

## **RULES 2012 FOR PARTICIPANTS FROM SIGNATORY STATES TO THE EUROPEAN CULTURAL CONVENTION<sup>1</sup>**

### **1. The National Liaison Officers (NLOs)**

The National Liaison Officers (NLOs) are the privileged contacts for the candidates in their country. Their role is, amongst others, to provide all information about the training activities offered in the framework of the "Pestalozzi" Programme and to distribute, select and forward application forms.

### **2. Application form**

Candidates must complete the application form clearly and in the working language of the Workshop or Seminar. The form must be typed. Incomplete or illegible forms will be refused. After completing the form, the candidate must sign it, have it signed by his/her employer and then forward it to his/her NLO (ie the NLO of the country of residence).

If the application is accepted, the NLO of the candidate countersigns the form and forwards it to :

- the NLO of the host country (for the European Workshops organised by signatory states) or
- the Council of Europe (for the European Seminars organised by the Council of Europe at and in close cooperation with the Academy of Bad Wildbad or the European Wergeland Centre).

### **3. Selection of candidates**

Selection of participants is based on:

- a) the number of places available offered by the host country ;
- b) the training of the candidates, their reasons for applying and their knowledge of the working language.

This selection is made:

- by the NLO of the host country of the European Workshops. The invitation letter, including all necessary practical information, is sent by this NLO to all selected candidates. A letter confirming that the travel costs will be covered by the Council of Europe, including a list of all documents required for the reimbursement, is sent by the Secretariat of the Pestalozzi Programme.
- by the Pestalozzi Programme Secretariat for the European Seminars organised by the Council of Europe at the Academy of Bad Wildbad or at the European Wergeland Centre. The invitation letter, confirming that the travel costs will be covered by the Council of Europe and including a list of all documents required for the reimbursement, is sent by the Pestalozzi Secretariat to the selected participants.

**Please note: Candidates are not allowed to participate in more than one European Workshop or Seminar every two years : an obligatory interval of 2 entire years has to be respected between each participation.**

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<sup>1</sup> Participants from the host country follow the rules established for them by their own country

## **4. Organisation of the journey**

Participants must arrange their journey in the most economical way and also in the most direct manner (their travel must be arranged in order to be as close as possible to the dates and hours of the beginning and the end of the European Workshop or Seminar). Only travel expenses incurred between the participant's usual place of residence<sup>2</sup> and the place where the European Workshop (or Seminar) is being held will be reimbursed by the Council of Europe on production of proof of payment (see the "List of compulsory documents to be provided").

### **4.1. Means of transport**

#### *a. Rail travel*

Second-class rail travel is authorised. When the duration of the journey is longer than six hours between 22.00 pm and 07.00 am, use of a second-class two-berth sleeper is authorised. Fares, including costs of reservation and supplements for using express trains or sleepers, shall only be refunded on production of the relevant original train tickets.

#### *b. Air travel*

Air travel in the most economical class is authorised if the distance by the shortest rail route between the place of departure and the place where the European Workshop (or Seminar) is being held exceeds 600 km, if the journey involves a sea crossing or if the air fare is more economical than the 2nd class rail fare. Participants must take advantage, wherever possible, of reduced rates booking as early as possible once their participation is confirmed. Air fares and any airport taxes will be refunded only on production of proof of payment (see the "List of compulsory documents to be provided") and excluding all other expenses entailed by air travel, e.g. excess-baggage charges.

#### *c. Travel by car for personal convenience*

Participants travelling by means other than public transport a distance exceeding 30 kilometres per journey (one-way) shall be refunded a lump sum based on a kilometric allowance determined annually by the Committee of Ministers of the Council of Europe. Distances over 1600 kilometres for the return journey shall be refunded on the basis of economy class air fare from the nearest airports. Journeys of less than 30 kilometres (one-way) are not reimbursed.

Related costs, such as toll fees, may only be reimbursed with the prior approval of the Secretary General of the Council of Europe and only where there is no other possible alternative. Such claims shall be accompanied by evidence of the expenditure actually incurred.

