



FUNDING POLICY FOR ATTENDANCE AT EXECUTIVE COMMITTEE MEETINGS

1. Purpose

- 1.1. This Funding Policy for Attendance at Executive Committee Meetings (the Policy) regulates the granting of funds to members of the Executive Committee, in appropriate circumstances, to enable them to attend Executive Committee meetings.
- 1.2. The purpose of granting funds in appropriate circumstances is to ensure that all Executive Committee members have the opportunity to attend the meetings of the Executive Committee, notwithstanding funding constraints. This will ensure that the Executive Committee is representative of the International Association of Prosecutors (IAP) membership base and that all regions of the world are represented on the Executive Committee.

2. Eligibility

- 2.1. Members of the Executive Committee will normally be responsible for covering their own costs of attendance at Executive Committee meetings.
- 2.2. However, a grant to support attendance at Executive Committee meetings may be made available to:
 - i. Individual members of the IAP who are members of the Executive Committee and do not receive travelling expenses from their organisations; or
 - ii. Members of the Executive Committee who are representatives of organisational members from countries which would be eligible to apply for a grant pursuant to the Granting Programme Policy or
 - iii. Members of the Executive Committee who are representatives of organisational members which, although they would not be eligible to apply for a grant pursuant to the Granting Programme, are small and do not have sufficient resources to support the attendance of a member of the Executive Committee.
- 2.3. For the purposes of this Policy, 'members of the Executive Committee' includes the IAP President, Vice-Presidents and all Ordinary Members. It also includes co-opted members.
- 2.4. Substitutes for Executive Committee members are not eligible to apply for a grant.

3. The grant

- 3.1. The maximum amount of the grant will be:
 - i. For attendance at the Northern Spring Meeting, the cost of an economy return air fare (or equivalent mode of travel);

- ii. For attendance at the Executive Committee meeting that immediately precedes the Annual Conference, the cost of an economy return air fare (or equivalent mode of travel); and
 - iii. For attendance at both meetings, the cost of two nights' accommodation at a hotel to be agreed with the Secretary-General.
- 3.2. The grant that is awarded may be a portion of the costs outlined in subsection 3.1.
- 3.3. Any grant will not cover any additional travel costs, subsistence expenses or other expenses.
- 3.4. Any Executive Committee member who wishes to apply for a grant to support their attendance at an Executive Committee meeting should write to the Secretary-General at least four months before the relevant Executive Committee meeting, stating how they meet the eligibility criteria outlined in section 2 above and the approximate monetary value of any grant that is sought. This timeframe may be shortened in the case of an unexpected or last-minute change of circumstances.
- 3.5. Grants will be awarded in the sole discretion of the Secretary-General. When assessing the award of a grant, the Secretary-General can consider the availability of funds in the IAP budget, the number of requests for grants that have been received, whether an applicant has received a grant before, and any other matter that the Secretary-General deems to be relevant.
- 3.6. The Secretary-General will notify applicants of the outcome of their application no later than two months before the relevant Executive Committee meeting, or as soon as it reasonably practicable where the timeframe for an application to be made has been shortened pursuant to subsection 3.4. Bookings must be made as soon as is reasonably practicable after notification has taken place to secure the lowest available rates.
- 3.7. A grant will be paid by bank transfer only. Full receipts are required before any payment is made.

4. Reporting

- 4.1. The Secretary-General will notify the Executive Committee of any grant that has been made pursuant to this Policy, and will report on this expenditure in the Annual Report.

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

