



Report to the GAVI Alliance Board

11-12 June 2013

Subject:	Consent Agenda: Board Travel Policy
Report of:	Debbie Adams, Managing Director, Law and Governance
Authored by:	Kevin A. Klock, Head of Governance & Assistant Secretary
Agenda item:	02d
Category:	For Decision
Strategic goal:	Alliance operations

Section A Overview

1 Purpose of the report

- 1.1 The Board Travel Policy (“Policy”) is intended to set out the criteria for GAVI related travel reimbursement and support.

2 Recommendations

- 2.1 The Governance Committee recommends that the Board:

Approve the Board Travel Policy as attached to Doc 02d, Annex 1.

3 Executive Summary

- 3.1 The Policy covers Board members, alternate Board members, Committee delegates, expert members and the Evaluation Advisory Committee (EAC) independent experts attending GAVI Board, committee meetings and EAC meetings. Since GAVI’s inception, Board travel practices have developed but have not been incorporated into a written policy. The new Board Travel Policy aims to make the arrangements transparent.
- 3.2 Generally speaking, the Policy has three categories of travellers:
- (a) Unaffiliated Board members and research and technical health institutes Board members, alternates, and committee delegates are eligible for travel and expense reimbursement.
 - (b) Board members, alternates, and committee delegates representing developing country governments and civil society are eligible for travel reimbursement and per diem to cover expenses.

- (c) Board members, alternates, and committee delegates representing UNICEF, WHO, the World Bank, the Bill & Melinda Gates Foundation, donor country governments, industrialised vaccine industry and emerging vaccine industry are ineligible for travel and expense reimbursement.

3.3 All of the practices described above are the current practices, except one: the Policy would change the status of emerging vaccine industry from being eligible for travel and expense re-imburement to ineligible. This proposed change is based on the consideration that costs for attendance at GAVI Board meetings are really business expenses appropriately borne by the vaccine companies sending representatives.

4 Risk implication and mitigation

4.1 Without a policy, GAVI could be seen not to be transparent, and runs the risk of Board members misunderstanding their entitlement and applying the current practices inconsistently. The Policy will mitigate each of these risks.

5 Financial implications: Business plan and budgets

5.1 For the most part, the Policy continues the practices that have grown over the years, and so would not meaningfully affect costs to GAVI. However, making representatives of the emerging vaccine industry ineligible for reimbursement would result in a small saving to GAVI's governance budget.

Section B Implications

1 Impact on countries

1.1 There is no impact to developing country government Board members as they remain eligible for reimbursement and per diem.

2 Impact on GAVI stakeholders

2.1 There is no impact on GAVI stakeholders except for the developing country vaccine manufacturers.

3 Impact on Secretariat

3.1 There is no impact on the Secretariat.

4 Legal and governance implications

4.1 The Board Travel Policy confirms current practices and aims to create predictability and transparency for governance related travel.

4.2 There are no legal implications.

5 Consultation


- 5.1 The Governance Committee met on 20 March 2013 and recommended to the Board that it approve the new Board Travel Policy.

6 Gender implications

- 6.1 There are no issues contained in this report that have gender equality implications.


Section C Annexes

Annex 1 – Board Travel Policy

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DOCUMENT ADMINISTRATION

VERSION NUMBER	APPROVAL PROCESS	DATE
1.0	Prepared by: Debbie Adams, Managing Director, Law and Governance	August 2012
	Reviewed by: GAVI Governance Committee	20 March 2013
	Approved by: GAVI Alliance Board	DATE
		Effective from: DATE
		Review: As and when required

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Board Travel Policy

1. Purpose


- 1.1 The purpose of this policy is to set out the criteria for GAVI Alliance related travel reimbursement and support.

2. Scope

- 2.1 This policy covers Board members, Alternate Board members, Committee delegates and the Evaluation Advisory Committee (EAC) independent experts attending GAVI Board, Committee meetings, EAC meetings, and other GAVI related travel

3. Eligibility to receive reimbursement for GAVI related travel

- 3.1 Upon the submission of receipt(s), unaffiliated Board members and Board members, Alternate Board members and Committee delegates representing the Research and Technical health institutes constituency and EAC members will receive reimbursement for the following expenses for approved GAVI related travel:
- the actual costs of the hotel up to a maximum amount equivalent to the rate of the hotel GAVI used for the event. The traveller will need to pay any amount over this rate.
 - the cost of business class for air travel, first class for rail travel and taxi or public transport for travel to and from airports or stations to the meetings. Unless it is at GAVI's request, if after confirming the travel dates and times, the traveller wishes to make changes to the travel arrangements which will involve additional cost to GAVI the traveller will be responsible for paying this additional cost.
 - the costs of procuring a visa.
 - reasonable out-of-pocket expense incurred for meals not provided by GAVI.
 - the travel agency costs for any booking for GAVI related travel up to the amount that would have been paid to the travel agency GAVI uses (which is also available for Board members, Alternate Board members, Committee delegates and EAC members). The traveller will need to pay any amount over the fee of the travel agency GAVI uses.

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3.2 Board members, Alternate Board members and Committee delegates representing developing country governments and civil society organisations are eligible to receive the following for GAVI related travel:


- GAVI will arrange and pay for the costs of the hotel selected by GAVI. If the traveller does not wish to stay at the hotel selected by GAVI they will be responsible for making their own arrangements and will be reimbursed the actual costs of the hotel up to a maximum amount equivalent to the rate of the hotel GAVI used for the event. The traveller will need to pay any amount over this rate.
- GAVI will arrange and pay for the costs of business class for air travel and first class for rail travel. Unless it is at GAVI’s request, if after confirming the travel dates and times, the traveller wishes to make changes to the travel arrangements which will involve additional cost to GAVI the traveller will be responsible for paying this additional cost.
- GAVI will support and pay for the costs of procuring a visa.
- GAVI will provide a per diem payment to cover the cost of incidentals which would include meals not otherwise provided for by GAVI, travel to and from the station and/or airport to the hotel and/or meetings and other expenses.* A per diem is paid for every night away from home. Any expenses that GAVI directly funds (including meals provided by GAVI) are deducted from the per diem payment.

4. Non eligibility to receive reimbursement for GAVI related travel

4.1 Board members, Alternate Board members, Committee delegates and Evaluation Advisory Committee members representing the following organisations and constituencies are not eligible for reimbursement for travel from GAVI:

- UNICEF
- WHO
- World Bank
- Bill & Melinda Gates Foundation
- Donor Country governments
- Industrialised vaccine industry; and
- Emerging vaccine industry

* The applicable per diem rates are available from the Secretariat Governance Team upon request.

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5. Reimbursement to GAVI

- 5.1 If GAVI has paid for a non-reimbursable expense as part of a larger expense (for example, as part of a master hotel bill) the Secretary will inform the Board member, Alternate Board member, Committee member or Evaluation Advisory Committee member and either deduct the amount from a subsequent reimbursement or, seek reimbursement from the traveller.

6. Exceptions

- 6.1 The Board Chair, Vice Chair, or Secretary may grant exceptions to this policy in limited circumstances.

7. Effective date and review of policy

- 7.1 This policy comes into effect as of [DATE].
- 7.2 This policy will be reviewed and updated as and when required. Any amendments to this policy are subject to GAVI Alliance Board approval.