

## **Protocol for Harmonized Payments of Honoraria, Allowances and other Expenses for Events [Conference/Meeting/Seminar/Symposium/Training/Workshop]**

### **Background**

This Protocol defines the new bases for the financing of local costs applied to participants and resource persons from Government institutions as well academia, private sector and civil society joining the different events organized in Bangladesh with Development Partners (DPs). It defines in particular the allowances related to daily subsistence and travel within the framework of development cooperation between the DPs of Bangladesh. This protocol is the product of a concerted effort between DPs with a view to redefining the standards for financing local costs.

The guidelines provided in this protocol are based on the following principles:

- Reflect the spirit of the Paris Declaration (2005), the Accra Agenda for Action (2008) and the Global Partnership for Effective Development Cooperation (2011) on Development Assistance, in particular, the harmonization principles and use of public development aid resources.
- Use local costing conditions (scales) according to quality standards and an appropriate methodology.
- Encourage the adoption of good practices.
- Ensure regular monitoring of the implementation of this protocol with a view to periodic updating.

This Protocol only applies to the costs of accommodation, catering, and transport financed by the DPs within the framework of events including meetings, workshops, seminars, conferences, symposiums, trainings and field missions. This protocol does not apply to all the payments for the events financed by the Government in accordance with Technical Assistance Project Performa (TAPP).

The harmonization relates to the amounts of the honoraria, daily subsistence (accommodations and meals) and travel allowance and the requirement to submit supporting documents (invoices from hotels or guest house) in the case of accommodation at actual cost. It does not relate to the payment or reimbursement procedures specific to each partner.

Apart from the costs provided for the payment of accommodation, catering and transport costs, no other additional costs (commonly called "incidental costs" by some partners) will be borne by the DPs.

### **Payment of Resource Persons**

An honorarium is paid on an exceptional basis and is, by definition, not a routine entitlement.

Payment of honoraria is applicable only for specific cases where an eminent dignitary and expert from civil society/academia has presented a technical note or paper for a symposium/workshop/training/meeting or facilitated a capacity-building workshop. The following individuals will not be paid any honoraria for their work/participation in any workshop, seminars, trainings or meetings.

- i) Personnel employed by the Government and Government owned universities
- ii) Personnel from the NGO/CSO if they are the implementing partners of the same program/project who is organizing these events.

As mentioned, all Government officials, including National Project Directors/Focal Points and project staff recruited by the Government, implementing agencies and NGOs/CSOs within the project implementing arrangements, are not entitled to receive any honorarium. No honoraria is payable to any chief/special guest/guest of honour who inaugurates a workshop / meeting / training / symposium or provides a welcome address to the audience or for anyone who is invited within her / his already paid capacity.

Categoryization of Resource Persons

- i) Senior Level/ Category-A: Head of NGOs/CSOs/private organizations or equivalent; eminent professionals in the field; professors of universities; equivalent positions in reputable training and research institutions and other eminent personalities.
- ii) Middle Level/Category-B: Directors of NGOs/CSOs or equivalent and mid-level professionals from training and research organizations.
- iii) Junior level/Category-C: CSOs/NGOs officials; and other professionals/officials who are not included in above i) and ii).

The applicable rates for the resource persons are as follows:

| Category    | Full Day Rate      | Comparable UN Salary                 |
|-------------|--------------------|--------------------------------------|
| Category- A | BDT 10,000 maximum | NOC hourly rate (BDT 2,500 per hour) |
| Category- B | BDT 8,000 maximum  | NOB hourly rate (BDT 2,000 per hour) |
| Category- C | BDT 6,000 maximum  | NOA hourly rate (BDT 1,500 per hour) |

Honoraria payment, when paid on an hourly basis, should not exceed the maximum (full day rate) of each category for day-long training, workshops and seminars.

**Allowance for Boarding and Meals (ABM)**

A separate training allowance will not be payable by the DPs. However, during an overnight stay, an allowance will be paid to cover boarding and meal expenses of participants, including resource persons, to DP financed events [Meeting/Workshop/Seminar/Conference/Symposium /Training] if food and accommodation is not provided already. For all events, in-kind-provision of food and if necessary accommodation will be favored. The rates will be called Allowance for Boarding and Meals (ABM). The following matrix shows the rates:

| Rate for Capital city | Rate for divisional cities | Rate for districts other than divisional cities |
|-----------------------|----------------------------|---|
| BDT 4,500             | BDT 3,500                  | BDT 2,500                                       |

This calculation includes 50% for accommodation, 6% for breakfast, 12% for lunch, 12% for dinner, and 20% for other expenses. If organizers/DPs cover a part of the costs, the corresponding percentage will be deducted from the ABM. Participants will not receive ABM if the event organizers/DPs cover all food, transportation, and lodging costs.

The above-mentioned ABM rates cover the cost of boarding and meals for participants joining the event from outside the venue city.

## **Travel Allowance**

Travel allowance is based on commuting and non-commuting distances. City limit to be considered as commuting distance (Dhaka city is considered as one city regardless the boundaries of City Corporations). Any distance beyond this limit is considered to be non-commuting distance.

The travel allowance will not be paid for a walking distance, i.e. 200 meters of distance and within the same compound, building etc. The allowance payable for commuting distances:

| <b>For Dhaka city</b> | <b>For Divisional cities</b> | <b>For Districts other than divisional cities</b> |
|-----------------------|------------------------------|---|
| BDT 1,200             | BDT 1,000                    | BDT 800   |

In case of non-commuting distances, lumpsum of BDT 3,000.00 (including both legs) will be paid. Travel expenses exceeding the lumpsum amount will only be reimbursed based on the submission of receipts as per the prevailing policies of the respective DPs.

## **Annex: terminologies/definitions**

- TAPP                      Technical Assistance Project Proforma/Proposal
- ABM:                      Allowance to cover charges as meals, lodging, gratuities, and other such payments made for services rendered during travel for official events.
- Resource Person:      An eminent dignitary and expert from civil society/academia
- Lumpsum:                A single payment made at a particular time, as opposed to a number of smaller payments or instalments.
- Good Practice:        Maintaining effective and efficient use of resources while promoting transparency and accountability in the payment of honoraria, allowances, and other expenses associated with events.