

**Guidance Note - Harmonized Allowance Rates for Virtual Meetings / Trainings / Workshops**

This note serves to outline general guidance for the UNCT on the Harmonized Allowance Rates for Virtual Meeting for Government counterparts. The guidance note has been reviewed and agreed by UN OMT.

This category includes Government counterparts attending trainings/meetings/national workshops, monitoring project activities organized and/or funded by UN Agencies.

Under COVID19 situation, activities conducted through virtual platforms on the internet have increasingly become a common alternative way of conducting location-independent programme implementation.

The current standard per-diem rate for counterpart with reference of UNRC/HC DSA\_2018-013 dated on 31 January 2018 remains unchanged. As it is not applicable to the virtual meetings/trainings/workshops as meetings held virtually through audio/video internet conferences do not require participants to spend nights away from their homes. Nonetheless, it is recognized that participants incur costs on airtime and internet data connectivity. UNOMT has discussed among the UN agencies and agreed to set the standardized flat rate for the attendees of virtual meetings, trainings, workshops.

Virtual meeting allowances based on the places where the attendees are as below.

Level of Location	Nay Pyi Taw, Yangon and Mandalay				State & Region Level (except Nay Pyi Taw, Yangon, Mandalay)			
	Facilitator/Resource/Trainer/ Meeting organizer		Participants/Attendees		Facilitator/Resource/Trainer/ Meeting organizer		Participants/Attendees	
Time spent	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
Internet connectivity allowance	5,000	10,000	5,000	10,000	5,000	10,000	5,000	10,000
Resource/Facilitator allowance	5,000	5,000			5,000	5,000		
Lunch allowance		3,000		3,000		2,600		2,600
<b>Level of Location</b>	<b>Township District Level</b>				<b>Community Level</b>			



Category of attending	Facilitator/Resource/Trainer/ Meeting organizer		Participants/ Attendees		Facilitator/Resource/Trainer/ Meeting organizer		Participants/ Attendees	
	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day	Half Day	Full Day
Internet connectivity allowance	5,000	10,000	5,000	10,000	5,000	10,000	5,000	10,000
Resource/Facilitator allowance	5,000	5,000			5,000	5,000		
Lunch allowance		2,200		2,200		1,800		1,800

### Clarifications

- (a) If the duration of the meetings/trainings/workshops from 1 hour to 4 hours, internet connectivity charges will be paid half day rate. If the duration is over 4 hours, full day rate will be applied.
- (b) Lunch allowance will be applied if the activities take place over 4 hours. However, it is not mandatory and should be based on the agencies' decision.
- (c) Resource/Facilitator allowance will be applied if he/she provide the training or perform as the instructor or presenter of the workshop.
- (d) The virtual meeting allowances are entitled only once if the full day rate is provided by one agency although he/she participates more than one event in the same day. For the half day trainings, the same rule will be applied if he/she participates more than one event at the same time.
- (e) Refreshment will be considered as per requirement and based on the agreement between the agency and counterpart. It should be based on actual cost and actual voucher need to be attached.
- (f) The bank charges for transferring allowances to the beneficiaries will be borne by the agencies.
- (g) If the participant needs to travel to other sites/other location for the internet connection, current regional rates will be applied.
- (h) The basis for calculating the lunch allowance is the non-resident's participants per diem applicable based on the location as per circular for per diem rates UNRC/HC-2018-013 dated 31 January 2018 for both participants and facilitators.
- (i) If the Implementing Partners are Civil Society Organizations/Sub-Recipient, they might have predetermined rate which has been agreed with the related agencies. The decision whether to use the Government Counterpart rate or the individually agreed rate is entirely up to the agencies themselves.

### How to claim for Virtual Meeting Allowance

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- Invitee list, confirmed attendance list together with screen shots of the meeting/training attendees from Zoom/Team/Skype or other applications are to be attached.
- If the payments are done physically to the attendees, the allowance disbursement forms signed by the attendees should be attached.
- If the payments are transferred to the meeting/workshop attendees through bank transfer, KBZ Pay, WAVE Pay, CB Pay, AYA Pay or other Mobile payment services, the evidence of payment with the payee name, NRC no. and mobile no. should be attached.
- The meeting/training/workshop agenda including the event date and duration of time should be attached.

**Note**

The guidance note serves as general guidance for the UNCT. Agencies, Funds and Programmes can decide to implement alternative arrangements if they deem specific situations require.