Application form for travel support to attend a meeting/workshop

1. Applicant basic details:
Full name: _______________________________________________________________
Position: __________________________________________________________________
Organisation: _______________________________________________________________
Email: _____________________________________________________________________
Delegation\(^6\): __________________________________________________________________

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 required\(^7\): ______________
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

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\(^6\) An Accessing 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?
☐ 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?

__________________________________________________________________________
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 Member\(^8\) with a clear **need** for assistance to deliver the Objectives of the Fund\(^1\) (guidelines, paragraph 1)?

4. Is a letter of support from a Member 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 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?

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\(^8\) 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:

<table>
<thead>
<tr>
<th>Meeting/workshop:</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
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<tr>
<td>Delegation:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Yes/No</th>
<th>Score(^9) (between 1 and 5 or scores in between)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the application from a Member which is two years or more in arrears in their contribution?</td>
<td></td>
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<tr>
<td>If ‘yes’ the Member is ineligible for funding from the Fund(^1).</td>
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<tr>
<td>Is the application for a CCAMLR-related meeting?</td>
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<tr>
<td>Can the application be funded from another CCAMLR fund?</td>
<td></td>
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<tr>
<td>Is the applicant from a Member with a clear need for assistance to deliver the objectives?</td>
<td></td>
<td></td>
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<td>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?</td>
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<td>Score</td>
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</tr>
</tbody>
</table>

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\(^{9}\) Where 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent.