



GRANTING PROGRAMME POLICY

1. Purpose

- 1.1. The Granting Programme Policy ('the Policy') outlines the framework for the operation of the IAP Granting Programme.
- 1.2. The purpose of the IAP Granting Programme is to assist suitably-experienced and eligible prosecutors to attend the IAP Annual Conference, in circumstances where they may otherwise be precluded from doing so due to financial constraints. The purpose of such attendance is to support their further education and to facilitate the sharing of experience, expertise and best practices.
- 1.3. The framework contained in this Policy and accompanying Terms of Reference will also apply mutatis mutandis to any other Granting Programme that is administered by the IAP.

2. Eligibility

- 2.1. In order to be eligible to apply for a grant pursuant to the Granting Programme, the applicant must be:
 - i. An individual member, as defined in Article 19 of the IAP Constitution; or
 - ii. A representative of an organisational member, as defined in Article 19 of the IAP Constitution; or
 - iii. An honorary member as defined in Article 19 of the IAP Constitution; and
 - iv. A citizen of a country that appears on the United Nations Development Assistance Committee List of Official Development Assistance Recipients or, in exceptional circumstances, from any other country.
- 2.2. If the applicant is applying as a representative of an organisational member, their application must be approved by the head of that organisational member.

3. The grant

- 3.1. Eligible candidates can apply for a grant to cover all or part of the costs that are associated with participation in the Annual Conference, subject to section 3.2. below.
- 3.2. The grant may be awarded to fund:
 - i. The registration fee for the conference;
 - ii. The cost of an economy return air fare (or equivalent mode of travel);
 - iii. The cost of accommodation at a hotel to be agreed with the IAP Secretariat;
 - iv. Any other reasonable costs associated with attendance at the conference.

- 3.3. The grant that is awarded may be a portion of some or all of the costs outlined in section 3.2.
- 3.4. Recipients of a grant must undertake to provide a report to document their participation in the Annual Conference and any key outcomes to the Secretary-General within one month of the conclusion of the Annual Conference.

4. The Granting Programme Sub-Committee

- 4.1. There shall be a Granting Programme Sub-Committee (the Sub-Committee), which shall be a Sub-Committee of the Executive Committee.
- 4.2. The Sub-Committee shall act in accordance with the Granting Programme Sub-Committee Terms of Reference and this Policy.

5. Procedure

- 5.1. The Secretary-General shall publish a Call for Applications for the Granting Programme no later than six months before the Annual Conference.
- 5.2. Applications should be sent to the Secretary-General. Applications should include the following information:
 - i. Full details of the person or organisation making the application;
 - ii. Full details which demonstrate how the applicant meets the eligibility criteria outlined in section 2;
 - iii. A brief written statement in support of the application, outlining why a grant should be awarded to the applicant. Applicants should include details of their experience, their potential for development as a prosecutor, and explain how their participation in the Annual Conference will be of value to their work as a prosecutor and / or to their relevant organisation.
- 5.3. If the applicant is asserting that exceptional circumstances as referenced in subsection 2.1(iv) apply, then the applicant must provide details of the nature of the exceptional circumstances and any efforts that have previously been made to secure funding.
- 5.4. Applications must be submitted in English.
- 5.5. The Secretary-General will provide all applications and supporting documentation to the Sub-Committee for their consideration.
- 5.6. Recommendations of the Sub-Committee will be reported to the Executive Committee and, no sooner than fourteen days thereafter, to the applicants. Recommendations of the Sub-Committee are not binding on the Executive Committee. If any member of the Executive Committee does not agree with a decision of the Sub-Committee, then they must inform all other members of the Executive Committee and the Secretary-General within fourteen days of the decision being reported to the Executive Committee. If an objection to the decision of the Sub-Committee is raised, then the decisions should not be reported to the applicants until it is resolved.

- 5.7. Depending on the circumstances and the nature of the expense, the IAP Secretariat may either make the payment directly to the service provider or may give a reimbursement to the recipient of the grant. All expenditure made by the recipient must be approved by the Secretary-General in advance, and the recipient will only receive reimbursement for expenses that are expressly covered by the grant. Requests for reimbursement must be made in writing and copies of all receipts must be supplied.

6. Record keeping

- 6.1. The Secretary-General will retain full records documenting the transfer of funds to the grant recipients and full records documenting their receipt of such funds for at least three years. Such records and supporting documentation shall be provided to the IAP Financial Review Committee and to the IAP accountant.
- 6.2. The Secretary-General will keep the following records for at least three years:
- i. Receipt(s) of funds from donors;
 - ii. Applications received;
 - iii. The outcome of the Granting Programme Sub-Committee's decision; and
 - iv. Reports provided by the grant recipients to the IAP.
- 6.3. The Secretary-General shall provide a report to the Executive Committee regarding the Granting Programme at least once a year. The report shall include, but is not limited to:
- i. Details of the funds available for the grants;
 - ii. Details of the origin of the funds;
 - iii. The number of applicants; and
 - iv. The names of the individuals selected as recipients together with the level and purpose of funding that has been granted to each of them.

7. Amendment

- 7.1. The terms of this Policy may be amended by agreement by the Executive Committee.

Approved by the IAP Executive Committee on 28 September 2024 in Baku, Azerbaijan.
In force with immediate effect.



GRANTING PROGRAMME SUB-COMMITTEE

TERMS OF REFERENCE

1. Purpose

- 1.1. These Terms of Reference (the Terms) regulate the work of the Granting Programme Sub-Committee (the Sub-Committee).
- 1.2. The purpose of the Sub-Committee is:
 - i. To consider and assess applications that have been submitted for the IAP Granting Programme;
 - ii. To determine the recipients of funds pursuant to the Granting Programme;
 - iii. To determine the size of the grant to be received by each recipient and the purpose for which it is provided; and
 - iv. To make a report of their considerations and conclusions to the Executive Committee.

2. Membership

- 2.1. The Sub-Committee shall consist of at least three members, which must include the Secretary-General.
- 2.2. Save for the Secretary-General, members of the Sub-Committee shall be appointed by the Executive Committee, and must be members of the Executive Committee.
- 2.3. The Sub-Committee shall be chaired by the Secretary-General.
- 2.4. A member shall serve for a term of three years. Members shall be eligible for reappointment without limitation.
- 2.5. A member may resign from the Sub-Committee by providing notice in writing to the Secretary-General.
- 2.6. A member of the Sub-Committee may be dismissed by the Executive Committee if, after due enquiry, the Executive Committee decides by a majority that the member is unwilling to perform their duties as required by the Granting Programme Policy or these Terms, or has acted in such a way that is inconsistent with their continued membership of the Sub-Committee.
- 2.7. No member may remain on the Sub-Committee if he/she ceases to be a member of the IAP.
- 2.8. Sub-Committee members shall disclose any conflict of interest relating to the work of the Sub-Committee to the Chair of the Sub-Committee. If requested to do so by the Chair, the member shall withdraw from the Sub-Committee or from any part of the Sub-Committee meeting that is deemed appropriate by the Secretary-General.

3. Procedure

- 3.1. The Secretary-General will collect the applications for the IAP Granting Programme following the call for applications. The Secretary-General will provide all applications and supporting documentation to the Sub-Committee for their consideration within two weeks of the deadline for the call for applications.
- 3.2. The Sub-Committee shall meet to consider the applications and to determine the outcome of the applications. Meetings can be in-person, online, or in a hybrid format.
- 3.3. The quorum for any Sub-Committee meeting shall be a simple majority of the Sub-Committee's membership.
- 3.4. The Sub-Committee should aim for consensus on all recommendations. If consensus cannot be reached, the Sub-Committee shall make its recommendations by a simple majority of members with voting rights who are present and voting. In those circumstances, majority and minority positions shall be noted in the minutes of the meeting and shall be reported to the Executive Committee.
- 3.5. Factors that the Sub-Committee can consider include, but are not limited to:
 - i. The number of applicants;
 - ii. The level of funding that is available;
 - iii. Whether a candidate has previously received a grant;
 - iv. Whether a candidate has a specific role to fulfil during the Annual Conference;
 - v. The need to reflect regional representation, insofar as is possible.
- 3.6. Preference will be given to applicants who:
 - i. Can demonstrate suitable experience, normally with a minimum of three years as a prosecutor; and
 - ii. Can demonstrate promise in their future careers as prosecutors; and
 - iii. Can demonstrate that participation in the conference will be of significant value to their work as prosecutors or to the organisation that they represent.
- 3.7. A grant will normally only be provided to one applicant from the same country each year, unless exceptional circumstances apply.
- 3.8. The Sub-Committee should record brief reasons for recommending the approval or rejection of each application.
- 3.9. The Secretary-General is responsible for reporting the decisions of the Sub-Committee to the Executive Committee and subsequently to the applicants.
- 3.10. The decisions of the Sub-Committee are not binding on the Executive Committee.

4. Rules of procedure

- 4.1. The Sub-Committee may make and vary its own rules of procedure, including these Terms.

5. Record keeping

- 5.1. A record should be kept of each Sub-Committee meeting. The record of the meeting should be sent to the IAP Secretariat for storage in the IAP archives.

Approved by the IAP Executive Committee on 28 September 2024 in Baku, Azerbaijan.
In force with immediate effect.

