**European RCE Meeting 2017**

B

**8- 9 September 2017, Dortmund, Germany**

**Form B: Request for Financial Support**

Participants are encouraged to explore and obtain funding from other sources than UNU-IAS where possible to help those without accesses to the funding sources participate in this conference.

When you are applying for financial support from UNU-IAS, please read the selection criteria and the terms and conditions carefully. Once you finish filling out the form with required information, please make sure to have it signed by the coordinator of your RCE before submission. **Incomplete and delayed application will not be considered for selection.** Kindly be noted that this Financial Support does not cover accommodation fee for the nights of the Fair Friends.

Please complete this form and send it to Global RCE Service Centre (rceconference@unu.edu) by **13:00 pm on Sunday, 6 August 2017 (Japan Time).**

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| --- | --- | --- | --- |
|  1. First name |  | 2. Last name |  |
|  3. Middle name |  | 4. Date of Birth Day/Month/Year |  / / |
|  5. Title (please circle) | Prof. / Dr. / Mr./ Ms. / Mrs. Other ( ) | 6. Gender | [ ]  Male [ ]  Female |
|  7. Name of RCE |  |
|  8. Postal Address |  |
|  9. City, Country (Port of departure) |  |
|  10. E-mail |  |
| 11. Telephone  (please include national and local code) |  |

If you are applying for financial support as a representative of your RCE, please complete

**QUESTIONS FOR RCE REPRENTATIVE**.

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| **QUESTIONS FOR RCE REPRESENTATIVES** |
| **(1) How can you contribute to the meeting? Please specify any role or responsibility that you can take at the meeting as well as during the preparatory discussion. (300 words)**  |
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| **(2) Describe any fundraising efforts you have made in order to participate in the meeting. (200 words)**  |
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| **(3) What are the plans of your RCE in terms of implementing ESD in your region? How will your participation in the meeting benefit this planning process? (300 words)** |
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**Selection Criteria**

Please note that UNU-IAS will provide financial support for selected RCE representatives. A selection will be made based on the following criteria:

1. A participant is a member of acknowledged RCE and nominated by the RCE coordinator in consultation with their key stakeholders;
2. A regional balance and the previous grants of funding will be considered;
3. A participant can make a substantial contribution to the conference by taking active roles such as a facilitator, a presenter and a rappoteur during the conference as well as before and after the conference; and
4. A participant must follow the Terms & Conditions for UNU-IAS Funded Participants provided below.

**Terms & Conditions of UNU-IAS’s financial support**

1. A UNU-IAS funded participant is required to take an active role during the conference as well as in the preparatory discussions.
2. It is the participant’s responsibility to obtain an appropriate visa to Germany. Please note that UNU-IAS is authorized to cancel your participation if your visa is not issued **two weeks before your departure date**. Please inform us of your visa status as soon as your visa is secured.
3. A UNU-IAS funded participant must participate in the entire conference. A flight arrangement made by UNU-IAS cannot be changed due to personal preferences of the participant. In case the participant cannot travel with the proposed schedule, UNU-IAS may cancel the funding support for the participant.
4. UNU-IAS will **NOT** be responsible for any personal expenses of participants or charges incurred by cancellation. Expenses caused by the cancellation or charge should be covered by the participant
5. Overseas travel insurance shall be covered and arranged by participants. UNU-IAS will **NOT** take any responsibilities for accidents or emergency matters that might occur during the conference.
6. UNU-IAS will reimburse the expenses via bank transfer only after all the required documents are submitted by the participant. The necessary documents are:

(1) Original boarding pass stubs or travel related tickets;
(2) Original Voucher for Reimbursement of Expenses (F-10 Form prepared by UNU-IAS)
(3) Original receipts for visa processing fee (if applicable); and
(4) Vendor Form (bank information)

**I hereby acknowledge that I have read and agreed to the above-mentioned terms and conditions.**

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| **Name of the participant** |  |
| **Name of RCE** |  |
| **Signature** (Typed signature will not be accepted) |  **Date: / /**  |

**[To be filled by RCE coordinator]**
I hereby recommend and nominate the above-mentioned member of our RCE as an appropriate candidate to receive UNU-IAS funding support for the participation to European RCE Meeting 2017 in Dortmund, Germany.

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| **Name of the RCE Coordinator** |  |
| **E-mail address of the RCE Coordinator** |  |
| **Name of RCE** |  |
| **Signature**(Typed signature will not be accepted) |  **Date: / /** |

**PLEASE COMPLETE, SCAN AND E-MAIL THIS FORM TO Global RCE Service Centre (****rceconference@unu.edu****) by 13:00 pm on Sunday, 6 August 2017 (Japan Time).**