



GUIDELINES FOR FINANCIAL SUPPORT

2023 GLOBE Regional Meeting for Europe and Eurasia and GLOBE Training in Riga, Latvia

The GLOBE Implementation Office (GIO) is kindly providing financial assistance of up to \$1,000 USD of funding to be used for each country to attend the GLOBE Regional Meeting for Europe and Eurasia, hosted in Riga, Latvia on 16 to 20 October 2023. The GIO is making this contribution to our region in the spirit that each country will also show their support for GLOBE by funding additional representatives, trainers or teachers to attend. In this way, all countries contribute and share in the costs associated with the event.

Who is eligible for financial support?

There is funding for every GLOBE country that sent **Country Report for 2022** and completed **GLOBE Annual Survey for 2022**. The applicant(s) for support should be:

1. Country Coordinator;
2. if Country Coordinator cannot come: Deputy CC;
3. if both cannot come: Government Point of Contact.

If a Country Coordinator wants to nominate another person to take his/her place at the GLOBE Regional Meeting for Europe and Eurasia, **the person has to be listed on the country's webpage in the globe.gov website**. The person and his/her information should be listed under the Contact Info tab.

Eligible costs include:

- Travel costs: air ticket/train ticket/bus ticket - international connections (no taxi and local transport eligible)
- Food served during the event at the venue: lunch; working dinner on Monday and Wednesday
- Accommodation at the event - 5 nights max.;
- Participation fee.

Funding distribution

The GIO offers a maximum of \$1,000 USD per participating country. Please work with your national ministries and other funding sources in your country to obtain additional funds. Please note that GLOBE Europe and Eurasia Region Coordination Office (RCO) may distribute the unused funding of certain countries to cover costs of countries in need in case their costs exceeds \$1,000 USD, for example, due to higher distance they travel to the venue.

Therefore, it is essential that we know how many countries will be applying for the support as soon as possible (**not later than July 20**). Then we will be able to make the calculations necessary to ensure support to those in need.

Funding procedure

- Register not later than **July 20th**. Submit the approximate price of the ticket you want to buy and the amount of nights you want to stay;
- If your total eligible costs are **below \$1,000 per country** you will always be funded completely. If they are above \$1,000 we will try to distribute the funding of those who need less than \$1,000 to those who need more;
- If your total costs are above \$1,000 we will let you know how much of the costs above \$1,000 we can fund; **at latest at the middle of August** you will receive a confirmation with the total costs to be paid by you.
- The GLOBE Europe and Eurasia RCO will pay for your accommodation and participation fee directly;
- In the matter of **air ticket**, we have to follow the rules for reimbursement set by UCAR and **follow the [Fly America Act \(FAA\)](#)**. The FAA requires the use of U.S. flag carriers when available for U.S. government funded travel, or to provide signed FAA Checklist ("waiver") stating why you could not use the U.S. flag carrier.
- In accordance with FAA, **in European region, the FAA checklist is not needed** in case the person used **European Union airlines as long as the flight touches down in an EU country**. **In case you will not use EU airlines, or at some leg of your travel the plane will not touch down EU country, you need to provide the [FAA Checklist](#) to RCO in advance**. Without the checklist your travel expense cannot be reimbursed. We highly recommend to use a professional travel agent familiar with the FAA to fill in and sign the FAA checklist.
- **For the reimbursement of your air ticket** you will provide us a copy of the receipt and air ticket sending by email. We will refund the amount that is left of the \$1,000 per country budget to you after subtraction of the costs for the food, accommodation and participation fee;
- In the month after the meeting, you will be asked to submit your bank details, and GLOBE Europe and Eurasia RCO will directly transfer the money to you.

When buying the air ticket, make sure that the ticket will allow you to get refunded in case you will not be able to fly due to medical reasons! RCO is not responsible for your costs in case you do not attend the meeting.

Contact for funding: GLOBE Europe and Eurasia Region Coordination Office, Bara Semerakova, Dana Votapkova, Lenka Kleger; ee.region.globe@gmail.com