



PROCEDURE FOR TRAVEL ASSISTANCE

Art. 1 Basis

The Procedure for Travel Assistance is based on articles 7 and 29 of the International Statutes, and aims to standardise the process of helping IPA members (individuals or groups) requesting IPA assistance when travelling and visiting IPA Sections worldwide.

It promotes the use of a form designed to officially inform the requested section of the trip details and the kind of assistance required.

It is not necessary to use this form when personal contacts are already in place, i.e. regular group exchange visits, visiting friends, etc., or in case of an emergency (i.e. medical reasons).

This procedure is placed under the responsibility of the Chair of the Socio-Cultural Commission

Art. 2 Deadlines

Sufficient time before the visit must be allowed so that assistance can be provided at its best:

Group travel:	At least 3 months' notice
Individual travel:	At least 1 month's notice.

Art. 3 Conditions

An anticipated itinerary and requirements should be clearly given by the applicant. A separate form should be used for each requested IPA section.

Art. 4 Procedure

The travel form and details of all IPA sections can be found on the international website, or on request by the secretaries general of all IPA sections worldwide.

The applicant is required to complete the travel form and send it to their national section, who will provide written confirmation of the applicant's membership and sign the document.

The national section or the applicant shall then send the travel form electronically to the person in charge in the requested section(s).

Art. 5 Financial Responsibility

The applicant is expected to bear any financial costs incurred during their visit

Art. 6 IPA Travel Form

Applicants are requested to complete the IPA Travel Form attached in the appendix to this procedure.

This Procedure for Travel Assistance was adopted by the IEC during the IPA World Congress in New Zealand 2016 and entered into force on 7 October 2016. It replaces any previous directives or decisions concerning this issue.

President : Pierre-Martin Moulin

Secretary General : Georgios Katsaropoulos

IPA TRAVEL FORM - *for reference only* -



Section: **TO the applicant's National IPA-Section:**

Email:

1. Applicant's Details

Family Name: First Name:

2. Address: (Give full private address)

Email:

3. IPA membership number:-

4. Police Force: Department: Position:

5. Telephone Numbers:

Personal: Work:

6. Accompanying persons (give full name of accompanying persons and in the case of children, age).

	Name	Relationship	Children's Age
A.			
B.			
C.			

7. Destination: Complete a separate form for each section you intend to visit. When visiting more than one place in any section, please list each area.

A. Country: B. Town:

8. Date of Arrival: Time: Place of Arrival:

9. Date of Departure: Time: Place of Departure:

10. What kind of accommodation is required?

11. What kind of assistance do you require during your visit?

Please bear in mind that visiting a police unit requires a specific request and your police background details.

12. Do you have any mobility issues?

Signed:

Section:

Date:

FOR OFFICIAL USE

TO: Section

Name:

I certify that the applicant is an IPA Member. The request (as outlined) for assistance during the visit to your Section is forwarded for your attention. You may communicate with the applicant directly. Thank you in advance for your assistance.

Signed:

Position:

Date: