Operating Policy
for
Commission Chairs,
Commission Members or AGM
Delegates during Annual
General Meetings and Meetings

In order to achieve the highest levels of accountability, transparency, integrity, honesty and consistency, the following guidelines are produced. We expect that these guidelines will assist delegates and members to understand the basis of WDSF operating policies.

Any costs incurred will only be paid by WDSF if they are first approved by the WDSF Treasurer. However, such costs will only be met if they are in strict accordance with budgets and these operating policies.
COMMISSION CHAIRS OR MEMBERS

- No travel, accommodation or food & drink expenses will be incurred unless prior permission is granted by the WDSF Treasurer in consultation with the Managing Committee.
- No Commission Chair or Member is permitted to accept any gift or inducement from any source to the value of CHF 200 without full disclosure and approval of the WDSF Presidium.
- If travel expenses are to be reimbursed, the reimbursement will be the lowest of motor vehicle kilometers travelled, 2nd class rail or budget economy air ticket from the city of residence to the city of the meeting.
- Within budget constraints, the Treasurer and President can by mutual agreement pay or subsidize business class air tickets for Commission Chairpersons on official WDSF business for air travel greater than 8 hours.

DELEGATES TO THE WDSF AGM

- No travel, accommodation or food and drink expenses will be incurred by WDSF unless prior permission is granted by the WDSF Treasurer in consultation with the WDSF Presidium. This excludes food and drink costs for WDSF Forums, AGM’s and Farewell Dinners which delegates, their partners or spouses may benefit from in accordance with other parts of this policy.
- No delegate is permitted to accept any gift or inducement from any source to the value of CHF 200 without full disclosure and approval of the WDSF Presidium.

The above Operating Policies are not meant to be exhaustive. The policies merely provide a framework on which members, Presidium members, Commissions and delegates can use as a guide.

If any concern or doubt exists, it is recommended that full disclosure and approval or direction be sought from the WDSF Presidium.

Effective Date

This version of the Operating Policy was passed by the IDSF Presidium June 18, 2004 and shall come into force and effect on June 20, 2004.