



UN MPTF

to Support Global Compact for Safe, Orderly and Regular Migration

Proposal Title: Travel support to delegates of the Global Compact for Safe, Orderly and Regular Migration process	Recipient UN Organization(s): United Nations Development Program (UNDP)						
Project Duration (in months): Start Date: 1 September 2017 End Date: 31 December 2018	Proposal Contact: Jillian Kellow, Travel Manager UNDP 212.906.5542 E-mail: jillian.kellow@undp.org						
Project Description: This proposal focuses solely on Objective 1 of the UN MPTF on Migration to support the travel and participation of representatives from developing countries and other stakeholders in the Intergovernmental Conference - Global Compact on Migration (GCM) and its preparatory process.	UN MPTF on Migration <table border="1" data-bbox="805 957 1425 1257"> <tr> <td>Requested Amount: To be released in tranches based on receipt of contributions for this window</td> <td style="text-align: right;">1,428,129</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total cost for this project</td> <td style="text-align: right;">1,428,129</td> </tr> </table>	Requested Amount: To be released in tranches based on receipt of contributions for this window	1,428,129			Total cost for this project	1,428,129
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OBJECTIVES/THEMATIC AREA to which the proposal is contributing.

- Objective 1:** Support the travel and participation of representatives from developing countries, in particular the least developed countries for the intergovernmental Conference and its preparatory process.
- Objective 2:** Support activities related to the preparations of the consultations and Conference:

Recipient UN Organization Name: Mr. George Peradze Title: Chief, General Operations, OSO, BMS UNDP Signature: _____ Date and Seal: _____	UN Special Representative for International Migration: Name: Ms. Louise Arbour Title: Special Representative of the Secretary-General on International Migration Signature: _____ Date and Seal: _____
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PROPOSAL

a) Rationale for this project:

The Global Compact for Safe, Orderly and Regular Migration (GCM) modalities resolution establishes a “voluntary trust fund for the intergovernmental conference and its preparatory process, *primarily to support the travel and participation of representatives from developing countries, in particular the least developed countries...*”. This provision, and the support provided through the Multi-Partner Trust Fund (MPTF) on Migration, will help to facilitate a preparatory process that is open, transparent and inclusive, and that promotes and strengthens Member States’ ownership – as called for by the Member States themselves.

Without prejudice to the intergovernmental nature of the process, this proposal supports effective participation of all relevant stakeholders, including civil society, the private sector, academic institutions, parliaments, diaspora communities and migrant organizations from developing countries, in particular the least developed countries, in the intergovernmental conference and its preparatory process. The experience of other recent intergovernmental processes, including the 2030 Agenda for Sustainable Development, the Addis Ababa Action Agenda, New Urban Agenda, and the Sendai Framework for Disaster Risk Reduction, amongst others, has shown that the involvement of all UN Member States and diverse stakeholders contributes to more informed and productive discussions and outcomes.

b) Coherence with existing projects:

This is the umbrella project under Objective 1, to provide travel support and participation of representatives from developing countries, in particular least developed countries, in the Global Compact for Migration Process.

c) Capacity of RUNO(s) and implementing partners (if applicable):

UNDP has substantial experience in providing travel services to governments and agencies, and is well positioned to deliver travel support services to the GCM preparatory process.

d) Proposal management and Project activities:

UNDP would provide travel support services for participants who are “representatives from developing countries, in particular the least developed countries” as stated in A/RES/71/280 as identified by the Office of the Special Representative of the Secretary-General for International Migration (OSRSG), as follows:

The assistance would include the following **travel support services** for the designated participants:

- Commercial economy class flight arrangements and ticketing for the intergovernmental conference to be held in 2018 and its preparatory process as outlined in A/RES/71/280.
- Disbursement of Per Diem and Terminal Allowance.

The following sequence of activities would apply for **travel facilitation services** for the GCM preparatory process:

