

# **ICAN MSP SPONSORSHIP PROGRAMME FOR ICAN PARTNER REPRESENTATIVES AUSTRIA, VIENNA**

*Civil Society Forum 18th - 19th June 2022*

*Humanitarian Consequences Conference 20th June*

*TPNW Meeting of states Parties 21st - 23rd June*

## **ICAN MSP SPONSORSHIP PROGRAMME**

The treaty's 1MSP will be hosted by Austria in Vienna from **21st - 23rd June 2022**, as well as a humanitarian consequences conference on the **20th June** and ICAN will serve as the Civil Society coordinator for the government conference. This will be the first time all countries that are party to the treaty will come together to discuss progress to meeting the treaty's goals and figuring out crucial topics. The 1MSP will be a key moment for ICAN to both ensure that the treaty gets off to a strong start and that support for banning and eliminating nuclear weapons grows.

ICAN will be organizing a Civil Society Forum scheduled to take place **18th - 19th June** ahead of the government meeting. The Civil Society Forum is an excellent opportunity to mobilize global public opinion in order to increase pressure on nuclear-weapons states to commit to the complete and total elimination of nuclear weapons. We want to use this platform to raise public awareness on the humanitarian consequences of nuclear weapons use and testing, including focusing on ongoing impacts for communities, international law and human rights.

ICAN is making plans to ensure that the majority of the sessions are live-streamed to allow for remote participation.

**ICAN is launching a sponsorship programme for representatives from partner organizations from developing countries interested in participating in the Civil Society Forum, the Humanitarian Forum and the MSP and are invited to complete and submit the application form below no later than 22 April 2022.** ICAN will cover participants (flights, visa fees, travel insurance, covid-19 PCR test, accommodation, and meal costs. Additionally, ICAN will provide necessary documents for the visa process, such as (flight and hotel reservations, invitation letters, and travel insurance certificates).

## **APPLICATION AND SELECTION PROCESS FOR SPONSORSHIP**

The application is open to representatives of ICAN partner organisations from developing countries as defined by the OECD DAC list (link: <https://www.oecd-ilibrary.org>). Every effort will be made to balance representation across regions, genders, and ages.

**Priority will be given to applicants whose governments will participate in the MSP as state parties or observers, and to individuals who can be in Vienna**

**throughout the events, 18th–23rd June, and who will actively work on the TPNW at national, regional, and/or international level, including engagement with government representatives, and who will undertake follow-up work after the Vienna Conference.**

Applications must be completed and submitted no later than 22nd April 2022.

## **APPLICATION FORM**

**PLEASE fill in and send the application form below by 22nd April 2022 at the latest to:** Hawa Metz at: [msp\\_sponsorship@icanw.org](mailto:msp_sponsorship@icanw.org).

Sponsored participants will be informed **no later than April 29, 2022**. Please note that submitting an application does not guarantee sponsorship. Once accepted, the participant will be required to book an appointment for their visa with the Austrian Embassy in their country, and ICAN will issue the participants the required visa documentation. Recommended travel dates are **arrival on June 17th, 2022** and **departure on June 23rd, 2022** in the evening or June 24th, **at the latest**.

**Applicants are advised to wait until they receive a formal confirmation before finalising travel arrangements.**

Please fill in the details below carefully, keeping your answers brief.

<b>ORGANISATION AND ACTIVITIES</b>	
Family name of applicant (as in passport)	
First name of applicant (as in passport)	
Name of organisation	
Function in the organisation	
Is your organisation an ICAN partner?	
What activities relating to the TPNW, humanitarian and nuclear disarmament objectives have you undertaken in the past 1 year? (Max. 200 words)	
What campaign activities are you planning in the run up to the conference, including in which region and countries? (Max. 200 words)	
If you are attending the Civil Society Forum, the Humanitarian Conference and the MSP, how do you plan to follow up after the conference in your country and region?	

