



ReSPA

Regional School
of Public Administration

ReSPA Activities are
Financed by the EU



Workshop on EU Budget Support for civil servants of Montenegro

23-25 January 2017, ReSPA, Danilovgrad (Montenegro)

PRACTICAL INFORMATION SHEET

EVENT VENUE:

The event will be held at

**Regional School of Public Administration (ReSPA)
Branelovica bb**

**81410 Danilovgrad
MONTENEGRO**

TRAVEL:

ReSPA will cover your travel for one return journey.

According to the ReSPA EC Grant Contract, car travel will be reimbursed on the basis of EUR 0,22 per kilometre. The number of kilometres is calculated as per the via Michelin website recommended route (www.viamichelin.com).

ACCOMMODATION AND MEALS:

Pursuant to your travel schedule, room reservation has been made for you at the Hotel ReSPA Campus (Tel: 00382 20 817 200) for the period of **23-25 December 2016 (2 nights)**, overnight including full board.

Please note that accommodation costs on the basis of the full board (overnight, breakfast, lunches and dinners included), will be invoiced directly to the ReSPA Hotel. Additional expenses (i.e, telephone, etc.) have to be settled with the hotel directly before departure.

Each meal (lunch, dinner) will include a non-alcoholic drink which will be directly invoiced to the ReSPA Hotel. Please note that any further drink has to be paid out of your pocket, unless otherwise informed.

DAILY ALLOWANCE

In addition to ReSPA arranging and paying for your transportation, accommodation and meals, you will receive a daily allowance of **€ 25 per each event day**, which will be paid after the completion of the event.

This allowance should cover all incidental costs incurred by the participants with regard to the event.

INSURANCE

The participant accepts that he/she is individually responsible for covering the insurance for travel and other related accidents, injuries, harm, loss or damage during the participation, stay and travel, irrespectively of the means of transportation to be used, to and from the place where activity is organised by ReSPA. The same applies to any other insurance for his/her own personal effects and property as well as his/her own health insurance. No such costs will be covered by ReSPA. **The participant accepts that ReSPA is released from any kind of responsibility for injury, harm, loss or other damage related to the participation at the ReSPA activity and travel to the place where the activity is organized.**

OTHER:

At all ReSPA events Kosovo* is represented with asterix and footnote *“This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ opinion on the Kosovo declaration of independence”*, in accordance with “Arrangements Regarding Regional Representation and Cooperation - Rev10 RC 23/02/2012”.

All participants are kindly asked to follow that agreement.

EMERGENCY NUMBERS

If there are unexpected situations, you may reach the Programme Assistant at the number below:

Mr Vladimir Nikolić

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