- 1) **OSRSG** will advise the Permanent Missions of eligible Member States that UNDP travel services are available to them under the conditions set forth by the OSRSG and UNDP.
- 2) The Permanent Mission of Member States based in New York will contact the OSRSG by Note Verbale to request travel support for one designated participant per country.
- 3) **OSRSG** will decide which designated participants are to be referred to UNDP for travel facilitation services, and will email them a letter of invitation signed off by the OSRSG, outlining the traveler entitlements and travel conditions, together with instructions to provide **UNDP** with the following information, with reasonable notice and no later than 7 working days before the intended date of travel:
 - a. Full name and date of birth;
 - b. Nationality;
 - c. Passport number;
 - d. Copy of the bio page of the traveler's passport;
 - e. Requested airport of departure;
 - f. Requested Airport of arrival;
 - g. Dates of travel;
 - h. Confirmation if the participants bank will accept a USD payments.
 - i. Completed vendor profile form (please request each participant to complete sections 2, 4 and 5, sign and return to us along with a copy of voided check or confirmation of the banking details including account name, account number, ACH/SWIFT/IBAN, etc. by their financial institution);
 - j. Letter of Invitation signed by the organizer and accepted and signed by the traveler;
 - k. Email and phone contact details.
- 4) **UNDP** will share preliminary bookings with the designated travelers directly. The official fare will be provided based on arriving a day prior to the start of the meeting and returning the day after (or as close as possible if airline schedules are limited). Only upon receiving the traveler's confirmation on the itinerary will UNDP issue the tickets.
- 5) **UNDP** will avail itself of UNDP's preferential fare agreements with major airlines, and leverage its knowledge and relationships within the travel industry, to book the most

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efficient rates and services available at the time of booking.

- 6) **UNDP** will contact designated participants by email, to provide them with their tickets, per diem computation, and instructions on how to receive the per diem and where to send the travel claim.
- 7) **UNDP** will endeavor to accommodate requests for cancellation or changing itinerary and to rebook flights in case of no-shows or missed flights for any reasons, subject to conditions agreed with each airline. All costs incurred related to such cancellation, itinerary change, no-shows or missed flights shall be notified to OSRSG and charged to the project. UNDP shall not be held responsible for covering any such costs.
- 8) **UNDP** will provide to designated participants a per diem and terminal allowance in USD as a standard practice. The per diem will be calculated in line with the established ICSC/CIRC rates applicable at the time of travel, in line with UNDP travel policy, and based on the approved official itinerary and overnight stays. No per diem will be calculated for overnight on airplanes. UNDP will only apply standard per diem rates, no higher rate per diems will apply, regardless of the type of accommodation of the designated participant.

UNDP will determine if the traveler's entitlements will be paid in advance of travel or during the event. In cases where the payment is made during the event, UNDP will determine the modality (i.e. check, cash or a Declining Balance Card).

Payments made during the event may require the traveler to collect the payment from the local UNDP office.

OSRDG is requesting the following practices are instituted to minimize the administration and contain costs:

- a. No reductions will be made to the per diem for meals or accommodation noting that UN is provider neither to the traveler. Standard rates published in the ICSC circular will apply.
 - b. In cases where the traveler has a stopover of 7 hours or more in the authorized itinerary full DSA for the locality will be paid. Receipts will not be required to substantiate expenses incurred at the official stopover point.
 - c. When the travel entitlement is paid in advance the full entitlement will be paid (i.e. a portion of entitlement will not be withheld from the traveler). Travelers will not be required to submit a claim post travel. Travelers will not be reimbursed for costs incurred related to early or late check out from their place of accommodation.
- 9) **UNDP** will apply its standard financial and management policies and controls when implementing the activities under this project, including those related to the class of air tickets purchased, booking the most economic travel route as well as per diem calculation rules. UNDP will only provide services to approved and designated

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participants.

UNDP shall only be responsible for implementing the activities outlined above. The following services will not be provided by UNDP:

- 1) Accommodation: **UNDP** will not provide designated participants with accommodation booking services. Designated participants are responsible for making their own accommodation arrangements.
- 2) Airport transfers: **UNDP** will not provide airport transfers to/from meeting venues for designated participants.
- 3) Private deviations: **UNDP** will not book private deviations for designated participants as standard practice and unless specifically approved by SRSG. The incremental cost for deviations from the official itinerary for personal reasons will be borne by the traveler.
- 4) Additional travelers: **UNDP** will not book travel for any additional travelers accompanying the designated participant for designated participants as standard practice and unless specifically approved by SRSG.
- 5) Business class: **UNDP** will not book business class fares for designated participants unless exceptionally requested by SRSG. All fares will be economy class only unless requested through an Exception to the Standard of Accommodation (TSS.3) on the basis of the prominence or eminence of the traveler in conformance with UN guidelines.
- 6) Visas: **UNDP** will not provide assistance to designated participants to obtain any relevant visas for their travel and will take no responsibility for any instances of refused boarding or immigration clearance due to non-availability of relevant travel visa.
- 7) Miscellaneous travel expenses: Besides the eligible per diem and the terminal allowance, no other expenses will be reimbursed by UNDP unless exceptionally authorized by SRSG (e.g. visa expense).
- 8) Logistical notes: **UNDP** will not be responsible for the preparation of logistical notes for meetings and events attended by designated participants.
- 9) Travel Insurance: **UNDP** will not be responsible for providing the designated participants with insurance coverage and travelers will need to secure their own medical and travel insurance covering the duration of the trip.

