



Up-dated on: 25 January 2016

**RULES 2016
FOR PARTICIPANTS FROM SIGNATORY STATES
TO THE EUROPEAN CULTURAL CONVENTION¹**

**SUMMER SCHOOL
(in co-operation with the Academy of Bad Wildbad)**

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

Online applications will be possible as from January 2016.

Candidates must complete the online application form clearly and in English or French.

Watch the announcement on the web site of the [Pestalozzi Programme](#) or on Twitter @pestalozziprog (#sumsch2016).

3. Selection of candidates

Selection of participants is based on:

- profile, language competence and commitment

This selection is made by the Pestalozzi Programme Secretariat. An invitation 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.

Please note: Candidates can only participate in one European Workshop OR Summer School in a two year period

¹ Participants from the Land of Baden Württemberg follow the rules established for them by their own Land.

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 Summer School). Only travel expenses incurred between the participant's usual place of residence² and the place where the European Summer School is being held will be reimbursed by the Council of Europe upon presentation 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 upon presentation 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 Summer School 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 upon presentation 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 to 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 a 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. It is not necessary to take out a supplementary insurance policy and such a policy will not be reimbursed by the Council of Europe.

² "Usual place of residence" means the participant's place of residence in the country from which the application was submitted.

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 Summer School venue and a railway station/airport) will only be refunded according to the second-class public transport fare on the relevant route upon presentation 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 Summer School

The cost of accommodation (board and lodging) and, if need be, tuition fees are paid by the Academy of Bad Wildbad for the duration of the European Summer School. In order to benefit from this, candidates must attend the whole European Summer School .

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 Summer School 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 Summer School (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 minutes 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 feedback.

7. Reimbursement of travel expenses

Before the European Summer School, 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 Summer School. 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 Summer School.

Travel expenses are reimbursed by bank transfer by the Council of Europe within 3 months of receipt of the complete claim from the participant.

8. Certificate of Attendance

After the European Summer School, every participant from the signatory States and from the Land of Baden Württemberg receives a Certificate of Attendance. This indicates the length (hours) of the European Summer School, and is co-signed by the Council of Europe and the Director of the Academy of Bad Wildbad.