TRAVEL GUIDANCE FOR ON-SITE ASSESSMENT VISITS

Approved by the PIC/S Committee on 12 May 2015
with entry into force on 1 November 2015.

Revised on [date]

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1. Reference is made to the PIC/S Guidelines on Accession (PS/W 14/2011 (Rev.3)), in particular paragraph 2 of Annex 1, which reads as follows:

ANNEX 1. VISIT (i.e. ON-SITE ASSESSMENT) OF THE APPLICANT BY AN AUDIT TEAM OF THE PIC/S COMMITTEE

2. Travel expenses relating to the on-site assessment visit undertaken by the Audit Team (including return flights to the visiting country, transport in the country, accommodation and food) should be covered by the Applicant. Observers are allowed after approval of SCC. Expenses for observers are for their own budget.

2. The following travel guidance is applicable to the on-site assessment visit of an “Applicant” under the Accession Guidelines and of an “Auditee” under the Joint Reassessment Programme.

3. All travel arrangements are subject to prior agreement between the Applicant / Auditee and the auditor(s).

4. For travelling to the country of the Applicant / Auditee, the following rules apply:
   a) When travelling by rail, first class fare, is accepted provided that the cost is not higher than that of a regular flight.
   b) When travelling by air, business class should be granted to auditors according to requirements of the auditors agency. This usually corresponds to intercontinental flights.
   c) Low-cost air companies should not be considered unless there is no other option and the company (i) has an excellent safety record and (ii) is not blacklisted.
   d) Flights should normally be booked and paid directly by the Applicant / Auditee, subject to the prior agreement of the auditor(s). If the policy of the Applicant / Auditee or the auditor’s agency prohibits the booking of flights for third parties, the Applicant / Auditee will make a refund, which is equivalent to the proposed booking, to the agency of the auditor.
   e) Prior to any firm booking, the Applicant / Auditee shall submit an initial proposal including the name of the company operating the flight (this may not necessarily be the company issuing the ticket), the travel itinerary (including information on the number of stop-overs) and the price.
   f) If the proposal does not suit the auditor(s) or is incompatible with the requirements of his/her agency, the auditor(s) can arrange his/her own journey. In this case, a refund equivalent to the initial proposal made by the Applicant / Auditee will be granted to the agency of the auditor.

5. For travelling inside the country of the Applicant / Auditee, the following rules apply:
a) For travelling by car, the driver is normally provided by the Applicant / Auditee unless it is contracted out to a regular taxi company / limousine service.
b) For travelling by train or boat, business class is granted.
c) For travelling by air, rules 4b-4d above apply.
d) For all travelling inside the country of the Applicant / Auditee, the tickets are booked and paid directly by the Applicant / Auditee.

6. The accommodation for inspectors is selected and booked by the Applicant / Auditee. The rule is that the hotel should be as close as possible to the office or site in order to avoid long trips by car or taxi.

7. Hotel accommodation, including breakfast, will be paid by the Applicant / Auditee. Private expenses such as telephone calls, laundry, pay TV, minibar, etc. are paid by auditor before leaving the hotel.

8. For incidental expenses (short-distance travel by e.g. taxi) as well meals and drinks during the inspection, the Applicant / Auditee has the choice between 3 systems. All forms of reimbursement are to be made to the auditor’s agency directly and not to the auditor.

   a) The Applicant / Auditee invites auditors for all lunches and dinners and provides transport.
   or
   b) Incidental expenses are reimbursed on the basis of receipts, bills, etc. In this case, the various expenses incurred are submitted for reimbursement by the auditors, to the Applicant / Auditee along with the original receipts, invoices, etc. The Applicant / Auditee may determine a maximum amount to be reimbursed per day for food and drinks and inform the auditors before they travel to the country.
   or
   c) A Daily Subsistence Allowance, “DSA” (also called “per diem”) is provided to auditors in line with the PIC/S Staff Agreement. The DSA rates are published by the International Civil Service Commission (ICSC) and used by the United Nations. The DSA rate for any country around the world can be requested from the PIC/S Secretariat.

9. Insurance (travel, health, repatriation, etc.) is always provided by the agency of the auditor. Travelling to conflict areas or unsafe areas, must be avoided.

10. Although travel and other expenses are paid by the Applicant / Auditee, the agency of the auditor must give its prior agreement for the trip and the time spent during the assessment. It is the responsibility of the auditor to get the necessary approval of his/her agency.

11. Where retired inspectors/auditors participate in an on-site assessment as per their contract with PIC/S, it is their responsibility to get the necessary approval concerning conflict of interest and appropriate insurance.

12. It is the responsibility of the auditor to satisfy the entry requirements (e.g. visa) into the country of the Applicant / Auditee. The latter shall lend the necessary assistance.

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