

12 SPECIAL FUND OPERATING RULES

A Special Fund exists to facilitate participation of members from developing countries and countries in transition in the activities of the Association, especially Technical Committee activities. It aims to cover part of travel or accommodation expenses for participation in meetings, seminars or Congresses organized by PIARC as long as the benefiting Government's annual subscription fees are up to date.

The Special Fund must help to reflect the whole range of PIARC member countries in PIARC activities (the objective being to have a balanced representation across continents and regions). Technical Committees are encouraged to use the Special Fund to strengthen the participation of members from developing countries and countries in transition.

The eligibility criterion for the Special Fund for benefiting from the Special Fund is to belong to a country classified as "Low-income economies" and "Lower-middle-income economies" by the World Bank. The list of eligible countries is annually updated by the General Secretariat from the document entitled "World Development Indicators", published by the World Bank.

The Special Fund is supplied on the one hand by PIARC and on the other hand by member governments.

The Article 72 of the Association's Internal Rules states that the operating rules for the Special Fund are approved by the Executive Committee after being proposed by the Technological Exchanges and Development Commission.

12.1 Operating rules for 2004-2007

The General Secretariat manages the Special Fund according to the operating rules set in the Blue guide and reports annually to the Technological Exchanges and Development Commission.

Subject to the eligibility criterion, a member country can ask to benefit from the Special Fund for participation:

- of one delegate to the meetings of the Council,
- of elected members to the PIARC Executive committee and commissions;
- of up to 3 members of Technical Committees to the meetings of these committees,
- of one representative to seminars and other events organized by PIARC, in the absence of a member of the country to Technical committees involved in these events and provided the topic is of interest to the country.

Subject to the eligibility criterion, these measures apply for the duration of the cycle.

In the case of the World Road Congress, the PIARC Council votes special arrangements for the use of the Special Fund on this occasion.

The beneficiary of the Special Fund may request the funding of either 100% of travel expenses or 100% of accommodation expenses corresponding to the PIARC meeting for which the request is made. The following terms apply:

- air tickets: beneficiaries are expected to travel in economy class only and seek the lowest fare whenever possible (no refund will be made for other classes);
- luxury hotels should be excluded; refunds will be made based on the meeting duration.

12.2 Practical arrangements

12.2.1 Member of a Technical Committee

For the Technical Committees, the First Delegate, the beneficiary and PIARC Secretary General sign an agreement (see model in Appendix E.1). After each meeting in which the beneficiary participates with Fund's help, the beneficiary must present a report to the First Delegate and to PIARC. The agreement is not a legal contract but a moral commitment.

The beneficiaries must be able to participate in the Technical Committee's activities for the entire four-year period.

12.2.2 Other cases

The request should in all cases be presented to the PIARC General Secretariat by the First Delegate.

12.2.3 Requests received within six weeks before a meeting

If the request concerns the cost of travel and this request is made to PIARC at least six weeks before the date of the travel, PIARC will ensure that the beneficiary is provided with a prepaid ticket once the questions of visa are cleared.

12.2.4 Request received within less than six weeks

If this request is made to PIARC less than six weeks before the travel or if the request is in relation to reimbursement of accommodation costs, the reimbursement will occur after the meeting on presentation of supporting evidence of the expenditures. Funds will be transferred to the bank account of the beneficiary or to their administration, determined by the information provided by the First Delegate.