

### Application form for travel support to attend a meeting/workshop

1. Applicant basic details:

Full name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Email: \_\_\_\_\_

Delegation<sup>6</sup>: \_\_\_\_\_

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<sup>7</sup>: \_\_\_\_\_

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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<sup>6</sup> An Acceding 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.

<sup>7</sup> 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)

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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?

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7. Please include a letter of support from at least one Member with your application.

**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<sup>8</sup> with a clear **need** for assistance to deliver the Objectives of the Fund<sup>1</sup> (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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<sup>8</sup> 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:

Meeting/workshop:		
Name:		
Delegation:		
Evaluation criteria	Yes/No	Score <sup>9</sup> (between 1 and 5 or scores in between)
Is the application from a Member which is two years or more in arrears in their contribution? If 'yes' the Member is ineligible for funding from the Fund <sup>1</sup> .		
Is the application for a CCAMLR-related meeting?		
Can the application be funded from another CCAMLR fund?		
Is the applicant from a Member with a clear <b>need</b> for assistance to deliver the objectives?		
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?		
Will the applicant play a significant role during the meeting such as Chair/Vice-Chair, HoD during the meeting?		
Has the applicant previously participated in CCAMLR meetings/workshops?		
Will the applicant receive other financial support for attending the meeting/workshop?		
Score		

<sup>9</sup> Where 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent.