



## Policy for resource allocations for the MFA Forum Working Groups

This document outlines the principles followed by the Secretariat for allocating discretionary funds to Working Groups. The budgets submitted by working groups may include travel and accommodation costs for in-country visits, national participant costs for attending international meetings, translation needs, expenses for meetings, etc. Only in exception and with prior approval by the Secretariat may budgets include costs for administration or participant/consultant fees. The principles for the allocating resources from the MFA Forum Core budget to Working Groups are the following:

1. Funds will be allotted based on an agreement with the working groups that fundraising for programmes of work or activities/projects by the working group beyond initial support and scoping will be funded to by additional sources.
2. A Working Group budget is submitted for each year outlining the anticipated costs to be supported by the core budget of the MFA Forum.
3. The WG budget and activities are related to the priorities of the MFA Forum as agreed at the international convening and supported by the Executive Committee.
4. The WG activities and associated budgets contribute to the achievement of the MFA Forum's goals and in agreement with the MFA Forum.
5. The WG contributes to the achievements set out in the Collaborative Framework for Guiding post-MFA Actions.
6. The WG contributes to the achievements set out in the MFA Forum's "Criteria for Success".
7. Adherence to the MFA Forum financial responsibility and procurement policies (Each Chair will be supplied a copy).
8. Travel costs are based on economy class tickets and the US State Department per diem rates as a justification for anticipated costs<sup>1</sup>.
9. Particular emphasis shall be placed on NGO/TU travel and participation needs.

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<sup>1</sup> Per diem rates can be justified by other official rates but should stay in line with finding the least costly way of travel and accommodation



10. If working groups find that they are exceeding their anticipated budget, working groups should first look toward other funding sources to fill the gap.
11. Any additional funds during the year need to be approved in advance and on an ad hoc basis and may affect funding available for working groups in the following years. If Working Group budgets exceed 15% of the original budget, spend must be approved by the Executive Committee.

### Disbursement conditions:

1. Budgets will be submitted and approved in advance.
2. Working Group Chairs are responsible for the execution, tracking, and reporting of funds.
3. The MFA Forum will reimburse working group activity upon receipt of invoice and receipts (receipts may be scanned and emailed to submit for reimbursement followed by hard copy sent to AA).
4. Each working group shall submit an annual report on the funds, use, and expected results or impact of the working group (this can be in conjunction with the impact assessment report).