



Regional School of Public Administration

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PRACTICAL INFORMATION FOR PARTICIPANTS WITH REGARD TO RESPA TRAINING EVENTS

I Working language

In 2009, the training events will be conducted in English, unless indicated differently.

II Registration

All participants are kindly requested to complete the registration form and return it to your local liaison officer before the deadline for registration indicated on the registration form.

III Confirmation

Confirmation of registration will be forwarded to the participant on receipt of the completed registration form.

IV Travel

The ReSPA Secretariat will cover the participant's international travel and is most pleased to arrange his/her travel. In order to make all logistical arrangements in a smooth and efficient way, the ReSPA Secretariat would very much appreciate it if the participant could indicate the method of transport (plane/car) and the preferred travel schedule, which will be taken into account when reserving the travel.

Usually travel to the location of the training venue takes place on the day before the training event. The return travel usually is undertaken on the last training day, if possible.

IV.1 Travel by plane

As mentioned above the ReSPA Secretariat will take into account the preferred travel schedule indicated on the completed registration form. Should the participant not have indicated any travel schedule, the ReSPA Secretariat will propose a flight schedule and set a deadline for confirmation of the proposal. Without further notification from the side of the participant, the flights will be reserved. After having reserved the flight, no changes are permitted.

All original travel documents including boarding cards should be kept and submitted to the ReSPA Secretariat. Information about this will be given to the participant during the training event. In case of loss of one or all of the boarding cards, the participant is kindly requested to provide the ReSPA Secretariat with a declaration from the applicable airline certifying that they have been on board of the stated flights.

For other possible travel costs to and from the airport, the participant will receive a lump-sum of € 60.

IV.2 Travel by car

Travel by car is allowed for distances of maximum 500 KM one way, so max. 1,000 KM return.

The ReSPA Secretariat will reimburse € 0.37 per KM. This rate includes possible parking costs, toll costs and the costs for the International Motor Insurance card. Bearing in mind the maximum number of KMs, the maximum amount for the car allowance is EUR 370.

The number of KM for the return travel will be based on the number of KM calculated on www.map24.com. The car allowance will be handed out during the training event.

If applicable, participants are kindly requested to car-share, as much as possible. Please note that in case of car-sharing, the car allowance will only be paid once.

IV.3 Visa requirements

Please note that there may be visa requirements. The participant should check these requirements at the local embassy. Be aware of the time consuming visa application procedures. Visa costs are reimbursable upon submission of the original invoice / receipt.

V Hotel reservations

The ReSPA Secretariat will reserve hotel accommodation for the relevant period based on the agreed travel schedule. The costs for accommodation (overnight stay incl. breakfast and taxes) will be covered by the ReSPA Secretariat. Any additional expenses (e.g.. use of minibar) have to be settled with the hotel directly before departure.

VI Meals

Meals during the training days will be prearranged and covered by the ReSPA Secretariat as much as possible. For any meals which have not been arranged and paid for by the ReSPA Secretariat in advance, the participant will receive compensation (see below under '*subsistence allowances*').

Any special diets will be taken into account, if indicated on the registration form.

Please note that any drinks not included in the meals have to be covered by the participant's subsistence allowance.

VII Subsistence allowances

In addition to the ReSPA Secretariat arranging and paying for accommodation and meals, the participant will receive a subsistence allowance of € 25 per night¹.

50 % of the subsistence allowance will be given to the participant on the first day of the training. The second instalment will be distributed at a later stage.

The participant will furthermore be paid the amount of € 13 per lunch and € 19 per dinner which have not been organised and prepaid by the ReSPA Secretariat during the training days.

With respect to travel days, compensation will be limited to one dinner on the day of arrival and one lunch on the day of departure, if applicable.

Participants living in/near the city of the training venue will not receive a subsistence allowance, though they are of course invited to join the group for the meals organised.

VIII Evaluation

On the last training day all participants are kindly requested to complete and return the evaluation sheet which will be provided.

IX Certificate of attendance

All participants will receive a certificate of attendance. This will be sent to the participant afterwards (upon submission of the original travel documents, if applicable).

¹ The indicated amount is subject to the overall amount falling within the EC subsistence allowance rates.