



Report to the GAVI Alliance Board

21-22 November 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:	02f
Category:	For Decision
Strategic goal:	Alliance operations

Section A: Overview

1 Purpose of the report

- 1.1 At its meeting in June 2013, the Board had a discussion on a proposed Board Travel Policy. Board members raised questions about the criteria for the use of business class tickets and it was decided to refer the matter for further discussion to the Governance Committee. This paper presents the results of those discussions.

2 Recommendations

- 2.1 The Governance Committee recommends that the Board:
- (a) **Approve** the Board Travel Policy as attached in Doc 03g, Annex A.

3 Executive summary

- 3.1 In September 2013, the Governance Committee engaged in a wide ranging discussion on the travel policy. It recommended that when GAVI pays for the travel of Board members, it should pay for business class travel of six hours or longer (including necessary stopovers). It asked to receive a new draft policy and to review any benchmarking data the Secretariat had gathered.
- 3.2 During its meeting in November 2013, the Governance Committee reviewed the new version of the policy and benchmarking data. After adding stricter standards for rail travel, the Committee decided to recommend the policy to the Board. It also committed to review the policy after one year.
- 3.3 The draft policy is enclosed at Annex A with the benchmarking at Annex B.

4 Risk implication and mitigation

- 4.1 There is a reputational risk to the Board if its practices are seen as being out of step with other comparator organisations. This risk has now been mitigated through the benchmarking performed and referenced in Annex B. The Committee will also review the policy after one year.
- 4.2 There is a risk that if the Board membership travel requirements are too restrictive, it may result in reducing the attractiveness for potential Board members agreeing to be nominated to the Board.

5 Financial implications: Business plan and budgets

- 5.1 Due to the complex calendars of many of the Board members, a degree of flexibility is required in making flight bookings. Although there will be cost savings in booking economy or flexible economy tickets these may be offset by the need to make changes to flights booked as Board member's agenda's change. For example, for the June 2013 Board meeting in Geneva, the Secretariat estimates that for those Board members whose travel it arranged, there were approximately 50 changes. Therefore, flexibility will need to be retained in the booking of flights to avoid costs escalating. The overall cost savings in flying economy or flexible economy may therefore not be very significant.

Section B: Benchmarking

6 Benchmarking

- 6.1 In September, the Governance Committee requested the Secretariat to present the benchmarking data it had referenced in the options paper. Please see Annex B for the policies of some comparator organisations in the public and private sectors.
- 6.2 The Board may wish to note that business class for air travel of six hours of more is in line with the travel policy for WHO executive board members. The proposal for rail class travel is for business class travel (or first class if there is no business class available) for inter city rail of more than 2 hours for the purpose of attending Board events. The Board may wish to note that first class train tickets are within the WHO policy.

Staff travel policies

- 6.3 We have also included in Annex B a few staff policies of comparator organisations to assist the Board in assessing the risk of GAVI being seen as an outlier organisation in respect of the proposed Board Travel Policy.

Section C: Implications

7 Impact on countries

7.1 There is no programmatic impact on GAVI-eligible countries.

8 Impact on GAVI stakeholders

8.1 Some Board members who previously travelled business class will now travel economy.

9 Impact on Secretariat

9.1 There is no impact on the Secretariat.

10 Legal and governance implications

10.1 Governance implications are covered in the section on risk.

11 Consultation

11.1 Board (June 2013), Governance Committee (September and November 2013), members of GAVI donor constituencies and developing countries special advisers, WHO and the various organisations whose travel policies are referenced in Annex B.


12 Gender implications

12.1 There are no gender implications associated with this policy.

Section D: Annexes


Annex A: Revised Draft Board Travel Policy

Annex B: Board business travel requirements for comparator and private sector organisations

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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 and recommended by: GAVI Governance Committee	20 March 2013
	Reviewed by: GAVI Alliance Board and referred to the Governance Committee for further consideration	11-12 June 2013
	Policy options reviewed by: GAVI Governance Committee	26 September 2013
	Reviewed and recommended by: GAVI Governance Committee	4 November 2013
	Reviewed and [approved] by: GAVI Alliance Board	21-22 November 2013
		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 Board related travel reimbursement and support.

