



**In-situ Virtual Meeting Participation (In-situ VMP)**  
National Plan of Action (NPOA) Inception In-situ Online Workshop  
6 May 2024

**Guidelines for Logistical Support to CT6 Official  
Representatives**

1. In order to ensure smooth conduct and full participation of member countries at the National Plan of Action (NPOA) Inception In-situ Online Workshop, the Regional Secretariat shall be providing logistical support to the following:
  - Ten (10) Official Representatives each from the:
    - National Coordinating Committee Focal Point
    - CCA Technical Working Group Focal Point
    - EAFM Technical Working Group Focal Point
    - Seascapes Technical Working Group Focal Point
    - MPA Technical Working Group Focal Point
    - Threatened Species Technical Working Group Focal Point
    - Financial Resources Working Group Focal Point
    - Internal Resources Committee Focal Point
    - Monitoring Evaluation Working Group Focal Point
    - Women Leaders' Forum Focal Point
2. CT6 shall select and arrange for a suitable meeting room in a hotel that provides a reliable, good and fast Internet connection.  
Allocation provided for the meeting room per country as follows:
  - Indonesia : USD 300/day
  - Malaysia : USD 300/day
  - Philippines : USD 300/day
  - Papua New Guinea : USD 400/day
  - Solomon Islands : USD 400/day
  - Timor-Leste : USD 400/day
3. CT6 shall also arrange for the 1-night accommodation of the official representatives in the same hotel based on the following maximum allocation per country:
  - Indonesia : USD 120/person/night
  - Malaysia : USD 120/person/night
  - Philippines : USD 120/person/night
  - Papua New Guinea : USD 200/person/night
  - Solomon Islands : USD 200/person/night
  - Timor-Leste : USD 150/person/night

RS shall cover costs only based on item (1)
4. Referring to payment arrangements, CT6 has two options:

Option 1: CT6 shall pay the costs related to the working room and accommodation and submit the official receipts to RS for reimbursement.

Option 2: CT6 shall provide the invoice to RS upon arrangement with the hotel and RS will directly pay to the hotel. The invoice should include the following details:

- i. Names of the official participants
- ii. Duration of stay/accommodation and use of working room
- iii. Bank Account Name
- iv. Bank Account no.
- v. Swift Code of the Bank

5. The per diem shall be provided to the official participants in accordance with the Financial Policy and Procedure Manual Section 11.5.5.2. Per diem shall cover local transportation, meals, and incidental expenses.

Rate of per diem for all countries is based on the SOM-16 approved CTI-CFF Staff Policies and Procedures Manual article 17.

CT6 are to officially communicate the official representatives to the meeting with their contact details as well as individual information about their bank account for the transfer of per diem, *at least one week prior to the meeting.*

Bank account details to include Bank Account Name, Branch/address, Bank account number and Swift Code of the Bank.