(Max. 200 words)	
<b>PERSONAL DETAILS OF APPLICANT</b>	
Country of residence	
City of Residence	
Nationality	
Languages spoken (please restrict your choice to either of the following official United Nations languages (Arabic, Chinese, English, French, Russian and Spanish)	
Most of the sessions will be conducted in English, please indicate whether you will need an interpreter	
Passport number	
Passport expiry date	
Gender (F or M)	
Date of birth	
Personal mobile number (with country code)	
E-mail	
Postal address	
Postal code and city	
Do you need a visa to enter Vienna or do you possess a valid Schengen visa? Please check here: <a href="https://www.schengenvisa.info.com/who-needs-schengen-visa/">https://www.schengenvisa.info.com/who-needs-schengen-visa/</a> .	
Is there an Austrian diplomatic representation in your country/ Embassy/ consulate?	
Total visa fees in <b>Euros</b>	
Do you need a Covid-19 PCR test to travel?	
If yes, total cost for Covid-19 PCR test in <b>Euros</b>	
Flight departing from and returning to (city, country, airport name)	

Other travel costs in <b>Euros</b> : airport transfer in home country (departure and return)	
Do you have any special needs that we should be aware of (e.g. dietary restrictions, physical disabilities, medical needs)?	
Date and signature of applicant	
<b>SPONSORSHIP REQUEST</b>	
<p>ICAN is running a sponsorship programme for partner organisations from developing countries. Please see the DAC list of developing countries before submitting a request as only countries listed will be considered: <a href="https://www.oecd-ilibrary.org">https://www.oecd-ilibrary.org</a></p> <p><b>ICAN has limited funding available for sponsorship and will not be able to cover the costs of more than one participant per organisation per country in addition to the overall selection criteria.</b></p> <p>Participants applying for sponsorship are kindly asked to WAIT for confirmation from ICAN before making any travel arrangements.</p> <p>Upon confirmation of sponsorship, participants will have to secure visa appointments at the Austrian diplomatic representation in their country. ICAN will provide the relevant documentation during this process.</p> <p>ICAN's travel agency will book and send your electronic ticket by email.</p>	

ICAN will cover the following expenses for partner organization representatives upon confirmation of participation and sponsorship:

### **1. Economy class ticket to Vienna International Airport (VIE)**

ICAN will cover the economy class ticket according to flight availability and to the recommended travel dates below for the participation in the Civil Society Forum (18-19 June), the Humanitarian Conference (20 June) and the MSP (21-23 June).

**Arrival in Vienna 17th June 2022. Departure from Vienna 23rd June in the evening or 24th June at the latest.**

Our travel agent will liaise with all sponsored participants for their flight booking.

#### Documents to be provided to the travel agent

When you confirm the flight itinerary, you will be required to **provide a copy of your passport that captures the biometric details and your home address**. You will then receive an electronic ticket purchased by ICAN.

#### Extended stay or flight booked by participants

If you wish to extend your stay in Vienna, additional costs will be at your charge.

### **2. Accommodation during your stay in Vienna**

ICAN will book a hotel room covering bed and breakfast for sponsored participants in Vienna according to the recommended dates and flight itinerary.

**ICAN will not cover extended stays and additional expenses not included in the all-inclusive rate of the hotel, such as laundry, mini bar service, internet, telephone calls, faxes, taxi fares, etc. Participants are asked to settle their bills for extra costs upon departure.**

### **3. Per Diem**

A per diem for meals (lunch and dinner) and incidental expenses will be distributed for the official stay and according to the flight itinerary upon the arrival of sponsored participants.

### **4. Visa, transit and airport fees and taxes**

The Schengen visa, transit visa, and overnight costs required to travel to Vienna will be **reimbursed upon provision of receipts** and according to the flight itinerary. Unless otherwise agreed, ICAN will book transit accommodations and flights through a travel agency.

### **5. Reimbursement of expenses and per diem**

All local travel costs will be reimbursed in the local currency of **EUR** in Vienna. The per diem will also be paid in the local currency. When collecting the per diem, sponsored participants are asked to **bring their original travel receipts for other expenses (COVID-19 test, at home, local transportation to the airport)**.

The location and schedule for per diem and reimbursements will be in the participant guide sent out ahead of time.

### **6. Visa Checklist**

Please familiarise yourself with the visa requirements for a Schengen visa here: <https://www.schengenvisainfo.com/schengen-visa-application-requirements/>.

Please note that each country might request additional documents, and therefore, it is highly advisable that you reach out to your local Austrian embassy for more information.

### **7. Contact**

For general questions or enquiries about the sponsorship program for ICAN partner organisations' representatives, please contact Hawa Metz, International Campaign to Abolish Nuclear Weapons (ICAN), email: [msp\\_sponsorship@icanw.org](mailto:msp_sponsorship@icanw.org).