UNDP is not responsible for delays and cancellations due to reasons outside of UNDP's control or due to information being provided to UNDP with delay or not provided to UNDP at all.

SRSG to advise how approvals should be handled, in writing, in the event the traveler cannot accept the official fare or is requesting an exception to official itinerary.

e) Communication

The parties shall confirm in writing at the start of the project implementation the UNDP and the OSRSG contact point for communicating project related information during the project period.

All information exchange related to bookings and per diem entitlements must be communicated by the parties in writing. The SRSRSG has identified Mr. Brian Grogran, Senior Policy Officer, as the focal point.

f) Legal Context or Basis of Relationship

This activity will be implemented according to the MOU signed between UNDP and the MPTF Office on 11 June 2017, whereas UNDP will serve as UN Recipient Agency for this project. UNDP will manage the resources of the project and implement the related activities according to UNDP'S policies and procedures and to the conditions set out in the MoU.

g) Financial conditions:

UNDP will implement the project activities according to UNDP's rules and regulations.

Contributions:

Contributions to cover the activities shall be due and payable to UNDP in advance and within the timeline defined in the MOU between UNDP and MPTF Office, but at a minimum advances shall be made prior to each event and in amounts not less than the expenditure which it is estimated will be incurred for the event. In no event will UNDP be obliged to pre-finance any costs or activities.

Budget

The estimated cost of implementing the activities is outlined in the project budget attached to this document, including project staff costs, vendor cost and overhead fees required to implement the activity.

All costs related to the implementation of the activity will be covered by the MPTF, including operational costs (flight and per diem costs), and resources management and coordination costs required for a travel facilitation project of this scope and duration, as per ProDoc budget.

Operational expenses are budgeted on an average cost level which may significantly differ in individual cases depending on departure countries of the designated participants and the applicable actual per diem rates at the time of the meetings taking place.

Any costs related to unavoidable ticket modifications, cancellations and no-show penalties will be covered by the Migration MPTF.

UNDP shall only implement the activities to the extent of the confirmed financial coverage by OSRSG. In case the confirmed budget allotment is insufficient to implement the requested activities, UNDP shall inform the OSRSG with a view to determining whether any further financing could be provided. Should further financing not be available, the activities to be

provided by UNDP may be reduced, suspended or terminated upon written notification to the OSRSG by UNDP to accommodate the reduction in the value of the Contribution.

h) Monitoring and reporting:

While there is no external evaluation planned, UNDP will conduct internal monitoring of activities.

UNDP will provide the MPTF Office with financial and narrative reports in accordance with the conditions outlined within the MOU between UNDP and MPTF Office:

- a. Annual narrative progress report, by 31 March 2018;
- b. Final narrative report, by 30 April 2019
- c. Annual financial report as of 31 December 2017 with respect to the funds disbursed from the Fund Account, to be provided by 30 April 2018; and
- d. Certified final financial statements and final financial report after the completion of the activities, including the final year of the activities, to be provided no later than 31 May 2019.

i) Risks

Risks	Risk level (H/M/L)	Risk impact	Mitigating measures
Additional costs are incurred when designated participants request changes to their flight bookings, or cancel them.	M	Potential of additional, unforeseen charges	UNDP will maintain contact with the designated travelers during the booking process, to ensure they are aware of the details of their booking as soon as possible. Where possible and cost effective, UNDP will avail itself of its preferential fare arrangements with the airline industry to book participants in flexible tickets, minimizing any potential booking amendment or cancellation costs.
Travel request received from designated participants very late, leaving UNDP very little time to obtain tickets.	H	High ticket costs, when only few options are available or no seat availability.	OSRSG to inform Delegates to contact RMM as soon as the participation is confirmed and not later than 7 working days before the intended date of

