

REVISED GUIDELINE FOR SECRETARIAT TRAVEL

(MC37, Vientiane, 2013)

1. PRINCIPLES

In deciding on Secretariat travel, the Secretary General should give due regard to the following principles:

- a) All travel should be in the interest of the APT and its members. Travel should be authorized keeping in mind the allocated budget;
- b) Maximum benefit from travel should be derived by serving more than one purpose through a travel plan where practicable;
- c) Appropriate level of representation of the mission should be kept in mind; and
- d) Both the Secretary General and the Deputy Secretary General should not be away from the Secretariat at the same time unless it is unavoidable.

2. PRIORITIES

The following lists the order of priority for official travel by the Secretariat staff:

- a) APT Work Programme activities;
- b) ITU activities, in particular the Plenipotentiary Conference, World Radiocommunication Conference, World Telecommunication Development Conference and World Telecommunication Standardization Assembly;
- c) Activities sponsored or supported by the APT;
- d) Negotiations and discussions concerning funding support to the APT;
- e) Membership promotion;
- f) In response to a formal invitation from an APT Member;
- g) Activities organized by other international organizations and organizations with whom the APT has a Memorandum of Understanding;
- h) Others.

3. CONSIDERATIONS

In setting priorities for official travel, the Secretary General shall consider the following:

- a) Invitations to international meetings and conferences should only be accepted if it is in the best interests of the APT;
- b) The emphasis should be on the outcomes of the official missions. “Consultations” , “representation” or “observer status” are not necessarily sufficient reasons in themselves;
- c) Bilateral consultations should normally take place using electronic means; and

- d) Official missions should not usually be undertaken to address commercially sponsored conferences, even if the majority of the costs are to be covered by the organizers, unless the official mission is in the best interests of the APT.

4. REPORTING

- a) Staff attending international meetings on behalf of the APT should adhere to instructions provided by the Secretary General and should report back to him on their return.
- b) There should be a report to the Management Committee on the outcomes of official missions, including those paid for or subsidized by other organizations.

5. IMPLEMENTATION

- a) All travel should be governed by the APT Staff Regulations and Staff Rules. For items not mentioned in the Staff Regulations and Staff Rules, the Secretary General has the authority to decide taking into consideration practices adopted by other UN agencies as well as allocated budget.
- b) Different options from selected travel agents should be considered in order to maximize the value of the travel cost.
- c) This Guideline shall be implemented in line with the Constitution, Financial Regulations and other relevant rules and instruments of the APT.

6. INTERPRETATION

The interpretation of this Guideline is the responsibility of the Secretary General.