

## **MIC Policy for Allowances**

MIC will not follow the policies or per diem rules in the different countries, but rather the Norwegian policies and rules as the Norwegian Government is funding the MIC programme. In line with the Norwegian tradition, the policies regarding allowances do not vary between politicians and administration, or with the rank of the person.

*This policy is binding for all MIC partnerships.*

### **MIC travels**

- All travels must be done in the cheapest way possible, including economy air tickets, and is reimbursed on the basis of receipts. Undocumented travel costs are not refunded.
- Costs for travelling days are reimbursed based on the Norwegian per diem (for meals) for the country your are travelling to
- When national travelling is necessary to reach the venue for the meeting or the airport for departure, only the necessary minimum number of days for the travelling itself is accepted – not additional days for meetings.

### **MIC meetings**

- When full board and lodgings are paid for by the organiser – ie. all expenses covered – the participants receive a small sum for covering extra individual expenses of **60 NOK** per day.
- If only hotel is covered and just some meals are included, the MIC participants receive a sum for covering the rest of the meals according to the Norwegian per diem for that country, calculated as follows:
  - minus 10% if you receive breakfast
  - minus 40% if you receive lunch
  - minus 50% if dinner is paid for
- If meals are included in the programme, these meals are seen as part of the programme, and it is not possible for participants to receive a refund for those meals and eat elsewhere.

### **MIC training**

- Training and capacity building is a key part of the MIC programme.
- Persons participating in the training do not receive any sitting allowance.
- If transport and lunch for participants are not provided, a refund for transport and lunch is given, based on the actual stipulated costs.
- Local and central government staff in the MIC projects do not receive an allowance or a compensation for facilitating meetings or training, doing the training itself, preparing training or meetings or elaborating reports from training and meetings. This is seen as a part of the MIC projects.
- MIC should normally not use private consultants or persons outside the municipality for the training as the core of MIC is exchange of competence and experience between municipalities.

**MIC administration**

- MIC does not pay any salaries for municipal staff or politicians in the North or the South to compensate for the working time related to MIC. This is seen as a "MIC participation fee" and is part of the MIC added value.
- The administrative costs of the North municipalities - i.e. telephones, internet, use of offices and meeting rooms, and transport within the municipality - are not refunded.
- The administrative costs of the South municipalities can be compensated with no more than 10 000 NOK, depending on the amount of administrative work done by the South municipality.
- The administrative compensation should be included in the MIC partnership budget, paid by the MIC project to the South municipality administration and included in the administrative budget.
- None of the administrative compensation can be paid out to individual persons.

**Per diem (meals): Norwegian regulations per September 2010**

Tanzania – 300 NOK

Kenya – 500 NOK

Uganda – 550 NOK

Zambia – 500 NOK

Madagaskar – 450 NOK

Guatemala – 380 NOK

*Please do not hesitate to get in touch with KS if something is unclear.*