		In instances where there is insufficient time to process the request travel will not occur.	travel.
Delegates fail to obtain the visa / do not have the necessary travel documents.	H	Airline denies boarding or boarder control denies entry. In cases where re-routing is possible higher ticket costs will be incurred.	OSRG to highlight the onus on the delegates to obtain the necessary travel documents including transit visas.
Delegates fail to confirm the itinerary within the ticketing time limits, resulting higher ticket cost.	M	Potential of exceeding budgeted ticket costs.	UNDP will inform the delegates of the ticketing time limit and request confirmation soonest.
Designated participants replaced with another participant close to the Travel Dates	H	Additional unforeseen costs resulting from ticket cancellations, changes and higher fares for last minute bookings.	OSRSG to provide guidance to Governments on the selection criteria and required travel documentation such as visa requirements.
Travelers may not wish to pre-finance transportations costs to the airport and to the hotel in order to collect their allowance at the event.	M	Traveler dissatisfaction. Risk traveler cannot financially afford to do so and therefore cannot travel.	OSRG to inform travelers they may be required to pre-finance the travel as the payment may made at the event.
Information on delegates who qualify for the project funding (Tickets and DSA) not received. Delegates contacting UNDP without notifications from OSRSG.	M	Fewer designated participants travel than planned.	OSRSG to provide UNDP with the list of confirmed participants for verification

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Assumptions

This project is based on the assumption that there is significant interest from LDCs and CSOs to avail themselves of the opportunity provided by MPTF funding to attend the various meetings and events listed in the calendar below.

Proposal Title: Travel support to delegates of the Global Compact for Safe, Orderly and Regular Migration process					
Objective to which the Proposal is contributing					
Objective 1: Support the travel and participation of representatives from developing countries, in particular the least developed countries for the intergovernmental Conference and its preparatory process					
Effect Indicators	Targeted Geographical Area (List of Developing Countries of the representatives participating to the Conference – broken-down per event)	Baseline In the exact area of operation	Target	Means of verification	Responsible Org.
Priority 1: Travel Support Services					
Outcome 1: Improving wide participation of developing countries' representatives in Global Compact for Migration (GCM process)					
Increasing the number of representatives from developing countries, in particular the least developed countries and other stakeholders participating to the GCM	LDCs	5 per meeting supported.	20 per meeting supported.	Number of tickets arranged for LDC participation	UNDP

Objective 1: Support the travel and participation of representatives from developing countries, in particular the least developed countries for the intergovernmental Conference and its preparatory

Output Indicators <i>Broken-down per Event</i>	Geographical Area <i>(List of Developing Countries of the representatives participating to the Conference – broken-down per event)</i>	Target	Budget	Means of verification	Responsible Org.
I. 7TH GLOBAL MEETING OF CHAIRS AND SECRETARIATS OF RCPS ON MIGRATION IN GENEVA, 10-11 OCTOBER 2017					
# Developing country or CSO delegates participating in Global RCP meeting	LDCs	20 designated participants	\$71,703	List of participants provided travel support Info-log of Participants	UNDP
II. INFORMAL INTERACTIVE MULTISTAKEHOLDER CONSULTATION IN GENEVA, 11 OCTOBER 2017					
# Developing country or CSO delegates participating in interactive multi-stakeholder hearings	LDCs	20 designated participants	\$71,703	List of participants provided travel support Info-log of Participants	UNDP
III. INFORMAL THEMATIC SESSION 6 IN GENEVA, 12-13 OCTOBER 2017					
# Developing country or CSO delegates participating in informal thematic sessions.	LDCs	20 designated participants	\$71,703	List of participants provided travel support Info-log of Participants	UNDP
IV. REGIONAL ECONOMIC COMMISSION MEETING IN KIGALI, 14-15 OCTOBER 2017					
# Developing country or CSO delegates participating in REC meeting.	LDCs	20 designated participants	\$67,723	List of participants provided travel support Info-log of Participants	UNDP
V. REGIONAL ECONOMIC COMMISSION MEETING IN BANGKOK, 6-8 NOVEMBER 2017					
# Developing country or CSO delegates participating in REC meeting.	LDCs	20 designated participants	\$68,236	List of participants provided travel support Info-log of Participants	UNDP

