



GCP Member Assembly

25 June 2024

Amsterdam, The Netherlands

ELIGIBILITY

To enable maximum participation at the GCP Member Assembly 2024, the Global Coffee Platform can make funds available to support the travel and accommodation costs of those member representatives whose organisations lack the necessary funds.

Only members (i.e. individual members as well as organization members) of the Producer and Civil Society stakeholder groups from a coffee producing country as well as associated members (organisations) affiliated to these two chambers are eligible for the subsidies. Given the limited budget of the Global Coffee Platform, only one subsidy application per member (individual or organization) is accepted. Preferential consideration will be given to representatives of member organisations (over individual members). Please only apply for a subsidy if the costs cannot be borne by your organization and if otherwise your participation would not be possible.

EXTENT OF SUBSIDY

Dependent upon application, the subsidy may cover a contribution towards travel and accommodation costs of up to 2,200 USD per member organization (for members from a coffee producing country only). The subsidy will only cover documented costs up to the maximum possible amount.

Types of Costs Subsidized

The following types of expenses may be subsidized:

- Travel (including legal fees connected to it as well as insurance costs)
- Accommodation

Transportation costs: Generally, only bills up to a mid-range level will be accepted. For flights, economy class is the appropriate level, for trains, 2nd class. Transportation costs must correspond to a direct connection and must be temporally related to the Member Assembly. Participants are urged to make cost-saving bookings at an early stage.

Per diems: There will be no per diems.

Hotel: Since the summer months are peak tourist season in Amsterdam the GCP Secretariat was unable to arrange for room contingents. However, on our website, you find a list of some recommendable hotels in different price categories which you can contact. We also recommend using online booking platforms such as www.booking.com or www.kayak.com to find a suitable hotel.

Travel insurance: Participants are urged to take out travel insurance themselves.

Visa: The Secretariat can support participants with visa applications by sending out official invitation letters. Please contact the Secretariat at info@globalcoffeepatform.org when you require such a letter.

Coffee breaks/ meals: The Global Coffee Platform provides for joint coffee breaks, lunch and one networking dinner reception on the 25th of June for all participants (not refundable).

Process of Subsidization

Submitting the application

Participants must submit their application for a subsidy **by 19th April 2024** at the latest, by using the “GCP Application Form for Travel and Accommodation _MA_2024” to list the expected costs of the trip. This document also includes bank details for later refunding. Please make sure that you provide all necessary information.

The e-mail address to submit the application form is info@globalcoffeeplatform.org

Applications are being processed on a “first come, first serve basis”. The Secretariat has the right to reject applications if their approval exceeds the total allocated sum of subsidization. Therefore, a member representative considering his/her participation in the GCP Member Assembly 2024 and in need of financial support is advised to file the subsidization claim as early as possible. The deadline for applications is the **19th of April 2024**.

Submitting travel receipts after the conference

After the GCP Member Assembly 2024, participants must **submit to the Secretariat the receipts** of the actual travel and accommodation expenses they seek (partial) subsidy (up to the maximum individual amount stated above), **no later than 26th of July 2023**. Late submissions will not be considered. For flight tickets, the boarding pass and ticket invoice must be submitted.

Advance payment

Members who are not in the position to pre-finance the airfare may apply for advance payment of their subsidy. They should do so well in advance, at least three (4) weeks prior to the Member Assembly at the very latest. To apply for advance payment, please notify the Secretariat per email and attach the booking confirmation for your flight ticket. If your application for advance payment is approved, you will receive a remittance up to the maximum sum of 2,200 USD.

GCP Board

This policy does not apply to members of the GCP Board, who will be refunded in the usual way.

APPLICATION

To apply for a Travel & Accommodation Subsidy, please fill out the application form before the 19th of April 2024.