

Travel grant criteria for the Focus Group on Artificial Intelligence for Health meetings

1 Introduction

Travel grants may be offered to interested experts from developing countries¹, to attend the upcoming FG-AI4H meetings (subject to availability of funds from the donors' grant received by ITU-T).

Note: All travel grant requests should be received before the deadline communicated on the FG-AI4H website, after which applications will not be considered.

2 Eligibility

One travel grant for one person to travel is offered per eligible entity. Priority will be given to participants from developing countries¹ when awarding these travel grants.

The main decision criteria to provide a travel grant include (but are not limited to) the following:

- Available budget: Travel grants will only be granted once the funds are adequately received from the funding partners;
- Country of residence: The applicant should be officially domiciled in a developing country (including least developed countries, small island developing states, landlocked developing countries and countries with economies in transition) at the time of travel to the FG-AI4H meeting;
- Expertise and role of the applicant: The domain expertise of the applicant and the proposed activities related to his/her participation should be covered under the Focus Group;
- Contributions submitted: The written contributions submitted by the applicant for the FG-AI4H meeting should be relevant to the topic groups or working groups;
- Equitable distribution among countries and regions will be observed;
- Gender balance among the travel grant recipients will be an important criterion.

The decision criteria for funding will be revised periodically (as required) and made available in the FG-AI4H website.

3 Contact

All queries related to the travel grants are to be submitted to the FG-AI4H Secretariat (tsbai4h@itu.int). If the applicant requires exceptional conditions to be applied to the travel grant, the applicant must inform the FG-AI4H secretariat before a grant is awarded, ideally in the application form.

4 Terms of the travel grants

4.1 Length of travel grant

Applicants are required to re-apply for the travel grants after the conclusion of each meeting. Recipients are expected to attend the full length of the meeting, normally a one-day workshop followed by a 2-3 day FG-AI4H meeting. Travel grants will not be granted to the same applicant to attend more than three consecutive FG-AI4H meetings (see also §4.2).

¹ These include least developed countries, small-island developing states, landlocked developing countries and countries with economies in transition. The list published in the most recent version of the United Nations report *World Economic Situation and Prospects* will be used (currently, 2022). This list is available from [the ITU website](#).

4.2 Termination of travel grant

After three consecutive meetings, any travel grant requests made by previously successful applicants will not normally be taken into consideration. Additionally, the attendance, contributions and activities carried out by expert under the purview of the FG-AI4H will be assessed after each meeting. If performance is deemed to be unsatisfactory, the expert will not be considered for future travel grants related to the Focus Group.

4.3 Attendance

Unless agreed otherwise with the Focus Group Secretariat, all travel grant recipients must be present at the venue from the first day to the last day of the meeting. Travel grant recipients must report to the FG-AI4H Chair and the Secretariat of his/her arrival and departure.

4.4 Process for travel grant application

The following steps must be followed to submit a travel grant application:

- A. Applicants must first pre-register online for the relevant meeting before applying for the travel grant;
- B. The travel grant application form is filled in;
- C. Proof of affiliation to a specific organization (if any) must be provided;
- D. A copy of the information page from the applicant's national passport. All application documents are to be sent to the FG-AI4H Secretariat (tsbai4h@itu.int).

4.5 Assessment of travel grant applications

The criteria identified in §2 are applied to consider all applications. The decision on the travel grants will generally be made available 4-8 weeks prior to the meeting.

4.6 Final decision on the travel grants

The decision to award the funding is taken by ITU in consultation with the FG-AI4H Management team, the funding partner and the World Health Organization (WHO).

ITU's Telecommunication Standardization Bureau (TSB) will inform the applicants about the outcome of their funding request and the maximum amount that will be covered for air travel and daily subsistence (including hotel and meals).

5 Financial arrangements

5.1 Dispersion of the travel grant allowance

The recipients will only be reimbursed for some defined expenses related to the meeting; see below. The travel grant allowance will be made directly to the recipient's provided bank account. However, no disbursements will be made prior to the travel.

5.2 Flight tickets and subsistence allowance

A travel grant to attend one FG-AI4H meeting would include one return economy class air ticket for one person by the most direct/economical route from the country of domicile to the location of the meeting. The maximum amount of the flight cost reimbursement will be determined by ITU. The travel grant would also include a lumpsum amount (i.e. a daily subsistence allowance, DSA) as defined by the UN International Civil Servant Commission (ICSC) to cover accommodation and meals.

Partial travel grants may also be offered which cover one return economy class air ticket by the most direct/economical route from the country of domicile to the location of the meeting or a daily allowance to cover accommodation and meals.

Travel and medical insurance for the duration of travel will **not** be covered under the travel grant. Nor will any costs of other travel expenses like visa application costs, COVID-19 or other medical tests or vaccinations, etc be covered under the travel grant.

If for any reason you are unable to attend/enter the country (visa, COVID restrictions, family emergencies, etc.), please note that your travel costs will **not** be reimbursed.

5.3 Proof of arrangements

Travel grant recipients will be required to produce the receipts and documentation specified by ITU in its official travel grant offer as proof of travel and accommodation. Unsatisfactory documentation in this regard may reduce or void the travel grant provided. See also 4.3.
