



## Allocation of Subsidies to Participate in the FSC General Assembly 2017, Vancouver, Canada

**Goal:** the provision of subsidies to members at the FSC General Assembly 2017 is intended to:

- a. assist in facilitating the presence of a quorum at the General Assembly;
- b. assist in facilitating a balance of Northern and Southern FSC members which otherwise would not be able to attend the General Assembly 2017 and exercise their voting rights; especially from the Southern Social and Environmental sub-chambers;
- c. ensure adequate geographic as well as gender representation across all regions.

### **Protocol for the allocation of subsidies:**

1. All members who wish to apply for a subsidy to facilitate their participation must fill in the subsidy application form online. All requests must indicate whether a full or partial sponsorship is requested.
2. FSC may provide full or partial subsidies.
  - 1) Full subsidies include:
    - a. economy return air travel from nearest major airport to Vancouver Canada;
    - b. shared accommodation;
    - c. registration fee.
  - 2) Partial subsidies can include any single item or combination of items listed above.
3. **The deadline for requesting subsidies is 15 May 2017.**
4. **Requests for subsidies received after the deadline will not be considered.**
5. All the participants receiving subsidies will receive a confirmation email of the subsidy by latest 31 May 2017. Please note that members who require a visa to travel to Canada will receive confirmation before the deadline.
6. Any individual or organization member which has requested a subsidy but did not receive it will be eligible to pay the early discount rate for registration provided the payment is made on or before 15 June 2017.



7. Since subsidy funds are limited, those receiving subsidies are asked to assist FSC in finding the lowest cost airfare.
8. Depending on funding availability<sup>1</sup>, the FSC Secretariat will sponsor a maximum of one delegate per member organization based on the following criteria and priorities:
  - Priority 1 Southern Social and Environmental Organizational members.  
(Subsidies will be awarded to facilitate a balance of representation from major sections of the globe. No guarantee will be made that all members in this category will be given subsidies.) Members of FSC working groups or technical committees will be prioritized.
  - Priority 2 Northern Social and Environmental Organizational members.  
(Subsidies will be awarded to facilitate the presence of a quorum at the General Assembly). Members of FSC working groups or technical committees will be prioritized.
  - Priority 3 Other organizational members and individual members.  
(Subsidies will be awarded to FSC individual members and organizational members who are not members in the environmental and social chambers only when resources are available).
9. Tickets for air travel, which are subsidized, will normally be purchased through a travel agent designated by FSC.
10. Subsidies will not exceed the cost of an advance purchase of an economy ticket on a direct flight from the nearest major airport to and from Vancouver, Canada. Any additional costs for stopovers or extra connections will not be paid by FSC.
11. Overnight accommodation during transit will be paid by FSC only when direct connections are not possible and only when approved in advance by FSC.
12. Shared accommodation will be provided for those receiving a subsidy for accommodation. Room assignments will be made by FSC. Every effort will be made to ensure that compatible roommates are assigned. Factors to be used in determining compatibility will include: common language, smoking/non-smoking and potential jet lag.
13. Payments for accommodation will be paid directly by FSC to the hotel. No payments for accommodation in Vancouver, Canada will be reimbursed by FSC to the individual.

<sup>1</sup> PLEASE note that partial subsidies will be more likely to be approved.



14. Subsidy recipients shall:
  - a) pay their membership dues including for the year 2017;
  - b) vote in person during the Members' Assembly;
  - c) attend full working session of the event;
  - d) provide a report (narrative and financial) to FSC by or before 15 November 2017;
  - e) fill in a post-general assembly survey.
  
15. Consequences of non-compliance for sponsored members:
  - a) who do not comply with the requirements without a valid reason<sup>2</sup> will not be eligible for sponsorship for next membership meeting;
  - b) who cancel their participation after the cancellation deadline set by the Secretariat or who fail to attend the general assembly without cancelling for a valid reason will be invoiced for the costs.

<sup>2</sup> Such as sickness, declined visa or serious family issues.