

## **Allocation of Subsidies to Participant to the FSC General Assembly 2014, Seville, Spain**

**Goal:** the provision of subsidies to members at the FSC General Assembly 2014 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 as well as gender, especially from the Southern Social and Environmental sub-chambers;

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

1. All members who wish a subsidy to facilitate their participation must fill in the subsidy request form. All requests must indicate whether a full or partial subsidy is requested.
2. FSC may provide full or partial subsidies.
  - 1) Full subsidies include:
    - a. economy return air travel from nearest major airport to Seville, Spain
    - 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 31 May 2014.**
4. **Requests for subsidies received after the deadline will not be considered.**
5. All those participants receiving subsidies will receive a fax / email confirmation of the subsidy on or before 30 June 2014.
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 July 2014.
7. Since subsidy funds are limited, those receiving subsidies are asked to assist FSC in finding the lowest cost airfare.
8. Subsidies will be awarded based on the following 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. Tickets may be purchased locally only after prior approval by FSC. Prior approval by FSC is required before purchase of a subsidized ticket is made.
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 Seville, Spain. 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 Seville, Spain will be reimbursed by FSC to the individual.
14. Subsidy recipients shall:
  - a) paid their membership dues including year 2014;
  - b) vote in person during the Member's Assembly;
  - c) attend full working session of the event;
  - d) provide a report (narrative and financial) to FSC by or before 30 Sep 2014.

Registration form ([click here](#)).