



SPC/BSRP II/PSG2/Agenda Item 6

Date: 20 March 2024

2nd Project Steering Group Meeting for the Building
Safety and Resilience in the Pacific Project – Phase II

Nadi, Fiji, Tuesday 09th April 2024

BSRP II TRAVEL SUPPORT

Purpose and Recommendations

Purpose

The purpose of this session is to clarify the opportunities and processes involved for countries to apply for travel and registration support to attend capacity building initiatives and/or regional fora.

Summary

- BSRP II has a regional budget line to support countries with capacity building
- BSRP II has an additional regional budget line to support countries with attending regional and international fora to ensure Pacific representation
- Each country has an equal share of these two budget lines
- Applications for travel support need to be justified and carry the approval of the NDMO Director
- Final decisions on whether or not travel support will be granted is made by the Project Manager, based on the strength of the justification provided
- Justifications need to describe how the capacity building opportunity, attendance of regional event, or technical exchanges will contribute to the strengthening of safety and resilience in the country applying
- The PMU will track each countries expenditure against these budget lines and keep NDMO Directors aware of the balances remaining
- The project is in the process of recruiting a Knowledge and Skills Transfer Coordinator

Recommendations

The Project Steering Group members are invited to:

- i. **Note** their budget allocations available for capacity building and/or attendance of regional/international fora
- ii. **Note** the process involved in applying for travel and/or registration support and the need to apply early

INTRODUCTION

BSRP II has a regional budget line to support government officials working in the DRM and CC space to advance their skills by attending capacity building initiatives. While the intent of this budget line is to work towards the professionalisation of the DRM workforce through attendance of regionally certified trainings, such as the Certificate IV in DRM (Team Leadership), and/or associated micro-qualifications, it can also be used for officials to attend non-accredited technical trainings, such as workshops. The budget line can also be used to

support non-profit and business sector stakeholders where it can be demonstrated that their attendance is important to advance disaster resilience in their countries. The budget line is also intended to support technical and peer review exchanges between PIC governments, the private sector, academia and civil society and to engage communities of practice across focal areas of the project.

In addition, the project has a budget line to support officials working in the DRM and CC space to attend regional and/or international fora, where such attendance advances the representation and advocacy of PICs in regional and/or international dialogues and processes.

BUDGET

The Professional Capability Building and Exchange allocation for each country is EUR76,400.

The budget for Pacific Representation at Regional and Global Forums is EUR16,842 per country.

PROCESS

The process of applying for travel and registration support is as follows:

- i) Applications need to be made to the BSRP II Project Manager via email
- ii) Applications should come through, and carry the support of, the NDMO Director
- iii) Applications need to contain a sound justification; i.e. demonstrate how the support will contribute to a strengthening of DRM arrangements and resilience
- iv) The Project Manager will consult with the Knowledge and Skills Transfer Coordinator and decide if the requested support can be granted. The decision will be based on the strength of the justification provided.
- v) Where applications are approved, SPC will procure the travel, process per diems, and assist with registration payments
- v) Applications need to be submitted at least six weeks prior to the date of travel to allow sufficient time for Visa applications and for SPC to process per diems and travel
- vi) Supported individuals are required to complete a Travel Report using the template provided by the PMU

Annex 1 – Sponsored Participant Travel Report Template



Building Safety and Resilience in the Pacific II (BSRP II)

| Travel Support Beneficiary Feedback Template | |
|---|--|
| Name of Beneficiary: | |
| Position: | |
| Organisation: | |
| Email: | |
| Meeting/Workshop/ Conference Title: | |
| Date(s): | |
| Country: | |
| Location: | |
| Organisers: | |
| Objective(s) of the Meeting/Workshop/Conference <i>Please provide a summary of the main objective(s) of the event</i> | |
| What were you hoping to achieve from attending this event? <i>Please explain your expectations</i> | |
| Did the event meet your expectations? <i>Yes/no. If no – why not?</i> | |
| What were the three main things you learned/gained from attending the event? | |
| How do these key learnings relate back to your work? | |
| What practical steps will you take to apply these learnings? | |
| How did/will your attendance of the event contribute to Building Safety and Resilience in the Pacific more broadly? | |
| Please rate the travel support you received from SPC in attending the event. <i>Poor; Okay; Good; Very Good; Excellent</i> | |
| Please let us know how we could do better in future. | |
| Any additional comments? | |

Thank you for your feedback