
PRACTICAL INFORMATION FOR ReSPA EVENTS

1. GENERAL INFORMATION

1.1. Application/Registration for the ReSPA activities and selection of participants

Regional School of Public Administration is kindly inviting all interested applicants to fill in and submit the application form by e-mail to their respective Liaison Officers, as well as the contact person from ReSPA who indicated on the form.

Please note that ReSPA will take into consideration the following criteria for the selection of the participants:

- Number of years of work experience in the relevant topic
- Relevance of institution from which the participant is coming from
- Seniority level
- Job duties related to the topic
- Motivation for participation
- Follow up activities upon the participants return to the work post, as a basis for M&E

1

Please find the detailed information about the target group in the Programme/Discussion paper of the event.

All candidates will receive a written reply on the success of their application.

1.2. Confirmation

The selected participants will receive the confirmation of their participation and will be contacted by ReSPA for logistical arrangements.

1.3. Evaluation

ReSPA events will be subject to evaluation by the participants. On the last day of the event, all participants will be kindly provided and requested to complete and return the evaluation sheet.

1.4. Working language

All ReSPA events will be in English. Simultaneous interpretation may be provided following the minimum number of participants requiring interpretation.

Please note that providing simultaneous interpretation will not be available for summer schools and accredited training.

1.5. Certificate of Attendance

For training and seasonal schools, all participants will receive a certificate of attendance. The certificates will be shared on the last day of the activity.

1.6. Insurance

The participant/expert/interpreter 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 organized by ReSPA. The same applies to any other insurance for his/her personal effects and property as well as his/her own health insurance. No such costs will be covered by ReSPA. The participant/expert/interpreter accepts that ReSPA is released from any 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.

2

1.7. Other

At all ReSPA events Kosovo* is represented with asterisk 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/experts/interpreters are kindly asked to follow that agreement.

2. TRAVEL

ReSPA will arrange and cover the most economical travel option for the destinations in question, taking into consideration also the participants' selected method of transport (plane/car/taxi). In case there are several options, the most favorable one will be selected.

Travel to the event venue takes place one day before the start of the event, whereas the return travel is undertaken on the last event day, if possible.

2.1. Travel by plane

ReSPA will propose a flight schedule to the participant, the cheapest flight in economy class, and will set a deadline for confirmation of the proposal. After the confirmation of the proposed flight by the participant, no changes are permitted.

The original boarding passes and any other documents of travel have to be handed over to the ReSPA Programme Assistant. The outward boarding cards will be collected on the first day of the activity.

Participants are obliged to keep all original boarding passes and other travel documents. No other travel costs will be paid/reimbursed.

The return boarding passes shall be sent by e-mail (scanned version), to ReSPA Programme Assistant.

IMPORTANT: Please note that omitting the participant's obligation to respond on the request for flight confirmation will require them to purchase the flight ticket on their own, for which ReSPA will reimburse them up to the amount stipulated in the request for flight ticket confirmation.

CONDITIONS FOR REIMBURSEMENT OF FLIGHT TICKET COSTS: ReSPA can reimburse the cost of flight ticket up to the amount stipulated in the request for flight ticket confirmation. Reimbursement will be approved after the submission of original Invoice, proof of payment (copy of slip, fiscal bill or bank transfer confirmation), outward and return boarding passes, no later than 30 days after the activity.

2.2. Transportation from/to the airport

Participants are responsible to organize and cover their local transport by themselves and will cover the costs from the received per diems.

2.3. Travel by private/travel agency car

ReSPA will cover your travel for one return journey.

Travel by private or travel agency car are possible options in a limited number of cases (e.g. for participants travelling from neighboring regions/countries from which flights are not available or not frequent, or where car/taxi travel is the most practicable option).

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

Only one refund per car – not per person - is allowed in cases where more than one beneficiary travels by the same vehicle. Car sharing must be a condition for reimbursement of international/cross-border car travel in cases where two or more beneficiaries travel from and to the same place for the same ReSPA activity.

Payment will be made to beneficiaries upon presentation of proof of travel (e.g. petrol station receipt) on the last day of the event.

Travel by agency car will be arranged by ReSPA directly. Car sharing must be a condition for reimbursement of international/cross-border car travel in cases where two or more beneficiaries travel from and to the same place for the same ReSPA activity.

4

No other costs will be covered apart from those stated above.

3. EVENTS HELD ABROAD

3.1. Accommodation/meals

Participants will arrange and cover the costs of the accommodation and meals, from the received per diems. The meals which are considered as the official part of the program and are included in the Agenda will be deducted from the participants' per diems.

3.2. Per diems:

Participants are entitled to per diem (current EC per diem rates for the country in question), which is calculated per night, according to the travel schedule.

Per diem covers accommodation, meals and sundry expenses (incidental costs incurred by the participants with regard to the event), including local transportation in the place of residence, as well as the place of mission.

Per diems will be transferred to the participants' bank account before departure, **but only upon submission of valid payment instructions and bank details.**

In order to receive per diems, a participant has to submit the filled in request for payment document which they will receive from ReSPA. The request for payment has to be filled in with all required information, signed and sent both by e-mail to Program Assistant (signed scanned copy) and by post (original document) to the address below:

Regional School of Public Administration (ReSPA)

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