

HOW TO APPLY FOR FINANCIAL SUPPORT
APPLICATION DEADLINE: TUESDAY, 25 MAY 2010

*****APPLICATION DEADLINE FOR ENVIRONMENTAL NGOs: 20 MAY 2010*****

To all eligible participants, please check the box indication which of the following meetings you plan to attend:

- 5th Task Force meeting on Public Participation in International Forums, 29 June 2010**
- Training Session on National Implementation Report, 30 June 2010 (morning)**
- Resumed extra ordinary session of the Meeting of the Parties, 30 June 2010 (14h30)**
- 12th meeting of the Working group of the Parties, 30 June 2010 (15h00) to 2 July 2010 (18h00)**

Use the following guidelines attentively for completing your financial support request:

1. Please fill out the financial support request form as attached, below, and make sure you obtain the authorizing signature from your superior.
2. Please contact the Carlson Wagonlit Travel partner or UNDP office in your country to make a provisional flight booking (a list is attached, below) **on the most direct route and at least costly fare. If your country or region is not listed, please contact the secretariat, or refer to Note 1 on page 3 of this document.**

The provisional booking must include the following items:

- ✓ **Itinerary** (flight dates and times)
- ✓ **Price** (including amount of tax, identified separately)
- ✓ **Ticket issuance deadline** (date by which ticket must be issued to secure price)
- ✓ The provisional booking should clearly state that it has been issued by the American Express Business Travel partner (list found below)

NB. Do not purchase your ticket without prior written authorization from UNECE. This should be a provisional flight booking only.

3. Please request the following recommended travel dates when making your provisional booking. If it is not possible for you to travel on these dates, due to inflexible flight schedules or other restrictions, please kindly explain this to the secretariat when submitting your forms.

Flight arriving in Geneva:

5th TF-PPIF - Monday, 28 June 2010 or Tuesday, 29 June 2010 early morning (before 9.00 a.m.)

Training session - Tuesday, 29 June 2010 or Wednesday, 30 June 2010 early morning (before 9.00 a.m.)

Resumed Ex-MOP - Tuesday, 29 June 2010 or Wednesday, 30 June 2010 early morning (before 9.00 a.m.)

12th WGP - Tuesday, 29 June 2010 or Wednesday, 30 June 2010 morning or early afternoon (before 13:00).

• **Flight departing from Geneva:**

You may depart Geneva after the meeting or the following day

In case APEX or equivalent fares are available, which require you to spend a Saturday night in Geneva, please send this itinerary as well as the itinerary for the shorter period, for comparative purposes..

4. Please send the financial support request form and the provisional flight booking to the secretariat. We will also accept scanned and emailed versions.
Attn.: Ms. Maricar Dela Cruz
Fax: +41 22 917 0634 or +41 22 917 01 07
E-mails: public.participation@unece.org and maricar.de.la.cruz@unece.org
5. Please allow two to three weeks for the secretariat to be in touch with you to confirm whether your request for financial support has been accepted. Issuance of financial support to participants from governments is dependent upon fulfilment of the financial support eligibility criteria as set out in the report of the thirteenth session of the Committee on Environmental Policy (ECE/CEP/148, annex IV).

CONVENTION ON ACCESS TO INFORMATION PUBLIC PARTICIPATION IN DECISION-MAKING AND ACCESS TO JUSTICE IN ENVIRONMENTAL MATTERS

FINANCIAL SUPPORT REQUEST FORM

I hereby request financial support for the participation of the expert mentioned below to the following Aarhus Convention meetings:

- 5th Task Force meeting on Public Participation in International Forums, 29 June 2010**
- Training Session on National Implementation Report, 30 June 2010 (morning)**
- Resumed extra ordinary session of the Meeting of the Parties, 30 June 2010 (14h30)**
- 12th meeting of the Working group of the Parties, 30 June 2010 (15h00) to 2 July 2010 (18h00)**

AUTHORIZING OFFICIAL (e.g. Minister, Director):

Family name (Mr / Ms) :	First name:	
Professional title:		
Organization:		
Date of signature:	Signature:	

