

Guidelines for the use of the DTTA fund

Objective

The objective of the DTTA is to strengthen and further develop the JPO/SDP knowledge and skills relevant to his/her assignment, and thus to enhance his/her performance.

For this reason, the DTTA is to be utilized throughout the assignment and no later than 2 months before the end of the contract (COB).

Utilisation of the DTTA funds

Utilisation of the DTTA funds must be requested in consultation with the JPO/SDP's direct supervisor. An experienced and properly trained member of the respective senior management will make the final decision considering the office's benefit, as well as the JPO's.

Written authorisation for charging relevant DTTA costs up to the amount allocated by the donor to the JPO's account is provided by the JPO Service Centre to the country office upon arrival of the JPO. Such authorisation is valid for the entire duration of the donor-funded JPO assignment. Unspent funds can be carried over to the following JPO contract year.

Only those accounting entries, which had been specifically authorised by the JPO Service Centre, would be accepted as valid charges to the respective JPOs' budget.

Management of the DTTA account

Management of the DTTA account is decentralized to the country offices, including the monitoring of the amount available. It is incumbent, however, on the senior management of the country office to ensure that only those training/learning activities, which are relevant to the JPO assignment, are authorized and that the following control mechanisms and guidelines are strictly adhered to:

- "Running balance" spreadsheets, showing all the transactions charged to DTTA (broken down by name) should be attached to all JPO budgets.
- As a general rule, the DTTA should not be used for language and computer training in view of the fact that these types of training are a prerequisite for selection and are normally provided by the sponsoring government prior to the JPO assignment. Language and computer training on exceptional cases have to be authorized by the sponsoring government.

JPOs funded by Belgium may not use their DTTA for travel expenses or trainings in the country of origin.

JPOs funded by Germany may however use their DTTA for language training, with approval of their supervisor, if deemed necessary for the performance of their duties and if language training cannot otherwise be provided free of charge.

JPOs funded by Switzerland may use their DTTA in exceptional cases for language courses - such as Russian or Arabic - when these can contribute to the JPO's understanding of the country in which he/she is and when communication with communities is thus made easier. In case they are expensive, the DTTA budget line can be exceptionally increased.

- The DTTA should not be used for studies leading to obtaining a degree, as this is a selection prerequisite of the JPO Programme.

- The DTTA is intended for use in the country of assignment, but at the discretion of senior management, training/learning activities abroad, as well as participation to regional JPO workshops may be authorized.
- The DTTA should not be used to cover training and travel costs related to training courses in the home country. Authorization from the sponsoring government is needed on exceptional cases.
- The ratio between training-related travel costs and training/learning per se should be reasonable. It is expected that travel and accommodation costs will not represent the major portion of the training/learning activity.

If JPOs or their supervisors are in doubt about the DTTA eligibility of an intended training, they can consult the JPOSC in advance.