

Audit and Risk Committee

Guideline for Honorarium Fees and Travel

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| Date issued: | |
| Issued by: | Director-General |
| Issued under: | SPC Governance Compendium, Audit and Risk Committee Charter |

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| ARC | Audit and Risk Committee |
| CRGA | Committee of Representatives of Governments and Administrations |
| DG | Director-General |

1. Purpose

The purpose of this Guideline is to provide clarity to SPC Audit and Risk Committee members and SPC staff on the honorarium fees and other costs payable to SPC Audit and Risk Committee members.

2. Scope

This Guideline applies to all the honorarium fees and other costs payable to SPC Audit and Risk Committee members.

3. Context

The Audit and Risk Committee (ARC) is a sub-committee of the Committee of Representatives of Governments and Administrations (CRGA).

CRGA will appoint the independent members to the ARC taking into consideration the joint recommendation of the Chair of the ARC and the Director-General.

As per the Audit and Risk Committee Charter, members of the ARC, who are not domestic or international public servants, will be paid an honorarium for their participation in meetings. The honorarium will be linked to the United Nation's consultant's remuneration scale. The Chair will be paid at a higher daily rate than other members.

The honorarium will be set at the time of the member's appointment and will be notified within the letter of appointment from the Director-General.

4. Chargeable honorarium fees and travel costs

ARC members may charge honorarium fees for each day of attendance at ARC meetings, additional supplementary meetings associated with the ARC meetings, and attendance by the Chair of ARC at CRGA, as required, as well as a reasonable amount of preparation time. It is not anticipated that this additional time will be significant.

Flights, accommodation and per diems are provided to ARC members, as per SPC's Travel Policy, so honorarium fees for travel days and time will not be chargeable to SPC.

In principle, ARC members should not be out of pocket for attending ARC meetings.

Flights for travel to ARC meetings will be purchased by SPC, or reimbursed up to the value of quotes received by SPC. Airport transfers or allowances for these will be provided by SPC, as per SPC's Travel Policy.

As per SPC's Travel Policy, only SPC staff may drive vehicles rented by SPC. If any other travellers (such as ARC members) wish to rent a vehicle, they assume total responsibility for the rental of the vehicle. The use of private vehicles for official travel is discouraged, as SPC's insurance does not generally cover the use of private

vehicles for official use. Only staff (ie not ARC members) using their personal vehicles can claim reimbursement of the cost of travel based on the mileage. In some locations taxis can be a safe, cheap and effective way to travel long distances (for example, Suva to Nadi). Travellers wanting reimbursement for inter-city taxi fares will need to have their travel by taxi pre-authorised by the Director-General.

Therefore, if any additional transport other than flights or airport transfers are required for 'duty travel' by ARC members, these should be included in the travel requests for approval, and booked through service providers such as taxi companies, bus providers or equivalent.

Accommodation for ARC meetings will be purchased by SPC, at hotels providing suitable facilities for the ARC members.

Per diems will be provided to ARC members for travel days and attendance at the ARC meetings, excluding the accommodation and meals provided by SPC, as per SPC's Travel Policy.

ARC members are covered under SPC's Corporate Travel Insurance Policy for their ARC duty travel, but if members extend their stay pre/post duty travel for personal reasons they need to procure their own insurance cover for this time. Details of the policy, with any inclusions or exclusions, can be provided to ARC members.

ARC members will issue invoices to SPC, for payment, in the currency of the honorarium as stated in their appointment letter.

SPC will strive to pay invoices within 30 days of receiving an invoice.

5. Review and renewal

This Guideline will be reviewed on an annual basis, to assess whether any changes are required.