

ipcc

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IPCC TRUST FUND PROGRAMME AND BUDGET

Proposals for decreasing travel expenditures

(Submitted by the Secretary of the IPCC)

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IPCC TRUST FUND PROGRAMME AND BUDGET

Proposals for Decreasing Travel Expenditures

Background

In paragraph 10 of Decision IPCC/XLIV-1 on the IPCC Programme and Budget, the IPCC “Requests the Secretariat to develop, and present to IPCC-45, proposals for decreasing the expenditures associated with “journeys” (e.g. flight costs, reimbursement of actual versus pre-set expenditures, enforcing deadlines).”

The WMO Travel Policy and Travel Process outlined below concern WMO staff members and participants from developing countries and from countries with economies in transition who receive financial support from IPCC. They also aim to provide a streamlined approach to how travel arrangements are handled in an effort to obtain the best value for money while respecting deadlines.

WMO Travel Policy

In March 2015, WMO introduced a new travel policy at the request of its 65th Executive Council (May 2013). The EC requested that “improvements be made to the efficiency and effectiveness of travel resources of WMO and to maintain close harmonization with the United Nations system.”

The main changes introduced include:

- All travel arrangements for WMO staff members and for individuals travelling on behalf of WMO/IPCC should be **finalized 16 calendar days in advance of commencement of travel**;
- Directors will be required to provide justification to D/REM on all official travel arrangements that could not be finalized 16 days in advance of travel;
- The traveller is responsible for any additional expenses as a result of making special arrangements (deviations from approved route).

WMO Travel Process

In January 2017, WMO introduced a new travel process. The travel process concerns participants from developing countries and from countries with economies in transition who receive financial support from IPCC.

The main changes introduced in the process include:

- Participants receiving financial support will be contacted by the travel agency, Carlson Wagonlit Travel (CWT) with a travel itinerary, based on the information submitted in the Request for Financial Assistance (RFA) form;
- Participants accept the travel proposal in writing and send this to the travel agency; or
- Request a modification of the itinerary proposed by the travel agency, according to the participant’s personal needs, with the understanding that the WMO financial responsibility will be based on the original proposal provided by the travel agency and the cost difference, if any, will be borne by the traveller; or
- Refuse the travel agency’s proposal, in writing, and purchase the ticket themselves. The reimbursement of such a ticket will be processed after the meeting, upon submission of a travel claim accompanied by the ticket invoice/receipt, boarding passes, etc. The original CWT proposal will serve as the maximum WMO financial ceiling for reimbursement.

- Participants should not purchase their own air ticket before obtaining the official WMO travel agency proposal. A ticket purchased prior to obtaining the official proposal may not be reimbursed by WMO/IPCC;
- In case a participant is unable to travel, WMO/IPCC **shall not reimburse** the cost of self-purchased tickets.

Participants should note that airline bookings are **legally held up to 24 hours**, and the deadline for the issuance of tickets will be indicated by the travel agency on the proposal. **It is the responsibility of the traveller to reply to the travel agency within the specified time frame**, otherwise he/she will have to contact CWT to reactivate his/her booking.

Participants are reminded that obtaining all necessary visas (for transits and final destination) prior to departure remains the responsibility of the participant.

In paragraph 8 of Decision IPCC/XLIV-1 on the IPCC Programme and Budget, the IPCC “Urges member countries, in a position to do so, to provide in-kind support to their government representatives, Bureau members and experts participating in the meetings and activities of the IPCC”.

Annex 1 presents a list of travel requests prepared in 2016 for which there were (i) six cases where IPCC received a message indicating the inability to travel and (ii) one case where no indication of inability to travel was received. In 2016, IPCC lost a total of **CHF 9,800.80** in ticket costs that were partially refunded or not refunded at all. Participants are urged to inform the Secretariat as soon as possible, in the event of their inability to travel, in order to obtain a full or partial reimbursement of the ticket cost from the airline, through the travel agency.

Summary

Participants from developing countries and from countries with economies in transition are urged to:

- Submit their nomination forms by the deadline indicated in the invitation letter;
- Submit their Request for Financial Assistance forms to the travel agency (CWT) as soon as possible in order to obtain the best rates for tickets;
- Respond to the travel agency within the specified time-frame indicated on the proposed itinerary - airline bookings are legally held up to 24 hours;
- Ensure that travel arrangements are finalized 16 calendar days in advance of commencement of travel;
- Take note that differences in ticket costs, if any, for deviations from the official itinerary are to be borne by the participant;
- Obtain all the necessary visas prior to the travel date;
- Obtain their own funding (in-kind contributions), if their governments are in a position to cover the costs for the participant, to attend IPCC meetings;
- Inform the Secretariat as soon as possible if they are unable to travel and provide a reason.

List of Travel Prepared Showing Ticket Costs Non/Partially Refunded									
2016									
Nb TF	Last name	First name	Country	Name of meetings		Issued ticket on:	Cost of Ticket CHF	Cost of Ticket Lost: CHF	Comments
1				IPCC-44	Bangkok, Thailand, 17-20 Oct. 2016	4.10.2016	695.50	695.00	did not attend - not refundable
2				SM in Oceans & Cryosphere	Monte Carlo, Monaco, 6-9(a.m). Dec. 16	18.11.16	846.00	246.00	Refunded CWT: CHF600
3				SC Mtng on Methodological Dev.	Minsk, Belarus, 29-31 Aug. 16	18.11.16	1,293.10	1,293.10	Sick - Not refundable
4				SC Mtng on Methodological Dev.	Minsk, Belarus, 29-31 Aug. 16	28.7.16	2,763.60	2,995.60	Cancellation fee - CHF 232.- did not get his visa
5				EM on Inventory Guidelines	Wollongong, Australia, 25-26 April 2016	22.3.16	1,625.60	2,032.00	Cancellation fee - 406.40 - Health problem
6				EM on Inventory Guidelines	Wollongong, Australia, 25-26 April 2016	7.4.16	2,996.20	1,741.00	Cancellation fee - USD200. Non refundable 1541.50 (Refunded - 1303.50)
7				IPCC-43	Nairobi, Kenya, 11-13 April 2016		798.10	798.10	Non-refundable - did not get visa
	TOTAL 2016						11,018.10	9,800.80	