



## Memorandum

27 December 2012

**To:** Richard Samans, Director-General  
**Via:** Sei-joong Kwon, Director, Management & Administration  
**From:** Youngran Kim, Program Manager, Event Management  
**Subject:** Travel Expense Policy for Council Members for the Council Sessions (Supporting Criteria)

---

### I. OBJECTIVES

#### 1. Purpose

- Ensure the transparency in budget execution for the future Council Session by clarifying the funding criteria for Council Members
- Ensure the mutual convenience for the travel arrangement under the same comprehension between GGGI Secretariat and Council Members

#### 2. Date of execution

- Apply the following criteria from the 2<sup>nd</sup> Council Session in Abu Dhabi, 17<sup>th</sup> January 2013, and gradually develop criteria considering the convenience for Council Members and logistics

### II. PRINCIPLE

#### 1. Formal Council Sessions

- These criteria shall be applied to the GGGI Headquarters in Seoul and Formal Council Sessions to be held abroad.
- The GGGI supports the Chair, one (1) representative from each Participating Members (5), Non-state/Experts (5), one (1) entourage from each Participating Members (5), according to the following criteria. The costs for the representatives from the Contributing Members and Host Country will not be covered.
- Except 1 entourage from Participating Member, other entourages or accompanying family shall not be funded by the GGGI secretariat.

#### A. Air Fare

- Principle
  - Basically, departure and arrival country shall be based on their resident country. However it may be applied flexibly in particular cases.
  - Wherever possible, the air ticket issued shall be at a price less than the full economy/business/first class fare for the customary direct route. The GGGI Secretariat shall bear the cost of any fare increase resulting from change in travel dates, duly justified by the official and on the decision duly approved

by the Director-General or the Management Committee Members.

- According to the Korean taxation law, airfares shall be reimbursed, with the income tax subtracted from the original amount. Thus, in principle GGGI secretariat issue the flight tickets arranged by each Council Members. In case of issuing flight tickets by Council Members, air fare shall be reimbursed subtracted the income tax from the original amount.
- Classification
  - Chair: First class, round trip
  - Representatives from Participating Members: Business class, round trip
  - Non-state/Experts: Business class, round trip
  - Director-General: Business class, round trip
  - Entourages from Participating Members: Economy class, round trip

#### B. Accommodation

- Principle
  - GGGI Secretariat shall choose the nearest hotel from the Council Session venue. Even though Council Members prefer other hotels which are more expensive, GGGI Secretariat only provides the rate of hotel chosen by the GGGI secretariat.
  - GGGI Secretariat shall provide up to 2 nights and 3 days before, during, or after the Council Session
  - Additional charge for early check-in, late check-out shall not be provided.
  - Accommodation expenses shall not be provided by the GGGI while on airplane, overnight ship or train journey.
  - Any other additional expenses (Minibar, laundry, other meals or drinks) shall not be covered by the GGGI Secretariat
    - Breakfast and internet charge is included
- Classification
  - Chair: 1 Junior Suite level
  - Representatives from Participating Members, Non-country/Experts, and Director-General: 1 Deluxe level
  - Entourages from Participating Members: 1 Standard(single) Room

#### C. Ground Transportation

- Issues for consideration
  - Considering the expense and operation, it shall not be provided. However, it should be under consideration that Council Members have generally requested the ground transportation.
  - According to a precedent, the ground transportation was provided at the Council Session at GGGI HQ which was followed by GGGI. In case of the Council Sessions to be held abroad, the ground transportation was provided to Chair during his stay and to Council Members upon their explicit request.
- Proposals
  - Chair and Non-State/Expert: 1 sedan (or 1 minivan) shall be provided during

his/her stay

- Participating Members: Upon request, 1 sedan shall be provided between airport – hotel – Council Session venues
- Contributing Members and Host Country: shall not be provided

D. Daily Allowance

- Following a precedent, daily allowances shall be provided to only the Chair and Director-General

**2. Informal Council Gathering**

- Informal Council Gathering is not a formal Council Session for any decisions. Considering the character of the Informal Council Gathering, which is usually held in occasion of other international conferences, it shall not be funded for air fares, accommodation and the ground transportation

**III. NEXT STEPS**

- After the decision of funding criteria for the Council Members, it should be circulated to the Council Members through the GGGI secretariat, and applied from 2<sup>nd</sup> Council Session