2. Scope

- 2.1 This policy covers Board members, Alternate Board members and Committee delegates attending GAVI Board, Committee meetings, EAC meetings, and other GAVI related travel.

3. Eligibility to receive support for GAVI related travel

- 3.1 The following Board members, Alternate Board members and Committee delegates are eligible to receive support for GAVI related travel:

- Developing Country Governments
- CSO
- Research and Technical Institutes
- Unaffiliated Board members


3.2 Transport costs

- Air Travel

GAVI will either arrange and pay for the most direct and economic route for business class for travel of six hours or more (including necessary stop overs) or economy or flexible economy for air travel of less than six hours. 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 costs, the traveller will be responsible for payment of these additional costs.

- Rail

GAVI will either pay for or reimburse the cost of business class (or first class where there is no business class available) for inter city rail travel of more than two hours for the purpose of attending Board events. GAVI will pay for or reimburse the cost of economy class for inter city rail travel of less than two hours for the purpose of attending Board events.

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- Travel to and from the airport or railway stations to meetings

GAVI will either reimburse the cost of the taxi or public transport to or from meetings or include a sum to cover these costs if a per diem is requested by the traveller.

3.3 Reimbursement of expenses or per diem

The traveller may elect to receive either reimbursements of expenses or a per diem payment. If no preference is expressed the default will be reimbursement of expenses. GAVI applies per diem allowances as applied by the UN in accordance with a schedule of rates established by the International Civil Service Commission (ICSC). The rates are updated quarterly. Any expenses that GAVI directly funds (including meals provided for by GAVI) are deducted from the per diem payment.

Reimbursement will only be made on submission of receipts. Per diems will be paid to the traveller's bank account or to a visa cash card provided by GAVI if the traveller is not able to provide bank account details.

3.4 Hotel costs

GAVI will either arrange and pay for the costs of the hotel selected by GAVI or will reimburse the traveller upon submission of receipts.

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 be responsible for the payment of any amount over this rate.

3.5 Meals and incidentals


GAVI will either reimburse reasonable out-of-pocket expenses incurred for meals not provided by GAVI or provide a per diem payment to cover the cost of incidentals which would include meals not otherwise provided for by GAVI.

3.6 Visas

GAVI will either support and pay for the costs of procuring a visa or reimburse the cost of procuring a visa.

3.7 Travel agency costs

If the traveller is making their own travel arrangements GAVI will reimburse the traveller the travel agency fees up to the amount that would have been paid to the travel agency GAVI uses.

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4. Non eligibility to receive reimbursement for GAVI related travel

4.1 Board members, Alternate Board members and Committee delegates 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

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 exceptional circumstances.

7. Effective date and review of policy

7.1 This policy comes into effect as of 1 January 2014.

7.2 This policy will be reviewed and updated by the Governance Committee after one year of it becoming effective. Any amendments to this policy are subject to GAVI Alliance Board approval.

Annex B: Board business travel requirements for comparator and private sector organisations

Board Travel Policies

1	UNICEF does not have a Board Travel Policy nor does it routinely pay for travel expenses of member state attendance at the Executive Board
2	WHO (board policy): 6 hours
3	Roll Back Malaria (board practice – no policy): Follows WHO policy
4	Project Management Institute (board policy): 8 hours for international
5	Global Fund (policy): 9 hours
6	Private sector company associated with an Unaffiliated Board member: Business class (no minimum), or first class in some circumstances
7	GAIN (board practice – no policy): Business class – all
8	Global Partnership for Education (board policy): Business class – all
9	PROPOSED GAVI BOARD POLICY: 6 hours

Staff policies for business travel

1	Int'l Cap Mkts Assoc (staff policy): From Europe to outside Europe
2	World Bank (staff policy): No minimum for int'l (excluding USA ↔ Canada which must be economy) but must fly defined carriers/routes. However, there are notable complexities and exceptions
3	Gates Foundation (staff policy): Int'l 5 hours, overnight, or health
4	DFID (staff policy): For more than 5 hours it is economy unless the line manager specifically agrees to premium economy or business class
5	GAVI (staff policy): 9 hours excluding Europe ↔ US east coast; exceptions for health and frequent travelers
6	USAID (staff policy): 14 hours, health, security, status, a number of others