

Application form for travel support to attend a meeting/workshop

1. Applicant basic details:

Full name: _____

Position: _____

Organisation: _____

Email: _____

Delegation⁶: _____

2. Type of support (please select one or more options):

☐ **Travel (only available for CCAMLR-related meetings)**

Meeting: _____

Dates: _____

Economy flight expenditure A\$ _____

☐ **Per diem**

Dates required: _____

Number of days required⁷: _____

Other details: _____

Per diem total amount will be completed by the Secretariat.

3. Has the applicant previously participated in Commission, Scientific Committee or working group meetings and/or workshops?

☐ Yes

☐ No

⁶ An Acceding State or non-Contracting Party cooperating with the Catch Documentation Scheme for *Dissostichus* spp. may apply to the Fund where an application has the support of a Member.

⁷ The per diem funding will be provided for the day/s of the meeting and two days travel – to the meeting and return.

4. Will the applicant play a significant role during the meeting? *Responses should be a minimum of 50 words and no more than 200 words in length.*

☐ Yes (please elaborate)

☐ No

5. Will the applicant receive other financial assistance to attend this meeting?

☐ Yes

Details: _____

☐ No

6. Please explain why funding from the General Capacity Building Fund is required for this travel? *Responses should be a minimum of 50 words and no more than 200 words in length.*

7. Please include a letter of support from your Head of Delegation with your application.

**Selection and evaluation criteria to be used by the Panel
for assessing applications for travel support**

1. A Member that is two or more years in arrears shall be ineligible for funding.
2. Is the application for support to travel to a CCAMLR-related meeting?
3. Is the applicant from a Member⁸ with a clear **need** for assistance to deliver the Objectives of the Fund¹ (guidelines, paragraph 1)?
4. Is a letter of support from the applicant's Head of Delegation attached?
5. Reason/s why funding is not provided by the Member or applicant's organisation?
6. The annual total claims to the travel portion are limited to 20% of the balance of the Fund provided that this is limited to a maximum of A\$40 000 per year.
7. Is the applicant the only representative of a Member at the meeting, or part of a small delegation where the size of the delegation restricts the ability of the Member to fully engage and deliver the objectives of CCAMLR?
8. Will the applicant play a significant role during the meeting such as Chair/Vice-Chair, Head of Delegation (HoD) of the meeting?
9. Does the applicant represent a Member who does not have any outstanding financial contribution to the Commission?
10. Has the applicant previously participated in CCAMLR meetings/workshops?
11. Will the applicant receive other financial support for attending the meetings/workshops?

⁸ Includes Acceding State or non-Contracting Party cooperating with the Catch Documentation Scheme for *Dissostichus* spp., where an application has the support of a Member.

The table below shows how the above criteria will be applied by the Panel:

Meeting/workshop:		
Name:		
Delegation:		
Evaluation criteria	Yes/No	Score ⁹ (between 1 and 5 or scores in between)
Is the application from a Member which is two years or more in arrears in their contribution? If 'yes' the Member is ineligible for funding from the Fund ¹ .		
Is the application for a CCAMLR-related meeting?		
Can the application be funded from another CCAMLR fund?		
Is the applicant from a Member with a clear need for assistance to deliver the objectives?		
Is the applicant the only representative of a Member at the meeting, or part of a small delegation where the size of the delegation restricts the ability of the Member to fully engage and deliver the objectives?		
Will the applicant play a significant role during the meeting such as Chair/Vice-Chair, HoD during the meeting?		
Has the applicant previously participated in CCAMLR meetings/workshops?		
Will the applicant receive other financial support for attending the meeting/workshop?		
Score		

⁹ Where 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent.