

**152th UIA Council session
Beijin (China) / Hybrid
29 - 30 Novembre 2022**

Recommendations by the Finance Committee

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_ where we started from

Meetings_

- F.C. Member: President (R3), Treasurer (R5), Lilia Cannarella (R1), Ruta Leitenate (R2), Zhang Li (R4).
- The finance committee experienced a first phase, from September 2021 to December 2021, in preparation for the December Council meeting in Madrid, to have a clear financial plan and budget for 2022.

Topics _

- **Funding strategies and process;**
- **Recommendations and general finance strategy;**
- **Regulation on travel and accommodations;**
- **Participatory process.**

✓ **Madrid, 16-17 May 2022**

-> Recommendations by FC was presented

-> Participatory process presentation

Recommendations by the Finance Committee

_ Timeline / participatory process presentation

September 2021 /
April 2022

May 2022

June

July

Sept.

Oct.

Nov.

July 2023

FINANCE COMMITTEE

- meeting
- share ideas
- draft proposals

Council Meeting_online

-> Discuss ideas and proposals

EGA _ Madrid

-> Presentation by FC:

- MoU of Cooperation
- Recommendations
- Launch of Participation process

Participation process

Council Meeting

-> Presentation by FC

UIA CM

UIA Congress

UIA GA

- *Develop recommendations_forms and documents*
- *Link with the task force_meeting*
- *Develop expenses regulation_meeting*
- *Plan of activity and resources for each Region_meeting*
- *Link between UIA and Regional Organizations_survey or meeting*

Recommendations by the Finance Committee

(draft)_ Regulation on travel and accommodation

PREMISE

The UIA Regulation and Bylaw declare:

The UIA *does not pay or reimburse expenses* for elected or appointed officeholders. Bureau and Council members, Commission and Work Programme co-directors, and Commission and Work Programme participants are responsible for their own expenses.

Arrangements regarding the handling of expenses are *entirely* between the officeholder and the Member Section supporting the candidacy for elective office or working body appointment. Officeholders and working body participants are responsible for reporting to their Member Sections and Regions, and for handling expenses on whatever terms they have agreed upon with their Member Section.

All UIA Member Sections advancing candidates for elected office, or for appointment to Commissions or Work Programmes, must submit the following statement signed by the Member Section's senior officer:

“The [name of UIA Member Section] understands that by endorsing this candidate for appointment or UIA elected office, it accepts responsibility for meeting all reasonable expenses necessary for the officeholder to complete the duties of office. This includes attending all meetings of the Bureau¹ and Council² and attending any other meetings that may be necessary for completion of UIA Commission or Work Programme business.

Recommendations by the Finance Committee

(draft)_ Regulation on travel and accommodation

PREMISE

Therefore, the UIA needs urgently:

- a) clear regulations specifying acceptable travel and accommodation expenses (flight class, hotel category, meals etc.) and the way invoices for reimbursement must be developed (see the suggestion by the FC below);
- b) an adequate policy concerning travel and accommodation expenses of UIA officials taken in charge by the UIA permitting to establish a realistic budget. Until this policy is adopted, the FC recommends to sustain from any expenditures by UIA officials using UIA's budget.
- c) **Kindly note that:**
 - 1) Candidatures for UIA posts should not only be the privilege of rich member sections or rich persons. Financial reasons should not be the cause for which the UIA would miss good candidates.
 - 2) Sections presenting candidates can only estimate and budget regular meetings that should be known in advance. It is not fair to request that they also finance expenses for special projects or extra duties that come up during the mandate.
 - 3) A certain flexibility regarding travel expenses within the budget must be given to the international offices without putting in peril their integrity or exposing them to accusations of abuse.

Recommendations by the Finance Committee

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GENERALITIES

To be a democratic organization, we should have a system in which travel expenses for members of council are paid by UIA. Are concerned statutory meetings (Bureau and Council) and scheduled representations (Unesco, UN, COP, ...)

Simulations of expenses have to be done to see the financial impact.

The FC has asked the Treasurer to make simulations for 3 scenarios:

- Minimum: to cover 2 annual face-to-face Council meetings (covering travel and accommodation for each Council member, and the UIA officers (approximate value – 1000 Eur/person));
- Medium: to cover 2 annual face-to-face Council meetings (covering travel and accommodation for each Council member, and the UIA officers (approximate value – 1000 Eur/person) + 2 Bureau face-to-face meetings (covering travel and accommodation for each Bureau member (approximate value – 1000 Eur/person));
- Maximum: to cover 2 annual face-to-face Council meetings (covering travel and accommodation for each Council member, and the UIA officers (approximate value – 1000 Eur/person) + 2 Bureau face-to-face meetings (covering travel and accommodation for each Bureau member (approximate value – 1000 Eur/person) + relevant journeys of UIA officers (the President, SG and the Treasurer. The number of journeys and reasons to be specified by the Officials themselves).

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TERMS AND CONDITIONS OF REFUND

This regulation for the reimbursement of travel expenses, is applicable to elected Council members (including the President, Secretary, Treasurer and Vice-presidents) and to experts and / or personalities called to participate in extraordinary meetings, and not planned in advance, which may be held during the fulfillment of the mandate.

Any participation in international meetings (not included in the institutional calendar) must have approval by the Council, especially regarding the expenses related to those participations.

Requests for reimbursement should be received by the treasurer within not more than three months after completion, along with the original supporting documents.

Refunds will only be made once the Treasurer, SG and the President, has received the report of the concerned meeting. Refunds will be made by bank transfer.

Recommendations by the Finance Committee

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ALLOWANCE

There is no provision for compensation.

TRAVELLING

It is requested to use as much as possible discount tickets booked well in advance.

Internet consultation is recommended to find the best rates.

The basis of reimbursement is:

- by plane, 2nd and/or economic class, unless exceptional cases with the approval of the Treasurer, SG and the President. For long distance flights over 7 hours economy superior should be accepted.
- by car travel, the kilometric allowance is fixed at 0,55 E/Km [*to be verified*] (travel by car is only permitted if it is not possible to reach the meeting place by train and / or plane);
- the cost of the taxi is reimbursed for a maximum of 50 euros. If the effective cost is higher, it has to be justified.

Recommendations by the Finance Committee

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MEALS

Meals are only considered in the context of a day-long meeting and after prior agreement of the treasurer. Coffee breaks are not supported.

Participation in meal expenses, is up to 40 Euros per dinner (before the meeting held next day) and 20 euros per lunch (after the meeting of the day).

ACCOMODATION

The participation in the hotel expenses is limited to a maximum of 150 Euros per night, breakfast included. The additional costs (telephone, bar, etc.) are not covered.

Hotel expenses are covered only one day before the meetings (day of arrival) and the days when the meetings are scheduled.

Recommendations by the Finance Committee

(draft)_ Regulation on travel and accommodation

REPRESENTATION EXPENSES (of the President, Secretary, Treasurer, Vice Presidents and Councilors)

The UIA could have a special budget for the travel expenses of UIA officials for representation reasons, for example: UN Habitat or UNESCO events that UIA officials should attend as well as for invitations from UIA Member Sections for special events.

When a member section wants the President or another Member of Council to be present at a special event, it should borne all expenses (travel, accommodations, ...). Each exceptional case, when the meeting cannot be covered by the MS that invites UIA's official, must be approved by the Council.

For invitations from UN Habitat, Unesco, and other international institutions of interest, the President evaluates together with the Bureau and the Council, which approve the participation [*this last chapter needs to be developed further*]

Recommendations by the Finance Committee

_ Timeline / participatory process

