

Policy for providing travel support to IUFRO voting Board members

It is essential for the IUFRO network to enable the participation of scientists with different, geographically oriented perspectives in order to effectively identify, understand, prioritize, and address the diversity and complexity of forest-related problems globally and their interconnections. In line with IUFRO's core value to strive for diversity, this policy for travel support seeks to enable the participation of voting Board members from economically disadvantaged countries in the annual hybrid Board Meetings, therefore ensuring their full and equitable participation in the discussions and the decision-making process.

Full travel support (flight/train tickets, accommodation and daily allowance) can be requested by the members of the Voting Board from low and lower-middle economies, as defined by the World Bank, for attending up to three (3) Board Meetings during the term 2024-2029. The support will be provided following the criteria set out in a Sponsorship Acceptance Statement (template attached in the annex),

- To determine a country's income category, always the latest classification by World Bank will be used ([List of economies by World Bank, 2025](#))
- Eligible Voting Board members are required to send a written request to IUFRO HQ well in advance of the annual Board Meetings.
- No travel support will be provided in case there are no requests submitted by the eligible Voting Board members or if they are participating in the meetings virtually.
- Requests for travel support beyond the three Board Meetings, including the level of support (partial/full), if any, will be determined by IUFRO HQ in consultation with the President, based on the availability of funds.

In exceptional cases, IUFRO HQ may also consider written requests for travel support from other members of the IUFRO Voting Board.

- In these rare cases, the decision for providing travel support, including the level of support (partial/full), if any, will be determined by IUFRO HQ in consultation with the President, based on the availability of funds.
- A written request must include a solid reasoning/make a clear case as to why the funding for travel is requested.

In addition, full travel support (flight/train tickets, accommodation and daily allowance) can be requested by the Chair of the Congress Scientific Committee (CSC 2029), who is not a member of the IUFRO Voting Board, but whose participation in the annual Board Meetings is crucial for ensuring the development of the Congress scientific programme. The travel support will follow the criteria set out in a Sponsorship Acceptance Statement.

All recipients of travel support will be asked to fill and sign a Sponsorship Acceptance Statement prior to receiving the travel support.

IUFRO Strategic Fund will be used to cover the costs for travel support to the Voting Board members and the 2029 CSC Chair, depending on the availability of funds. IUFRO HQ will provide an update on the status of the Strategic Fund and the expenditures for travel support resulting from this policy at the annual Board Meetings. Efforts will be made to mobilize funding from additional sources.

This policy has been adopted by the IUFRO Management Committee following electronic consultation in January 2025 in accordance with its statutory task to oversee the finances of the Union and, excluding the President and the Executive Director, verify the use of funds according to the aims of the Union. The policy is valid for the Board term 2024-2029.

Annex: template of Sponsorship Acceptance Statement

Sponsorship Acceptance Statement (voting Board Members)

IUFRO Headquarters provides support to the undersigned for participation in the **XX IUFRO (Enlarged) Board Meeting**, to be held in **XX (location)** from **XX (dates)**.

The following regulations apply:

1. The beneficiary will receive a flight/train ticket (i.e., e-ticket, economy class round trip) covering the route from the airport/train station nearest to the workplace to the venue of the IUFRO **(Enlarged)** Board Meeting and return.
 - a. Once the ticket has been issued changes in the flight/train schedule or routing can only be made at the beneficiary's own expense.
 - b. IUFRO Headquarters cannot provide administrative support for changing flight/train tickets.
 - c. Upon completion of the journey all original boarding passes need to be submitted to the IUFRO Headquarters (in PDF-format sent by email to tippel@iufro.org).
2. The beneficiary is responsible for arranging their own appropriate travel insurance. Health insurance for the EU Schengen area will be provided by IUFRO Headquarters.
3. It is the beneficiary's responsibility to arrange for a visa (if applicable). Visa fees can be reimbursed upon provision of original receipts. Copies of all receipts must be sent per email to IUFRO Headquarters (tippel@iufro.org) by **XX (date)**. Additional costs for interview and travel to/from the Embassy can only be reimbursed with the approval of IUFRO Headquarters prior to expenditure.
4. Accommodation will be provided for the entire duration of the **(Enlarged)** Board Meeting from **XX to XX (date)**.
5. A moderate daily allowance for meals not covered during the meeting and the days of travelling as well as the arrival/departure allowance will be paid in a lump sum either in cash on site or via another payment method.
6. The beneficiary confirms that they are aware of the current political and economic situation at the destination of travel under this Sponsorship Acceptance Statement as well as of the risks associated with travels to such destination (including, in particular, any risk of terrorist or other criminal activity at the destination). In light of the aforesaid, the beneficiary acknowledges and confirms that they choose to travel to the respective destination at their own free decision, expressly accepting all of the potential hazards in connection with such travel. IUFRO shall not be obliged to observe and/or assess the specific risks of the beneficiary's travel to the destination or for organizing and/or supporting such travel in any way other than by covering the costs mentioned under points 1 to 5 of this Sponsorship Acceptance Statement. Consequently, IUFRO does not assume any liability whatsoever for any risks associated with or damage to the beneficiary resulting from or in connection with the beneficiary's travel under this Sponsorship Acceptance Statement.
7. The beneficiary is responsible for informing themselves about the COVID-19 regulations in place to enter **XX (country)** and the meeting venue as a valid COVID-19 certification (showing vaccination, recent negative PCR test, or proof of recovery) might be compulsory to be allowed to travel to **XX (country)** and/or to enter the meeting venue.

I have read and understood the information provided in this document and herewith accept the IUFRO Headquarters sponsorship including the above-mentioned regulations.

NAME and DATE	SIGNATURE