



INTERNATIONAL  
WHALING COMMISSION

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## IWC Voluntary Assistance Fund Application Form

The IWC's Voluntary Assistance Fund is established under Resolution 2016-6. Its purpose is to facilitate Contracting Governments of Limited Means to participate fully in the work of the Commission.

Contracting Governments may request funds for travel and subsistence for full participation in IWC meetings and activities including capacity building exercises, scientific research, and conservation and welfare activities.

### Eligibility

Please note that applications to this fund are open only to Contracting Government representatives from IWC Capacity to Pay groups one and two. Contracting Governments must not be in arrears of contributions, and must not be European Union member states or members of the Organisation for Economic Co-operation and Development.

### Disbursement of Funds

Delegates will be notified at least 30 days before the meeting whether or not they will receive funding from the Voluntary Assistance Fund.

Where funds have been requested for travel, the Secretariat will hold the funds until such time as each respective Government provides instructions to the Secretariat to effect the payment.

Upon receipt of instruction from each respective Government, the Secretariat will purchase travel tickets as previously determined in each respective application.

Any daily subsistence allowance and terminal expenses will be disbursed, based on actual presence and actual receipts respectively after the closure of the meeting.

If funds have been requested for purposes other than travel to meetings, the Secretariat will disburse funds in a timely manner to the Government while ensuring adequate oversight of all disbursements.

### Applicant's Details

<b>Name and Job Title:</b>	
<b>Contact Details:</b>	
<b>Contracting Government:</b>	

### Activity to be Funded

Reason for application (e.g. meeting attendance, capacity building, scientific research or conservation and welfare activities):

If application is for travel to a meeting or event, please state total number of delegates from Contracting Government:

If application is for capacity building, scientific research, and conservation or welfare activities, please state how those activities will contribute to IWC work plans:

Please describe below your experience, qualifications and expected contribution to the event<sup>1</sup>:

**Details of Claim:**

**Flight Route**

**Cost of Airfare:**

GBP

**Cost of any airport transfers:**

GBP

**Number of days:  
(including travel days)**

**Accommodation expenses:**

GBP

**Per-diem expenses<sup>2</sup>:**

GBP

**Total amount of claim:**

GBP

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<sup>1</sup> Resolution 2016-1 defines participation as 'taking forward the work of the Commission as an officer of the IWC or its subsidiary bodies; as a member of the Bureau; as a member of an IWC Working Group or subsidiary body; by making a presentation; or by reporting back from one of those bodies; or by attending an IWC activity for the purposes of training and capacity building for the benefit of the Contracting Government.

<sup>2</sup> Resolution 2016-6 Annex 2 states that per-diem expenses will be paid based on the lesser of the amount provided for in the International Civil Service Commission's Daily Subsistence Allowance and UN travel rules, or the amount provided for in the domestic rules of Groups 1 and 2 Governments. Where there is no specified amount in the domestic rules of Group 1 and 2 Governments, then the Secretariat per diem rate will be used as the comparator.

Declaration of interest (i.e. any funding or support received from elsewhere):

**Declaration (to be signed by Contracting Government Commissioner)**

I, the undersigned, declare that I have determined the amount of expenses estimated in Section 3 above to be accurate.

**Signed** .....

**Commissioner for** .....

**Date**.....