CONVENTION ON WETLANDS (Ramsar, Iran, 1971)

25th Meeting of the Standing Committee
Gland, Switzerland: 23- 27 October 2000

DOC. SC25-23

Agenda item 22.3

Report on use of funds under budget line 3 (travel on official business) (Decision SC24-23)

Action requested: The Standing Committee is requested to note this report and provide comments, as appropriate.

1. Responding to the request of the Standing Committee in Decision SC24-23, the Bureau has prepared the attached report on staff travel in fiscal year 1999. It should be noted that due to the preparations for and holding of the Conference of the Parties in May 1999, staff travel in this year was less than average.

2. Ramsar staff travel is conducted under the IUCN rules on this matter, which require that both transportation and travel expenditures are kept as economical as possible. Travel requires previous authorization from line managers (the Secretary General and the Deputy Secretary General in the Ramsar Bureau), and expense claims, after being authorized by the line manager, are checked by IUCN Finance Department before payment.

3. For air tickets, staff members are encouraged to obtain quotations from at least two travel agencies, especially in the case of long distance travel. One of the agencies used by the Bureau (RAPTIM) has been established by the World Council of Churches and specialises in economical humanitarian travel by NGOs.

4. The Secretary General and Bureau staff will be pleased to provide further details on each mission listed in the report, if required.