(ii) Additional representatives from a member agency may attend an ICN event; however, this may be possible only in cases where the member agency obtained funding from an external source (e.g., development agency).

4. ICN participation

In general, funding will be prioritized for members who participate actively in ICN work (e.g., participate in teleseminars or webinars, answer questionnaires). For Working Group specific events, applicants will be given preference if they participate in that Working Group.

5. Previous funding

The degree to which the member agency has benefited from ICN funding assistance in the past will be considered, with preference given to agencies that have not benefited from previous ICN funding.

6. Amount of total costs

Applicants seeking only a portion of their costs may be considered before applicants seeking full costs.

7. Other factors that may be considered include:

(i) whether the applicant is acting as a speaker or panelist at the ICN event;

(ii) whether the applicant will enrich the ICN event by providing an especially relevant, distinct, or unique perspective, based on the nature of the member agency's jurisdiction and its role therein, or whether the specific focus of the ICN event is of particular significance for the applicant agency; and

(iii) any other factors the applicant wishes to cite relevant to his/her application.