

Purpose

Outlines the process required for requesting financial support from APLAC to fund planned activities to help achieve strategic goals.

Scope

This procedure applies to all APLAC members.

Procedure

1. Requests for Committee and Council Funding

The Chairs of each APLAC Committee and of the APLAC MRA Council are required to submit requests for funding for their activities as part of their report to the APLAC General Assembly.

If a full breakdown of the costs is not available at that time, an indicative cost for the activity as a whole shall be submitted, with a detailed costing being provided subsequently to the APLAC Board of Management for endorsement.

All requests for funding support for a committee or council activity must be submitted on form *Q15.1 - Requests for APLAC Funding Support* and must include at least the following information (where applicable)

- brief outline of the activity
- benefits to APLAC
- outcome of the activity (e.g. PT report; discussion paper; course notes; draft of APLAC document) and estimated date of its being made available to APLAC
- proposed dates and venue
- number of presenters/facilitators (for a workshop or training course)
- estimated number of attendees, and criteria for selection of attendees
- estimated cost of venue hire, meals, photocopying of notes, etc.
- estimated cost of travel (discounted economy class airfares) and accommodation for each presenter/facilitator
- any other relevant supporting information.

In general APLAC funding is not available for workshop/course attendees. The exception to this is that some partial funding support may be made available for attendees at evaluator training courses.

Any request for funding support to attend an activity that had not been included in the relevant committee's budget request shall include:

- estimate of costs, broken down into airfare, accommodation and per diems;
- the benefits to APLAC of the person's attendance;
- the consequences to APLAC of not being represented at the activity.

This information shall be presented to the APLAC Board of Management via the Secretariat for its consideration.

2. Requests for Travel Funding

The APLAC Board of Management from time to time delegates the APLAC Chair and other APLAC office holders to represent APLAC at various meetings, e.g. APEC SCSC, other ILAC regional bodies, other Specialist Regional Bodies (SRBs).

APLAC will pay the costs of economy class air travel, accommodation (room and associated taxes only) for $x + 1$ nights (where x is the length of days of the activity) and a per diem allowance for $x + 1$ days (to the maximum allowed by the Australian Taxation Office for the economy in which the activity is held, details of which can be obtained from the Secretariat).

For economy class air travel that would be in excess of nine hours if the travel were continuous, the costs of a mid-point stopover of 24 hours will also be covered by APLAC, i.e. the cost of one night's accommodation and an extra day's per diem expenses.

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

- an invoice that includes full details of the bank account into which the payment is to be made
- copy of boarding passes
- copy of invoice from travel agent/airline for the cost of the ticket
- copy of hotel account
- any other information specified by the Board of Management

While APLAC will pay the cost of an economy airfare, it expects the APLAC delegate to purchase the most reasonable fare to meet travel needs.

In general APLAC will not pay for a "full economy fare" that is often as expensive as a discounted business class fare.

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

Other requests for "representational travel" funding shall be supported by a brief summary of the benefits to APLAC.

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

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

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

3. Funding for Workshops

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

The convenor shall appoint at least one rapporteur who will be responsible for producing a written record of the meeting to be sent to APLAC (via the Secretariat). The record of the meeting shall be provided no later than four months after the activity.

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

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

APLAC will reimburse the convenor 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.

On occasions the APLAC Secretariat will arrange for APLAC to be invoiced directly for the venue hire and meal costs.

APLAC will reimburse the cost for presenters/facilitators on presentation of the following:

- an invoice that includes full details of the bank account into which the payment is to be made
- copy of boarding passes
- copy of invoice from travel agent/airline for the cost of the ticket
- copy of hotel account
- any other information specified by the Board of Management or General Assembly

4. Funding for Proficiency Testing Committee Programs

A request for funding support for APLAC proficiency testing programs shall be accompanied by the relevant APLAC PT Committee forms and the program shall first be approved technically by the PT Committee.

APLAC 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 APLAC 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 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.