

## **Guideline on Financial Support by NARBO Secretariats**

Since the establishment of NARBO in February 2004, various activities have been implemented. In order to achieve objectives of NARBO, it is essential to implement further programs actively and continuously. In this regard, ensuring the financial resources for NARBO activity is extremely important.

NARBO is the network activity carried out through members' positive participation. Although NARBO secretariats provide some supports for activities, source of budget is not abundant.

Therefore, NARBO requires that each member should make efforts for both ensuring the financial resources on activities and saving the cost of each activity.

The River Basin Organization (RBO) is a body for the water resources management having close relationships with people in the river basin. It is necessary for RBO to have the consciousness that people are observing RBO, whereby, luxurious activities should be avoided. NARBO activities shall be plain, reasonable and practical ones with spirits of simplicity and fortitude.

Under the above recognition, this guideline is hereby stipulated.

### **1 General**

#### **1.1 Members' monetary contribution**

Members' organizations should make efforts to cover the cost for NARBO activities and to find the financial supporter in their own. In addition to this, it is necessary for all members to acquire the budget for NARBO activities as a part of internal program on capacity development in each member organization.

#### **1.2 Saving cost and spirits**

The cost for each activity should be minimized and luxurious activities are inappropriate. For instance, usage of existing meeting room in the host organization or relevant organization is appropriate. Bags, commemorative goods, stationary or souvenirs may be given to participants during seminars/meetings/workshops/training at the discretion of the host organization. But those expenses should be used for people and staffs. Therefore, any giveaway items should not be extravagant.

#### **1.3 Financial Support for participants into activities by NARBO Secretariats**

NARBO Secretariats may support the expenses for participants from RBO and Government Organization members when they request, however, NARBO

secretariats will not support the cost for knowledge partners' participation into activities.

## 2. Terms of support to host organization for activity

### 2.1 Items to be supported

Sample of the table on items for activities are shown in appendix 1.

Below are the items to be supported if necessary.

- Rental fee of meeting place, banner/backdrop, equipment(PC, projector), stationary (name card) and communication tools(e.g. internet),
- Drinking water, coffee or tea, lunch with reasonable price,
- Filing, printing and photocopy,
- Domestic transportation between the venue, hotel and nearest airport in host country,
- Necessary cost for site visit, and
- Overhead.

### 2.2 Overhead cost

The financial support includes expenses for host organization's secretariat work on activities such as,

- Preparation work for activity (documentation like list of participants, meeting place, arrangement on the meeting and matters related to site visit),
- Arrangement of accommodation and domestic transportation for participants,
- Honorarium to lecturers, presenters and chairpersons in activities if necessary,
- Interpreters, interpreters equipment and translation cost if necessary, and
- Contingency

For above matters, 10% of overhead cost is allowed within maximum overhead cost as below.

#### Maximum overhead cost

General meeting	: US\$3,000
Workshop, Training and other activities	: US\$1,500

## 3. Terms of Support to participants by NARBO Secretariats

For participants from RBO (River Basin Organization) and Government organization of NARBO members, usually the principle of "one person from one organization" applies to this sponsorship according to their requests with

appropriate reason. Classification on support to participants by NARBO secretariat is shown in appendix 2.

### 3.1 Airfare

The most economical airfare will be supported and reimbursed on the basis of actual cost for the shortest distance or the most optimal route to/from participants' home countries and the destination countries if they request. Participants are expected to arrange travel such as air ticket reservation and so on. The actual cost would be reimbursable to participants in recipient country only if receipts and a photocopy of air ticket were provided.

### 3.2 Lodging cost

Lodging cost including breakfast is, at the maximum, US\$60 per person/per night to participate in the NARBO activities. If lodging cost exceeds US\$60 depending on districts, participants shall pay the balance.

### 3.3 Incidental cost

Incidental cost is US\$40. This includes costs for tax levied, domestic transportation in participants' home country and entree visa application. NARBO secretariats may support exceeded incidental cost according to requests, however, in principle, it is considered that the participants shall bear it.

### 3.4 Per diem

Per diem is US\$15 per person/per day. Per diem will be paid for duration of activity staying in the host country exclusive of moving days.

## 4. Registration Fee

### 4.1 Training

Trainee shall pay US\$200 per person as the registration fee. The fee will be used for preparation of various materials and documents for the training. The host organization appropriates this fee for a part of whole expenditures of training.

If it is recognized that participants can not bear this fee enough with specific reason, they may request financial support with official letter from representative of the organization.

### 4.2 Workshop or General meeting which focuses on the discussion

No registration fee is required at present.

About the matter of registration fee, the working group will be set up to consider imposing fee.

## 5. Others

### 5.1 Preparation of reports & submission deadline

For profitable activities and mature information sharing, participants are expected to submit answers to questionnaire and reports. Participants are also expected to respond to any additional requests at any time.

### 5.2 Others

Except as terms stated herein, further consultation shall be held and agreed with NARBO Secretariats accordingly.