

# Summit participant travel and expenses

1-2 June 2022, Brussels

## Eligibility for funding

Government and Civil society organisation representatives from countries eligible for Official Development Assistance can receive funding to attend the Global Summit 2022. A copy of the list of ODA countries can be found in Annex A.

## What can be funded

WeProtect Global Alliance will provide two nights in a hotel close to the venue and will reimburse flights, meals, visas and COVID testing in line with the below chart.

Funding chart		
	Government representatives	Civil Society Participants
Maximum Number of people funded	2	1
Hotel (Booked by the Alliance)	2-night stay	2-night stay
Flights	Economy fare reimbursed by the Alliance	Economy fare reimbursed by the Alliance
Meals and Transport	Up to £450 per representative spent over a period of 4 days maximum, reimbursed by the Alliance	Up to £450 spent over a period of 4 days maximum, reimbursed by the Alliance
Visa	For more information on Visa funding see Annex B	For more information on Visa funding see Annex B
Covid Testing	Reimbursed by the Alliance if a legal requirement	Reimbursed by the Alliance if a legal requirement

## Funding process

Hotel accommodation will be booked and paid for by WeProtect Global Alliance. For flights and meals, an expense claim form should be completed and returned to the Alliance at [info@weprotectga.org](mailto:info@weprotectga.org) by 30th June 2022, together with itemised receipts. A copy of the claim form is at Annex C.

1. Once you have completed your registration to attend the Summit, please contact Ofcores at [team@ofcores.events](mailto:team@ofcores.events) to initiate your booking. Ofcores will be able to confirm your eligibility for funding and will assist you with completing the hotel reservations.
2. If you are planning to have your flights, meals, transport, Visas and covid testing reimbursed and Ofcores has confirmed your eligibility for the funding, please contact WeProtect Global Alliance before you book or pay for any of these. The email should be sent to [info@weprotectga.org](mailto:info@weprotectga.org) and should include:
  - Country of origin
  - Whether you will be attending as a government representative or as a civil society participant
  - Number of people in the party (funding will be provided according to the chart above)
  - Whether you have already booked the hotel
  - List of any other items that you would like reimbursed, as per the policy outlined in the chart above: flights, meals and transportation, visas and COVID testing
3. The Alliance will endeavour to approve your request within 48 hours at which point you can proceed with the necessary bookings.
4. All claim forms and receipts should be completed and returned to the Alliance by 30th June via email to [info@weprotectga.org](mailto:info@weprotectga.org)

## Cancellation policy

If you need to withdraw your registration from the Global Summit, the following guidelines will apply:

- If you have only booked the hotel, and you are cancelling before the 30<sup>th</sup> April (included), you will not be charged for the hotel reservation.
- If you have only booked the hotel, and you are cancelling after the 30<sup>th</sup> April, you will be charged 100% of the hotel reservation
- Flights will not be reimbursed in case of a cancellation, but if you feel that your reason for cancelling was outside your control WeProtect Global Alliance will assess any requests on a case-by-case basis

We recommend purchasing a travel insurance policy (at your expense) in order to cover any unwanted cancellation fees.

## ANNEX A

### List of countries eligible for Official Development Assistance

Least Developed Countries	Low Income Countries which are not LDCs (per capita GNI <= \$1 045 in 2020)	Lower Middle Income Countries and Territories which are not LDCs (per capita GNI \$1 046-\$4 095 in 2020)	Upper Middle Income Countries and Territories which are not LDCs (per capita GNI \$4 096-\$12 695 in 2020)
Afghanistan (L) Angola (LM) Bangladesh (LM) Benin (LM) Bhutan <sup>1</sup> (LM) Burkina Faso (L) Burundi (L) Cambodia (LM) Central African Republic (L) Chad (L) Comoros (LM) Democratic Republic of the Congo (L) Djibouti (LM) Eritrea (L) Ethiopia (L) Gambia (L) Guinea (L) Guinea-Bissau (L) Haiti (LM) Kiribati (LM) Lao People's Democratic Republic (LM) Lesotho (LM) Liberia (L) Madagascar (L) Malawi (L) Mali (L) Mauritania (LM) Mozambique (L) Myanmar (LM) Nepal (LM) Niger (L) Rwanda (L)	Democratic People's Republic of Korea Syrian Arab Republic	Algeria Belize Bolivia Cabo Verde Cameroon Congo Côte d'Ivoire Egypt El Salvador Eswatini Ghana Honduras India Indonesia Iran Kenya Kyrgyzstan Micronesia Mongolia Morocco Nicaragua Nigeria Pakistan Papua New Guinea Philippines Samoa Sri Lanka Tajikistan Tokelau* Tunisia Ukraine Uzbekistan Vanuatu Viet Nam West Bank and Gaza Strip Zimbabwe	Albania Argentina Armenia Azerbaijan Belarus Bosnia and Herzegovina Botswana Brazil China (People's Republic of) Colombia Costa Rica Cuba Dominica Dominican Republic Ecuador Equatorial Guinea Fiji Gabon Georgia Grenada Guatemala Guyana Iraq Jamaica Jordan Kazakhstan Kosovo Lebanon Libya Malaysia Maldives Marshall Islands Mauritius Mexico Moldova

<p>Sao Tome and Principe<sup>1</sup> (LM) Senegal (LM) Sierra Leone (L) Solomon Islands<sup>1</sup> (LM) Somalia (L) South Sudan (L) Sudan (L) Tanzania (LM) Timor-Leste (LM) Togo (L) Tuvalu (UM) Uganda (L) Yemen (L) Zambia (LM)</p>			<p>Montenegro Montserrat* Namibia Nauru<sup>2</sup> (H) Niue* North Macedonia Panama Paraguay Peru Saint Helena* Saint Lucia Saint Vincent and the Grenadines Serbia South Africa Suriname Thailand Tonga Turkey Turkmenistan Venezuela<sup>3</sup> Wallis and Futuna*</p>
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\*Countries and territories not classified in World Bank income groups. Estimated placement on the List.

Note: L, LM, UM and H shown after country names refer to the latest World Bank income classifications of: LDCs and any high-income countries that have not yet met the criteria for graduation. For the World Bank's current 2021 fiscal year, low-income (L) economies are defined as those with a GNI per capita, calculated using the World Bank Atlas method, of USD 1 045 or less in 2020; lower middle-income (LM) economies are those with a GNI per capita between USD 1 046 and USD 4 095; upper middleincome (UM) economies are those with a GNI per capita between USD 4 096 and USD 12 695; high-income (H) economies are those with a GNI per capita of USD 12 696 or more.

(1) General Assembly resolution A/73/L.40/Rev.1 adopted on 13 December 2018 decided that Bhutan will graduate five years after the adoption of the resolution, i.e. on 13 December 2023, and that São Tomé and Príncipe and Solomon Islands will graduate six years after the adoption of the resolution, i.e. on 13 December 2024.

#### **DAC List of ODA Recipients**

##### **Effective for reporting on 2022 and 2023 flows**

(3) Venezuela has been temporarily unclassified by the World Bank in July 2021 pending release of revised national accounts statistics. Estimated placement on the List.

(2) Nauru exceeded the high-income threshold in 2019 and 2020. In accordance with the DAC rules for revision of this List, if it remains a high income country until 2022, it will be proposed for graduation from the List in the 2023 review.

## ANNEX B

### Visa funding policy

To enter Belgium, you might need to apply for a Visa.

WeProtect Global Alliance is unable to facilitate any Visa application.

You can find out if you need to apply for a Visa by following this [link](#).

We Protect Global Alliance will refund the representative from countries eligible for Official Development Assistance according to the chart on page 1 of this document.

You will be reimbursed the fee charged by the Belgian government to enter Belgian territory.

A receipt of payment will be necessary to claim the reimbursement.

# ANNEX C

## Expenses Claim Form

Claimant Name/s:

Country of origin:

Type of attendance: Government/Civil Society

Number of claimants: 1 / 2 (2 can only be filled in case of government representatives)

Account holder name:

Bank:

Account No:

Sort code:

SWIFT Code:

IBAN code:

Date	Description	Type of expense (Flight, Meal, Transport, Visa or Covid testing)	Receipt number	Amount (specify currency)

(If the amount is not in Euros, the refund will be calculated using the exchange rate at time of processing)

Receipt/Invoice included below: Yes / No

(Please provide a screenshot of the receipt or invoice onto the following page as proof of purchase)



Bringing together experts to protect children  
from sexual exploitation and abuse online

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Claimant Signature:

Date:

Authoriser Signature (internal use only):

Date:

Please provide proof of purchase below: