

# United Nations      Nations Unies

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## **KUA TRUST FUND TRAVEL APPLICATION INFORMATION SHEET**

***Trust Fund for the purpose of facilitating the preparation of submissions to the Commission on the Limits of the Continental Shelf for developing States, in particular the least developed countries and small island developing States, and compliance with article 76 of the United Nations Convention on the Law of the Sea (KUA Trust Fund)***

According to the terms of reference of the voluntary *Trust Fund for the purpose of facilitating the preparation of submissions to the Commission on the Limits of the Continental Shelf for developing States, in particular the least developed countries and small island developing States, and in compliance with article 76 of the United Nations Convention on the Law of the Sea (KUA Trust Fund)*, as amended by paragraph 37 and the Annex to General Assembly resolution 70/235, financial assistance from the Trust Fund is available for:

“Air travel and daily subsistence allowance for up to three members of a delegation when the Commission or relevant subcommission has invited that delegation to attend its meeting or session, except in cases where a joint submission of three or more States is being considered, for which a maximum of six members total of such a joint delegation may receive assistance.”

Kindly note the following instructions concerning the application procedure:

- 1. Submission Deadline:** The Division for Ocean Affairs and the Law of the Sea (the Division) exclusively processes all air-travel requests through the UMOJA platform, adhering strictly to applicable administrative guidelines. To ensure orderly and timely processing, it is imperative that **fully completed applications must be received no later than 16 December 2024**. A complete list of required documentation can be found in the attached checklist or on the website at: <https://www.un.org/oceancapacity/A76>. Applications can be conveniently filled out online at:

manage their travel preferences, including frequent flyer memberships, seat and meal preferences, special needs, and speak to Amex Travel through live online chat. Specific information will be emailed to each Delegate.

- 4. Personal Deviations:** If the delegate would like to travel on different dates or via a different route than that entitled to under the official United Nations Travel rules, or to choose a preferred airline, and/or a preferred class of travel, please complete the attached deviation request form and return it to the Secretariat by the application deadline. Additional costs associated with deviations are not covered by the Trust Fund, and Delegates are responsible for any extra expenses. The personal deviation request form can be found here: <https://www.un.org/oceancapacity/file/1865>. Under United Nations travel rules: **The official dates of travel allow the traveller to arrive in New York one day before the official meetings with the Commission or its subcommissions and depart one day after the last meeting (meetings within delegations are not counted).** The class of travel is economy class. The route of travel is the most economical route available, provided that the total additional travel time required for the whole journey does not exceed by four hours or more the total travel time using the most direct route available..