

# Terms of Reference

## ISBR Symposium Travel Fund

### 1. Purpose and Strategic Intent

The ISBR Symposium Travel Fund ("the Fund") is established to facilitate, through sponsorship, the strategic participation of key stakeholders in ISBR Symposia.

The Fund aims to:

- Enable the participation of influential stakeholders that will help realize the objectives of the ISBR.
- Support knowledge transfer, capacity development, and engagement.
- Ensure diverse representation at ISBR Symposia.
- Strengthen the ISBR's global network and impact.

### 2. Fund Administration

#### 2.1. Funding Sources

- The Fund shall be established and maintained through third-party sponsorships and donations.
- All contributions shall be received and administered by the ISBR Treasurer.
- Sponsors/donors shall not directly influence recipient selection or fund allocation but may, as ISBR members, nominate individuals through the process outlined below.
- Contributions may be earmarked for a specific symposium but not for specific recipient organizations, classes, or individuals.

#### 2.2. Fund Management

- The Treasurer shall maintain separate accounting for the Fund.
- Every effort shall be made to use all funds within the designated meeting cycle.
- Residual funds shall be carried forward to the next Symposium cycle's general budget.
- A financial report, detailing fund utilization, shall be prepared after the Symposium.
- The maximum allowable fund allocation per invitee shall be reviewed annually.

### 3. Eligible Recipients

- Recipient categories and eligibility criteria are set to ensure the aims of the Fund are realized and will be interpreted in this context by the Selection Committee.
- These criteria may be updated from time to time.

#### 3.1. Recipient Categories

1. Relevant Senior Decision Makers and Enablers
  - Senior government officials

- Executives from relevant organizations
- Heads of ISBR partner institutions
- 2. Subject Matter Experts
  - Keynote and Plenary speakers
  - Session organizers and panel moderators
  - Technical experts presenting relevant, novel information
- 3. Strategic Participants
  - Representatives from underrepresented regions
  - Emerging leaders in relevant fields
  - Public sector officials with implementation authority

### **3.2. Eligibility Criteria**

Recipients must -

- Demonstrate clear relevance and value to the ISBR mission and objectives.
- Have no conflicts of interest with the ISBR's mission.
- Be committed to full participation in the Symposium program.
- Be unable to secure own institutional funding for attendance.

## **4. Nomination and Selection Process**

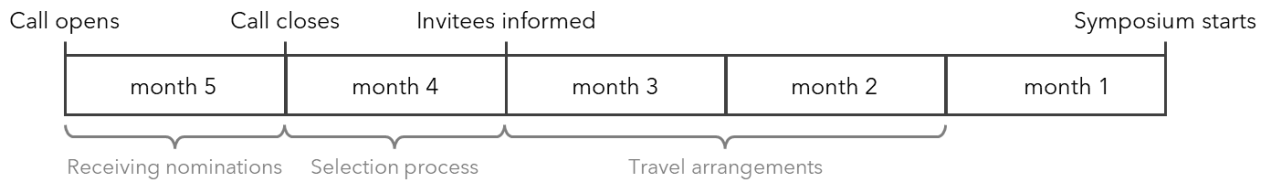
### **4.1. Nominations**

- Depending on the availability of funds, the ISBR shall publish a month-long open call for nominations of potential invitees, five (5) months before the Symposium.
- The nomination process will be done via an online platform.
- Only ISBR members may submit nominations.
- Nominations must be motivated in the context of the Fund's aims, as well as the eligibility and merit of the nominee.
- Each nominator may nominate no more than three (3) possible recipients.
- No self-nominations/applications will be accepted.
- Nominations must be submitted via the ISBR's Professional Conference Organizer (PCO).

### **4.2. Selection Process**

- Initial compliance screening by the PCO.
- Ranking of nominees and preparation of a shortlist by the Selection Committee comprising:
  - The President
  - The Treasurer
  - The President-elect
  - Program Chair
- The ranking and selection process must pay due consideration to the budget and shortlisted nominees may be approached by the Selection Committee to confirm their provisional ability to accept the invitation and attend the Symposium.
- Submission of the shortlist to and final approval by the ISBR Board.
- The ISBR informs successful recipients and nominators no less than three (3) months before the symposium.

## TRAVEL FUND PROCESS & TIMELINE



## 5. Funding Parameters and Administration

### 5.1. Covered Expenses

- Economy class air travel (most direct route).
- Ground transportation to/from airports.
- Hotel accommodation (standard room, B&B) for the duration of the Symposium.
- Symposium registration fee.
- Visa application fees if applicable.
- A modest per diem allowance.

### 5.2. Limitations

- No upgrade costs.
- No extended stay costs.
- No accompanying person costs.

### 5.3. Process Management and Payment Procedures

- The ISBR's PCO shall manage the award and associated travel arrangements.
- Where possible, direct payments to service providers are preferred.
- Reimbursements will only be done when direct payments are not possible and then:
  - Receipts are required for all expenses.
  - All claims must be submitted within 30 days.

## 6. Monitoring and Evaluation

- Biennial review and report on the Fund's effectiveness to the Board and sponsors.
- Impact assessment of funded participants.
- Cost-benefit analysis of Fund utilization.
- Recommendations for policy adjustments.

## 7. Amendments

These Terms of Reference may be amended by Board resolution, with changes taking immediate effect.

## 8. Status

These Terms of Reference were first adopted by the Board on 18 February 2025.