PARTICIPANT: PERSONAL INFORMATION

Family name (Mr / Ms):	First name:	
Birth date (dd/mm/yy)	Nationality:	
City / country of birth:		
Private home address (in full):		

PARTICIPANT: PROFESSIONAL INFORMATION

Professional title:		
Organization name:		
Business address / P.O. Box:		
Postal code:	City:	
Country:		
Telephone number(s):		
Fax number(s):		
E-mail address(es):		

*****UN Office Use Only*****

Entitlement :		DSA only or Travel + Red. DSA or none	Index No.	Received:	TA No.
Docs rec'd:		Reg F / FSR / Itinerary / Index no.	Category:	GOV / NGO / Other	

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WHERE TO BOOK

Reservations should be made through your local UN Office (UNDP) or through American Express Business Travel (AMEX) network agencies/local partners that are authorized to issue travel tickets on behalf of the United Nations. Please find below their contact details for your country. If your country is not listed, please contact the secretariat.

Armenia	UNDP 14 Petros Adamyan Street, United Nations Office 375010 Yerevan	Phones: +374 10 - 566 073 / 529 341 Fax: +374 10 - 543 811 / 812 E-Mail : registry.am@undp.org Web-Site : www.undp.am
Georgia	VIP & BTC Ltd. 1 khidis Str 0105 Tbilisi	Phone: +995 (32) 333 999 Fax: +995 (32) 941 706 E-Mail : marika@amexgeorgia.com , ticketing@amexgeorgia.com
Kyrgyzstan	UNDP 160, Chui Avenue 720040 Bishkek	Phone: + 996 312 611 215 Fax: + 996 312 611 217 E-Mail : registry.kg@undp.org , Web-Site : www.undp.kg
Republic of Moldova	<i>EcoTurNova</i> No 129, 31 August 1989 Street 2012 Chisinau	Phone: +373 22 88 80 52 Fax: +373 22 23 71 61 E-Mail: Vladimir.polisciuc@ecoturnova.md
Tajikistan	UNDP 39 Aini Street Dushanbe 734024	Phone: +992 47 441 06 70 Fax: +992 47 441 06 46 E-mail: registry.tj@undp.org Web-Site : www.undp.tj
Ukraine	Obriy Travel Horizon Towers Business Centre 42-44 Shovkovychna Street 01034 Kiev	Phone: +380 44 490 58 05 Fax : +380 44 490 65 44 E-Mail : O.Kozlenko@obriy.ua , amex@obriy.ua
Uzbekistan	Elan Express 41, sh. Rustavelli Str. 700001 Tashkent	Phone: +998 71 150 2543/50 Fax: +998 71 150 2543/50 E-Mail : info@elanexpress.net

For **Albania, Bosnia and Herzegovina and Turkmenistan**, please contact the secretariat for further details.

Note 1: Issuance of financial support to participants from governments is dependent upon fulfilment of the financial support eligibility criteria as set out in the report of the 16th session of the Committee on Environmental Policy (ECE/CEP/155, annex I).

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The relevant extract from the document ECE/CEP/155, p.16. The complete document is found on the web site.

Annex I
CRITERIA FOR FINANCIAL SUPPORT

Approved by the Committee on Environmental Policy at its sixteenth session, 20 – 23 October 2009

Country	GDP per Capita (\$1)	Eligibility note
Turkmenistan	4'035	The threshold set for financial support for 2009–2010 equals US\$ 4'500: => countries with GDP per capita below US\$4'000 are eligible for financial support (travel expenses & DSA2); => countries with GDP per capita between US\$4'000 and US\$4'500 are eligible for financial support (DSA only).
Albania	4'120*	
Bosnia and Herzegovina	4'319**	
Tajikistan	707**	
Kyrgyzstan	964	
Uzbekistan	1'026	
Republic of Moldova	1'694	
Georgia	2'918	
Armenia	3'689	
Ukraine	3'914	
Countries eligible (total)		10
Countries eligible for DSA only		3
Countries eligible for travel expenses & DSA		7

1 GDP per capita at current prices converted to US\$ using current exchange rates (2008). Data were provided by the UNECE Statistical Division.

2 Daily subsistence allowance.

* Data are based on IMF estimations of GDP growth.

** Data are based on UNDP estimation of population growth.