



HFSPO BYLAWS

SECTION J: Travel on behalf of HFSPO

This Bylaw covers travel by Trustees, members of the Council of Scientists and of committees, and any other person invited to work on behalf of HFSPO on committees.

General Principles

1. HFSPO supports travel in order to provide effective governance and operations as an international organization and to ensure high quality scientific review.
2. For all meetings, an official invitation will be issued; from the President, Chair of the Council of Scientists or the Secretary-General in accord with the requirements of HFSPO Statutes.
3. All travelers will be informed of the travel Bylaws and guidelines.
4. In general, Council of Scientists' meetings will be held immediately adjacent to the Annual Awardees Meeting.
5. Scientific review committees shall be held in Strasbourg.
6. HFSPO wishes to keep overall costs associated with meetings as low as possible, though compatible with its nature as an international organization supported by its members and dependent on donated contributions to its work by Board members, Council of Scientists members and reviewers from around the world.
7. The health and safety of travelers shall be taken into account, including disabilities or illness of travelers, the need for reasonable rest after long travel times¹, the use of established airlines and safe hotel accommodation.
8. Bookings will be made as early as possible to minimize costs.
9. HFSPO will reimburse travelers upon receipt of evidence for travel, daily living expenditure and essential incidental expenses.

¹ Explanation: HFSPO has an international membership on its Board, Council and review panels. Accordingly, travellers on HFSPO business may endure long travel times, sometimes well in excess of 24 hours. On a case by case basis, travellers may be granted an additional night of accommodation before a meeting. As well, HFSPO will take into account disabilities of travellers.

Accommodation and Living Costs

10. HFSP0 will reimburse accommodation and daily living costs, subject to an upper HFSP0 Daily Living Costs limit which will be set annually. This limit shall be established by the Secretary-General upon approval of the Board of Trustees, based on the annual issuance of the "Daily Subsistence Allowance for Staff of Co-ordinated Organizations" issued by the Co-ordinating Committee on Remuneration, OECD.

Travel and Transfers

11. When organizing flights, HFSP0 staff will obtain quotes as early as practicable through its travel consultant from each traveler's place of departure (work or home) and from Strasbourg back to the place of origin of travel.
12. The original quote provided by HFSP0's travel consultant will serve as the upper limit for airfare reimbursement.
13. Travelers may use alternative carriers and accommodation but will be responsible for any costs additional to HFSP0's quotes.
14. Extra costs associated with delays in booking travel will be the responsibility of the traveler unless there are extenuating circumstances for the delay (e.g. medical reasons, family emergency etc.).
15. Travelers who are authorized to travel by air:
 - a. shall be entitled to Business Class travel for intercontinental travel or flights in excess of 6 hours total flying time; and
 - b. may include other destinations in HFSP0-related travel but HFSP0 will reimburse only up to the established limit of the initial quote for return travel.
16. Rail travel shall be by First-Class.
17. Private vehicle travel may be reimbursed at the URSSAF levels.
18. If sudden, unexpected and unavoidable costs are incurred by travelers², the Secretary-General may *inter alia* approve variations to travel arrangements.
19. Specific guidelines for travel are contained in HFSP0 Regulations and these shall be included with all invitations.

Date of Board approval: 8 July 2019

Signed:

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Shigekazu Nagata
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Date:

30/07/2019

² Explanation: On occasion, travelers on HFSP0 business may need to return home when unexpected personal, family or business events occur. These may include *inter alia* unexpected illness or death of family members, or urgent recall to duty by their employer.