



bonnersack

## CSTF Policy for the Awarding of Travel Grants

Wherever possible, the CSTF will ensure that some funding is available to support the travel and related costs for civil society speakers to participate in the CND meetings in Vienna. Where this is available, the following process will be followed to ensure the transparent and fair allocation of any awards, and the efficient use of grants.

1. Available funding opportunities and travel grants will be confirmed prior to a call for applications being issued, and this information will be included in the call itself alongside a question about whether or not funding is required, and what costs need to be covered to support participation.
2. Once the speaker list has been selected following the process outlined above, the Steering Committee and/or CSTF working group will allocate the available travel grants – either to cover the full or partial costs of participants requesting support.  
**Note: Whether or not an individual has requested travel support should not, itself, be a criteria for speaker selection – hence it has not been included in the guidelines above.**
3. Some donors to the CSTF may have their own requirements and criteria for the awarding of travel grants – and these will be communicated to the Steering Committee and/or CSTF working group in advance of the speaker selection process.
4. In the event that the requested support exceeds the funding available, the Steering Committee and/or CSTF working group will need to decide who to award funding to. In making these decisions, consideration must be given to any donor-specific conditions or criteria. Beyond this, priority will be given to those from the Global South and/or those with lived experience of the issues being discussed. Additionally, travel grants will not be issued to individuals from organisations that:
  - (a) that the Steering Committee and/or CSTF working group believes has sufficient resources to fund their own participation,
  - (b) have received similar travel grants from CSTF, VNGOC, NYNGOC or UNODC in the past, and/or
  - (c) are unlikely to be able to receive the necessary travel documents (visas, etc) in time for the speaking opportunity.
5. The Steering Committee and/or CSTF working group shall make decisions by consensus wherever possible, or by simple majority vote where required.
6. The Steering Committee and/or CSTF working group decisions in this regard are final.



7. Once a travel grant has been confirmed, travel and accommodation will be booked through a credible agent by the VNGOC\*. Other aspects of the travel logistics – such as visa applications, travel insurance, and travel to and from airports – will be coordinated by the individual themselves, and a pre-approved amount will then be reimbursed by VNGOC\*. Other costs in Vienna (food, local travel etc) will be covered by VNGOC\* through a pre-agreed per diem.
8. \*In certain cases, the travel grant may be administered directly by the funder, and not VNGOC. But the same process will apply.

