

Regional Committee Meetings

Terms and Conditions of IAPO Delegate Attendance, 2015



You must adhere and agree to the following terms and conditions to represent IAPO at World Health Organization Regional Committee Meetings.

Membership

Your organization must be a Full or Associate Member of IAPO, and have no outstanding debts. This includes having up-to-date membership fees (Members who have been granted fee waivers will be eligible to apply). Organizations with outstanding invoices will not be considered.

Representation

By applying to IAPO for support to attend World Health Organization Regional Committee meetings, you agree to attend as an IAPO Representative, and therefore speak for IAPO when interacting in meetings or with other delegates outside scheduled meetings. As an IAPO Representative, you are expected to attend all, or the majority, of agenda sessions, particularly those of relevance to IAPO Members.

Members should apply to attend only the meeting which is in their own region (for example if your organization is based in Europe, you can only apply to attend the Europe Regional Committee meeting).

Applicants must be able to understand and speak a good level of English, as IAPO business will be conducted in English.

Accommodation and expenses

IAPO will cover the cost of accommodation for a maximum of four nights; and will refund up to USD 50 per day for the costs of food, local transport, visa expenses (see below), and other expenses that are deemed reasonable. All receipts must be provided to receive reimbursement. IAPO will not pay for any additional expenses incurred.

Travel

IAPO will arrange and pay for economy class return tickets from delegates' home countries to the meeting destination. Delegates travel at their own risk, and should regularly check the Foreign and Commonwealth Office's travel advice pages: www.gov.uk/foreign-travel-advice

We strongly recommend that successful applicants arrange their own travel and medical insurance. IAPO will not be held responsible for any loss, damage, theft, accident, or any other incident which affects delegates' travel plans.

Visas and travel documents

It is delegates' responsibility to ensure that travel documents, such as passports and appropriate visas, are arranged in plenty of time, and are valid for travel on the relevant dates. Delegates will need to arrange their own visas, for which IAPO can provide a support letter on request. All visas need to be granted before we make travel arrangements: failure to do so may result in you being unable to attend.

Cancellations

IAPO must be notified of any cancellations or changes at least 21 days in advance of the relevant meeting. Failure to do so may result in charges being incurred, which will be payable by the individual or organization.

IAPO will not reimburse any costs which have not been in agreed in advance, and reserves the right to refuse any claims.