VI. PHASE II STOCK TAKING IN Puerto Vallarta, 4-6 DECEMBER 2017					
# Developing country or CSO delegates participating in REC meeting.	LDCs	20 participants	designated \$69,841	List of participants provided travel support Info-log of Participants	N/A
VII. INFORMAL INTERACTIVE MULTISTAKEHOLDER CONSULTATION IN NEW YORK, 18 DECEMBER 2017					
# Developing country or CSO delegates participating in interactive multi-stakeholder hearings	LDCs	20 participants	designated \$72,987	List of participants provided travel support Info-log of Participants	UNDP
VIII. INTERGOVERNMENTAL NEGOTIATIONS IN NEW YORK, FEBRUARY 2018 (3 DAYS TENTATIVE)					
# Developing country or CSO delegates participating in intergovernmental negotiations	LDCs	20 participants	designated \$72,987	List of participants provided travel support Info-log of Participants	UNDP
IX. INFORMAL INTERACTIVE MULTISTAKEHOLDER CONSULTATION IN NEW YORK, FEBRUARY 2018					
# Developing country or CSO delegates participating in interactive multi-stakeholder hearings	LDCs	20 participants	designated \$72,987	List of participants provided travel support Info-log of Participants	UNDP
X. INTERGOVERNMENTAL NEGOTIATIONS IN NEW YORK, MARCH 2018 (4 DAYS TENTATIVE)					
# Developing country or CSO delegates participating in intergovernmental negotiations	LDCs	20 participants	designated \$72,987	List of participants provided travel support Info-log of Participants	UNDP
XI. INTERGOVERNMENTAL NEGOTIATIONS IN NEW YORK, APRIL 2018 (4 DAYS TENTATIVE)					
# Developing country or CSO delegates participating in intergovernmental negotiations	LDCs	20 participants	designated \$72,987	List of participants provided travel support Info-log of Participants	UNDP

					Info-log of Participants	
XII. INFORMAL INTERACTIVE MULTISTAKEHOLDER CONSULTATION IN NEW YORK, APRIL 2018						
# Developing country or CSO delegates participating in interactive multi-stakeholder hearings	LDCs	20 participants	designated	\$72,987	List of participants provided travel support	UNDP
					Info-log of Participants	
XIII. INTERGOVERNMENTAL NEGOTIATIONS IN NEW YORK, MAY 2018 (5 DAYS TENTATIVE)						
# Developing country or CSO delegates participating in intergovernmental negotiations	LDCs	20 participants	designated	\$72,987	List of participants provided travel support	UNDP
					Info-log of Participants	
XIV. INTERGOVERNMENTAL NEGOTIATIONS IN NEW YORK, JUNE 2018 (5 DAYS TENTATIVE)						
# Developing country or CSO delegates participating in intergovernmental negotiations	LDCs	20 participants	designated	\$72,987	List of participants provided travel support	UNDP
					Info-log of Participants	
XV. INFORMAL INTERACTIVE MULTISTAKEHOLDER CONSULTATION IN NEW YORK, JUNE 2018						
# Developing country or CSO delegates participating in interactive multi-stakeholder hearings	LDCs	20 participants	designated	\$72,987	List of participants provided travel support	UNDP
					Info-log of Participants	
XVI. INTERGOVERNMENTAL NEGOTIATIONS IN NEW YORK, JULY 2018 (5 DAYS TENTATIVE)						
# Developing country or CSO delegates participating in intergovernmental negotiations	LDCs	20 participants	designated	\$72,987	List of participants provided travel support	UNDP
					Info-log of Participants	

XVII. 2018 GCM CONFERENCE (location still TBC)				
# Developing country or CSO delegates participating in GCM Conference	LDCs	40	\$145,974	UNDP
				List of participants provided travel support
				Info-log of Participants

PROPOSAL CALENDAR

Type of event	Date	Event	Location
Global consultative process	10-11 October, 2017	IOM 7th Global Meeting of Chairs and Secretariats of Regional Consultative Processes on Migration	Geneva, Switzerland
Multi-stakeholder consultation	11 October, 2017	Informal interactive multi-stakeholder hearings	Geneva, Switzerland
Global compact on migration thematic session	12-13 October, 2017	Thematic Session 6: Irregular migration and regular pathways, including decent work, labour mobility, recognition of skills and qualifications, and other relevant measures	Geneva, Switzerland
Regional consultation	14-15 October, 2017	UN Economic Commission for Africa (ECA)	Kigali, Rwanda
Regional consultation	6-8 November, 2017	UN Economic and Social Commission for Asia and the Pacific (ESCAP)	Bangkok, Thailand
Phase II Stock Taking	4-6 December, 2017		Puerto Vallarta, Mexico
Multi-stakeholder consultation	18 December, 2017	Informal interactive multi-stakeholder hearings	New York, USA
Intergovernmental negotiations	February 2018 (3 days, tentative)	GCM intergovernmental negotiations At UN Headquarters New York	New York, USA