If two or more participants entitled to claim expenses use the same car, a refund shall be made only to the person in charge of the vehicle, with an increase of 10% for each passenger.

Participants travelling by car do so at their own risk. The Council of Europe disclaims all liability in respect of any accident that may occur during the journey.

#### *d. Sea travel*

Boat fares are reimbursed only on production of proof of payment and at a maximum flat rate equivalent to the economy-class air travel.

### **4.2. Insurance**

All participants are covered by an insurance paid by the Council of Europe. Specific travel related risks are covered by an CHARTIS insurance policy (number 2.004.761), which provides cover for persons up to their 76th birthday. The following help line CHARTIS Assistance 24 Hours can be called in case of need: (32) 3 253 69 16. This insurance which is intended to cover risks related to travel only is valid during the outward and return journey from the participant's place of residence to the venue of the

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<sup>2</sup> "**Usual place of residence**" means the participant's place of residence in the country from which the application was submitted.

European Workshop (or Seminar) as well as for the duration of the European Workshop (or Seminar). Should the participant need to prolong their journey for any reason (other than to benefit from an APEX fare) this **insurance guarantee will cease**. The Council of Europe should also be informed directly if any problem happens by writing an email to [lesley.king@coe.int](mailto:lesley.king@coe.int).

#### **4.3. Please pay particular note to the following**

a. Transit fares (when changing from one means of transport to another or when travelling between the participant's home/European Workshop (or Seminar) venue and a railway station/airport) will only be refunded according to the second-class public transport fare on the relevant route on production of proof of payment.

b. Visa fees are reimbursed upon presentation of the **original** invoice provided by the Embassy and a copy of the visa in the passeport.

c. **Are NOT reimbursed** :

- taxi fees ;
- parking fees ;
- meals during the travel ;
- insurance fees (see point. 4.2).

#### **5. Accommodation during the European Workshop (or Seminar)**

The cost of accommodation (board and lodging) and, if need be, tuition fees are paid by the host country for the duration of the European Workshop or by our partner organisations in the case of Seminars). In order to benefit from this, candidates must attend the whole European Workshop (or Seminar).

The Council of Europe can contribute to the costs of a maximum of 2 hotel nights (70 € maximum per night) outside that which is provided by the organisers if a cheaper airfare was possible by arriving before the start date of the Workshop/Seminar or by leaving after the finish date. To obtain this reimbursement you must attach to your form

- the original paid invoice for the hotel
- proof that the travel taken was less expensive than if travel dates were closer to those of the Workshop/seminar (eg an internet printout of the two itineraries printed on the same day)

Please note that this reimbursement is considered on a case-by-case basis. This contribution will occur when travel costs are reimbursed.

#### **6. Feedback**

In due time you will receive a link to an online questionnaire. We ask you to give us feedback on the training (content and organisation) as well as to briefly describe the main outcome of this training for your professional development and ways in which you will share the information and what you have learnt with other professionals in your context.

Please complete the questionnaire right after your training while the experience is still vivid. It will only take up to 15 min of your time and it will allow us to further improve our training offer.

Participants give automatic authorisation to the Secretariat to make use of their report.

## **7. Reimbursement of travel expenses**

Before the European Workshop (or Seminar), the Council of Europe sends to each participant from the signatory States all necessary documents for the claim of reimbursement of his/her travel expenses. This claim, duly completed, signed and including all the required documents mentioned in the "List of compulsory documents to be provided", must be sent to the Council of Europe within a MAXIMUM of 2 weeks after the end of the European Workshop (or Seminar). If this timeframe is not respected, the reimbursement of travel expenses is not guaranteed.

In order to benefit from the reimbursement of their travel expenses, participants must attend the whole European Workshop (or Seminar).

Travel expenses are reimbursed by bank transfer by the Council of Europe approximately 2 months after receiving the complete claim from the participant.

## **9. Certificate of Attendance**

After the European Workshop (or Seminar), every participant from the signatory States and from the host country receives a Certificate of Attendance. This indicates the length (hours) of the European Workshop (or Seminar), and is co-signed by the Council of Europe and the NLO or the co-ordinator of the Workshop/Seminar.