

Application to the gTKP Conference Attendance Support Fund

Delegates desirous to participate in a gTKP organised, co-organised or supported event and who have difficulties meeting the expenses involved, can make an application to the gTKP Conference Attendance Support Fund.

Who can benefit from such a grant

The grants are limited to people who fulfill the following conditions:

- Live in a low income country and low-middle income country (according to the World Bank classification of countries – as attached).
- Work in the specific field of the theme of the conference.
- Work for an organization / company / government active in the theme of the conference.
- Have the approval for attending the conference from the immediate superior / head of department.
- Be approved by the gTKP/IRF.

Note that no grants are given to individuals who fulfill these criteria only partially.

Amount

We encourage applicants to ensure that their expenses are closely calculated. In any case, the fund applied for cannot exceed the following amounts:

- attendees from the same continent as the venue of event: up to US\$ 975.- maximum
- attendees from other continents than the venue of event: up to US\$ 1450.- maximum

The grant will be given to cover part or the total of costs of travel and accommodation. The applicants shall fill in their application form the costs for low cost economy travel and medium level accommodation.

Submission

The application form must be received at gTKP/IRF office no later than 6 weeks prior to the event. The application form will be examined and the applicant will receive a reply within two weeks of submission. The applicants cannot appeal against the decision which is final.

Payment

The payment of the grant will be done AFTER the event by bank transfer or, if requested in cash at the last day of the event.

Application Form

The attached application form shall be sent duly filled in to the gTKP/IRF office by fax or postal mail together with a copy of the passport:

Global Transport Knowledge Partnership
c/o International Road Federation
2, chemin de Blandonnet, 1214 Vernier, Switzerland
Tel: +41 22 306 02 60 Fax: +41 22 306 02 70

World Bank Country Classification of Countries (1st July of 2009)

Low-income economies (43)

Afghanistan	Guinea-Bissau	Rwanda
Bangladesh	Haiti	Senegal
Benin	Kenya	Sierra Leone
Burkina Faso	Korea, Dem Rep.	Somalia
Burundi	Kyrgyz Republic	Tajikistan
Cambodia	Lao PDR	Tanzania
Central African Republic	Liberia	Togo
Chad	Madagascar	Uganda
Comoros	Malawi	Uzbekistan
Congo, Dem. Rep	Mali	Vietnam
Eritrea	Mauritania	Yemen, Rep.
Ethiopia	Mozambique	Zambia
Gambia, The	Myanmar	Zimbabwe
Ghana	Nepal	
Guinea	Niger	

Lower-middle-income economies (55)

Albania	Honduras	Paraguay
Angola	India	Philippines
Armenia	Indonesia	Samoa
Azerbaijan	Iran, Islamic Rep.	São Tomé and Príncipe
Belize	Iraq	Solomon Islands
Bhutan	Jordan	Sri Lanka
Bolivia	Kiribati	Sudan
Cameroon	Kosovo	Swaziland
Cape Verde	Lesotho	Syrian Arab Republic
China	Maldives	Thailand
Congo, Rep.	Marshall Islands	Timor-Leste
Côte d'Ivoire	Micronesia, Fed. Sts.	Tonga
Djibouti	Moldova	Tunisia
Ecuador	Mongolia	Turkmenistan
Egypt, Arab Rep.	Morocco	Ukraine
El Salvador	Nicaragua	Vanuatu
Georgia	Nigeria	West Bank and Gaza
Guatemala	Pakistan	
Guyana	Papua New Guinea	

Application Form - gTKP Conference Attendance Support Fund

Please fill in clearly legible print letters.

Personal Information

First Name:

Middle Name(s):

LAST/FAMILY NAME:

NATIONALITY:

POSITION/TITLE:

ORGANIZATION/INSTITUTION:

PHYSICAL ADDRESS:

MAILING ADDRESS:

CITY/COUNTRY:

TEL:

MOBILE:

FAX:

PREFERRED EMAIL FOR
CORRESPONDENCE:

IMPORTANT NOTICE:
PRINT or TYPE in your
full names as they
appear on your
passport.

Please
include
Country and
City codes

Event wishing to attend:

Name:	Date:	Venue:
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Motivation

Why is this event relevant to your work?

What do you expect to learn at this event?

How will you concretely apply the knowledge you have acquired at this event?

Flight information

Arrival date	Flight arrival time:	Flight no:	From (City):
Departure date	Flight departure time:	Flight no:	To (City):
Airlines Name		Currency	Cost of Flight

Accommodation information

Arrival date	Departure date	Number of Nights
Name of Hotel	Price per night	Total cost (incl. currency)
Included in the price: <input type="checkbox"/> Breakfast <input type="checkbox"/> VAT <input type="checkbox"/> Other, specify		

Approval of employer

FIRST NAME:

LAST/FAMILY NAME:

POSITION/TITLE:

ORGANIZATION/INSTITUTION:

DATE:

SIGNATURE:

Payment of Grant

By Bank transfer

Name of Bank : _____

Address of Bank : _____

Account No. : _____

Name of Account holder : _____

by Cash

The application form must be sent by postal mail or fax duly signed and together with a copy of the applicants passport.

I, the undersigned, certify that all of the above declarations are true and correspond to the reality.

Date: _____

Signature: _____

Internal use only

Date received	Received by <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Postal mail	Form complete <input type="checkbox"/> Yes <input type="checkbox"/> no	Verified by	Date
1. Approval	2. Approval	Refused	Motivation for refusal	Other remarks