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PROPOSAL CALENDAR

Global consultative process	10-11 October, 2017	IOM 7th Global Meeting of Chairs and Secretariats of Regional Consultative Processes on Migration	Geneva, Switzerland
Multi-stakeholder consultation	11 October, 2017	Informal interactive multi-stakeholder hearings	Geneva, Switzerland
Global compact on migration thematic session	12-13 October, 2017	Thematic Session 6: Irregular migration and regular pathways, including decent work, labour mobility, recognition of skills and qualifications, and other relevant measures	Geneva, Switzerland
Regional consultation	14-15 October, 2017	UN Economic Commission for Africa (ECA)	Kigali, Rwanda
Regional consultation	6-8 November, 2017	UN Economic and Social Commission for Asia and the Pacific (ESCAP)	Bangkok, Thailand
Phase II Stock Taking	4-6 December, 2017		Puerto Vallarta, Mexico
Multi-stakeholder consultation	18 December, 2017	Informal interactive multi-stakeholder hearings	New York, USA
Intergovernmental negotiations	February 2018 (3 days, tentative)	GCM Intergovernmental negotiations At UN Headquarters New York	New York, USA
Multi-stakeholder consultation	February 2018	Informal interactive multi-stakeholder hearings	New York, USA

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Intergovernmental negotiations	March 2018 (4 days, tentative)	GCM intergovernmental negotiations At UN Headquarters New York	New York, USA
Intergovernmental negotiations	April 2018 (4 days, tentative)	GCM intergovernmental negotiations At UN Headquarters New York	New York, USA
Multi-stakeholder consultation	April 2018	Informal interactive multi-stakeholder hearings	New York, USA
Intergovernmental negotiation	May 2018 (5 days, tentative)	GCM intergovernmental negotiations At UN Headquarters New York	New York, USA
Intergovernmental negotiation	June 2018 (5 days, tentative)	GCM intergovernmental negotiations At UN Headquarters New York	New York, USA
Multi-stakeholder consultation	June 2018	Informal interactive multi-stakeholder hearings	New York, USA
Intergovernmental negotiations	July 2018 (5 days, tentative)	GCM intergovernmental negotiations At UN Headquarters New York	New York, USA
Global compact on migration adoption	September, 2018	Adoption of global compact on migration at United Nations	New York, USA (tbc)

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PROGRAMME BUDGET
by UN categories

CATEGORIES	UNDP
1. Staff and other personnel (include full details)	Project coordination: \$15,400 Resources management: \$12,000 Travel Support Expert: \$55,000 Finance Support: \$7,900
2. Supplies, Commodities, Materials (include full details)	
3. Equipment, Vehicles, and Furniture, incl. Depreciation (include full details)	
4. Contractual services (include full details if service provided by a third party)	
5. Travel (include full details) Round trip tickets: 720,000 Per Diem: 400,100 Per Diem (in transit): 14,400 Terminal Allowance: 66,700	Total cost travel services: \$ 1,201,200
6. Transfers and Grants to Counterparts (include full details)	
7. General Operating and other Direct Costs (include full details) Travel agency ticketing	Travel Agency Ticketing Support: \$43,200
Sub-Total Project Costs	1,334,700
8. Indirect Support Costs*	93,429
TOTAL	USD 1,428,129

* The rate shall not exceed 7% of the total of categories 1-7, as specified in the UN International Migration Conference MOU and should follow the rules and guidelines of each recipient organization. Note that Agency-incurred direct project implementation costs should be charged to the relevant budget line, according to the Agency's regulations, rules and procedures.



PROJECT ANNEX

Project title: **“Travel support to delegates of the Global Compact for Safe, Orderly and Regular”**

- Letter for replenishment with the approved amount signed by the SRSG.

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UN MPTF to Support Global Compact for Safe, Orderly and Regular Migration

Replenishment Letter

Date

Dear Fund Administrative Agent,

Re: "Travel support to delegates of the Global Compact for Safe, Orderly and Regular" project

I am writing to request you to replenish the above-mentioned project in order to meet project's objectives of support the travel of developing countries' participants in the GCM and its preparatory processes.

UNDP, as the recipient organization of this project, is supporting the preparation to the Intergovernmental Conference and the preparatory consultations. UNDP informed me that the last replenishment has been fully programmed. Since the Trust Fund has received additional contributions, **I request to transfer USD XXXX to this project, as the new replenishment.**

This will allow us to successfully continue the preparatory process and to ensure the participation and the travel support of the representatives from developing countries to the Global Compact on Migration Conference.

Yours sincerely,

Louise Arbour
UNSRSG for International Migration

A small, handwritten signature in blue ink is located in the bottom right corner of the page.