

REQUESTS FOR APAC FUNDING

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**AUTHORSHIP**

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1. PURPOSE

This document outlines the procedure for requesting financial support from APAC to fund planned activities to help achieve strategic goals.

1. REQUESTS FOR APAC COMMITTEE AND MRA COUNCIL FUNDING

The Chairs of each APAC Committee and of the APAC MRA Council are required to submit requests for any funding for their activities to the APAC Executive Committee for potential inclusion in the APAC Budget.

If a full breakdown of the costs is not available when the request is submitted, an indicative cost for the activity as a whole shall be submitted, with a detailed costing being provided subsequently to the APAC Executive Committee for endorsement.

Requests for funding support for any general activity of a committee or the council (i.e. not training/workshops/seminars) must be submitted on form APAC FFIN-002 *Request for APAC Funding (General Activities)*.

Requests for funding support for training/workshops/seminars must be submitted using the Excel spreadsheet contained in APAC FFIN-003 *Request for APAC Funding (Training/Workshops/Seminars)*.

Any other request for funding support, for example, to attend an activity that had not been included in a relevant committee’s budget request, shall be submitted to the APAC Executive Committee via the APAC Secretariat using the appropriate Request for Funding form as soon as possible once the commitment is identified.

1. REQUESTS FOR REPRESENTATIONAL TRAVEL FUNDING

The APAC Executive Committee from time to time delegates the APAC Chair and other APAC office holders to represent APAC at various meetings, e.g. APEC SCSC, other IAF or ILAC regional cooperations, other Specialist Regional Bodies (SRBs) etc.

Other requests for “representational travel” funding shall be submitted using form APAC FFIN-002.

Persons granted funding for representational travel shall seek input from APAC (via the APAC Secretariat and/or APAC Chair, and the relevant Committee Chair) on the matters to be discussed at the meeting and shall represent APAC interests, not the interests of his/her own organisation.

When required, the APAC Secretariat shall provide an APAC report to be presented at the meeting.

After the meeting the delegate shall provide APAC (via the APAC Secretariat) with a brief report of the meeting and of any matters relevant to APAC that arose from the meeting.

APAC will pay a travel subsidy to cover flights, accommodation, meals, transfers, visa costs, incidentals, etc. up to the amount specified in the approved budget.

Payment will be made on submission of the following to the APAC Secretariat:

* an invoice that includes full details of the bank account into which the payment is to be made;
* reference to the APAC approved quote or invoice from travel agent/airline for flight costs;
* copy of the hotel account;
* receipts for other costs; and
* any other information specified by the APAC Executive Committee.

If, for any reason, the APAC delegate has to cancel attendance at the meeting and is not able to obtain a refund of the airfare, APAC will still pay the cost of the airfare.

1. FUNDING FOR TRAINING/WORKSHOPS/SEMINARS

After funding has been approved it is the responsibility of the workshop, seminar or course host to ensure that the activity does not exceed the budget approved.

The host shall produce a written record of the event to be sent to APAC (via the APAC Secretariat). The record of the event shall be provided no later than two months after the activity.

The host shall be responsible for obtaining suitable information, hotel booking forms, etc. for the activity.

The APAC Secretariat shall be responsible for preparing any APAC registration forms and for sending out the invitations to the presenters, APAC members and other interested parties (e.g. IAF, ILAC, other regions).

APAC will reimburse the host for the costs of the venue hire, etc. on presentation of the following:

* an invoice that includes full details of the bank account into which the payment is to be made;
* copies of invoices, etc. for the costs incurred.

In some circumstances the APAC Secretariat will arrange for APAC to be invoiced directly for the venue hire and catering costs.

In accordance with the approved event budget, APAC may reimburse the cost for presenters/facilitators/attendees on presentation of the following:

* an invoice that includes full details of the bank account into which the payment is to be made;
* reference to the APAC approved quote or invoice from travel agent/airline for flight costs;
* copy of the hotel account;
* receipts for other costs; and
* any other information specified by the APAC Executive Committee.

1. Class of TRAVEL

In terms of permissible classes for flight travel the following applies (in the following order):

1. the class of travel specified in any agreed contract;
2. the class of travel included in an approved budget for representation or event related travel;
3. for presenters/facilitators at APAC events, the same class of travel and rules as applies in the case of peer evaluators;
4. for attendees at APAC events where travel subsidies are made available economy class flights.
5. FUNDING FOR APAC PROFICIENCY TESTING SUB-COMMITTEE PROGRAMS

A request for funding support for APAC proficiency testing programs shall be accompanied by the relevant APAC PT Sub-Committee forms and the program shall first be approved technically by the APAC Technical Committee ((Laboratories, Inspection Bodies, Reference Materials Producers, And Proficiency Testing).

APAC will provide 50% of the funding at the start of the program and will pay the balance of the funding once the program is completed.

Once the funding is approved, the applicant shall send APAC an invoice for 50% of the amount approved, and full details of the bank account into which the payment is to be made.

On completion of the program the applicant shall send one copy of the program report to the APAC Secretariat and shall provide an invoice for the balance of the funding together with full details of the bank account into which the payment is to be made.

1. AMENDMENT TABLE

This table provides a summary of the changes to the document with this issue.

|  |  |
| --- | --- |
| **Section(s)** | **Amendment(s)** |
| 2, 3, 4 and 5 | Changes introduced to clarify that funding is permissible for items that are already part of an approved budget (including budgeted travel subsidies), and that the class of travel and rules for peer evaluators apply also in the case of APAC event presenters/facilitators. The Executive Committee made this change in accordance with clause 4 in Annexure 1 of the Constitution. |
| All | New issue on establishment of APAC. Document based upon APLAC SEC 104 Issue 1 |