

DRAFT PROCEDURE FOR ACCESS TO SCAR WG-GGI FUNDS ALLOCATED BY SCAR

CURRENT SITUATION

At XXV SCAR, Concepcion the following SCAR funds were allocated to the WG for 1999 and 2000

Funding applications 1999	Allocated
GIANT Symposium	USD 3000
Physical Geodesy	USD 5000
Place names	USD 2000
Topographic database (ADD)	USD 7000

Funding applications 2000	Allocated
GIANT Symposium publication	USD 2000
Physical Geodesy	USD 5000
Place names	USD 2000

There has been no clear guideline within the WG on what the procedure is to access this funding.

In order that the WG Chairman is aware of how much funding has been requested and by whom the following guideline has been proposed.

PROPOSAL

Any requests by Program / Project Coordinators for this funding should follow the procedure spelt out below:

1. Write (email) Drew Clarke outlining what it is you wish to use the funding for. Use the following example for the way in which it should be structured.

At XXV SCAR, Concepcion, USD[amount] of SCAR funds were allocated to the WG on Geodesy and Geographic Information to [project name]. I am the coordinator of the [project] and, to enable me to [reasons why you wish to access the funds], I would be grateful if you would send me a cheque for [the amount of funds you want]. Please make the cheque payable to [you or your organisations contact details].

2. Drew will examine the application and determine if any changes are required.

3. Once your request has been approved by Drew you will need to write to (email) Peter Clarkson <execsec@scar.demon.co.uk> and inform him that Drew has approved the request.