

THE PEP financial support for participants in official meetings and other events under the Transport, Health and Environment Pan-European Programme

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This short note clarifies the criteria in use for determining financial support of eligible participants, representing UNECE member States, in official meetings and other events under the Transport, Health and Environment Pan-European Programme (THE PEP).

I. Participants eligible for financial support

Participants eligible for possible financial support are nominated focal points and Bureau members representing UNECE member States with economies in transition. Each member State may have up to three focal points, one per each of the three sectors: transport, health and environment. The nomination of focal points is the subject of a separate note.

The eligible countries with economies in transition are: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, Kazakhstan, Kyrgyzstan, Montenegro, Republic of Moldova, Serbia, Tajikistan, the former Yugoslav Republic of Macedonia, Turkmenistan, Ukraine and Uzbekistan.

If a focal point is unable to attend a meeting or other official THE PEP event, the relevant authority of the member State can nominate an alternate person to attend through an official communication, stating that the named focal point is unable to attend and naming the alternate.

II. Meetings and events for which financial support may be available

The granting of financial support is dependent on the availability of dedicated financial resources in THE PEP trust funds or from a government or organization hosting a meeting or event. Host governments and organizations are encouraged to provide funds for financial support, to be disbursed directly by themselves. The granting of financial support is also subject to further criteria defined in section IV.

Subject to the above-specified conditions, financial support may be available for:

- Eligible focal points and Bureau members attending sessions of THE PEP Steering Committee and of the High-level Meeting on Transport, Health and Environment;
- Eligible Bureau members attending sessions of the Bureau of THE PEP Steering Committee;
- On an exceptional basis, eligible Bureau members attending other events, such as workshops, under THE PEP.

Other Bureau members, not representing a country with an economy in transition, may receive financial support as invited speakers or moderators in other events, such as workshops, under THE PEP.

III. How to request financial support

In due time (normally 10 weeks) before a meeting or event under THE PEP for which financial support is available, THE PEP Secretariat issues a circular invitation including a “financial support request form” and specifying a deadline by which the form is to be submitted. The deadline is not less than five weeks before the day on which a meeting is to start, to allow the Secretariat to process it within the timeframe established by the United Nations.

To be valid, the financial support request form must be signed by an authorized official in the relevant ministry and submitted by the specified deadline. Late submissions will only be accepted on an ad hoc and exceptional basis.

IV. Criteria for granting financial support

Within the funds available for the meeting or event, the order of priority for considering financial support will be: firstly, achieving representation of as many eligible member States as possible; secondly, ensuring the participation of eligible Bureau members; and, finally, broadening participation to include representatives from all three sectors covered by THE PEP.

If the funds available are insufficient to support the participation of all eligible countries requesting financial support, the Secretariat will give priority to requests made by focal points within the deadline and from eligible countries having submitted a THE PEP questionnaire for the respective meeting.

If funds allow, eligible countries of Bureau members will be provided with financial support for both the Bureau member and a focal point.

The availability of funds for financial support is dependent on donor contributions. It will not generally be possible to provide financial support for all three sectors in official meetings. It is therefore for the member State to determine which focal point or points will receive priority for funding and notify the Secretariat accordingly. If the Secretariat is not notified, the Secretariat will consult the current Chair and incoming Vice-Chair for their determination of the priority, considering the balance between the three sectors and the contributions made by the concerned individuals in previous official meetings under THE PEP.

In all circumstances, travel arrangements and subsistence payments will abide by the rules of the United Nations.
