



COUNCIL OF EUROPE    CONSEIL DE L'EUROPE

**Octopus**

Council of Europe



Programme against corruption and organised crime in Europe

## **Octopus Interface 2008**

# **Cooperation against Cybercrime**

1-2 April 2008

Strasbourg (France)

## **Conference Venue**

The Conference will be held in rooms G03 and G02 (ground floor) of the New General Building of the Council of Europe (NBGEN), Allée Kastner, Strasbourg (France).

Participants are requested to present themselves at the main entrance hall of the NBGEN with their invitation letter and passport or identity card in order to receive their badges.

## **Visa**

Travelers to France from other countries may be required to obtain a **valid entry visa** which must be obtained prior to arrival in France or before the departure.

Visa requirements are subject to change. All participants should ascertain with the embassy of consulate in their home jurisdiction whether or not a visa is required and make the necessary formalities as early as possible. You may also consult the official site of the French Ministry of Foreign Affairs: <http://www.france.diplomatie.fr/>

An official invitation letter should be used for the purpose of visa application. Such a letter can be sent to you if needed, after a written request.

## **Insurance**

For participants whose costs are borne by the Council of Europe, specific travel related risks are covered by an AIG EUROPE insurance policy (number 2.004.761), which provides cover for persons up to their 76th birthday. The following help line AIG EUROPE Assistance 24 Hours can be called in case of need: + (32) 3 253 69 16.

Participants whose travel expenses are not borne by the Council of Europe are advised to arrange for medical and travel insurance at their own cost to cover their visit to France.

## **Reimbursement of travel and subsistence expenses**

Conditions for coverage of travel and subsistence expenses are specified in the Rules of the Council of Europe (see annex 1) and in the invitation letters. In principle, the following applies:

**Travel:** Travelling expenses (plane, train or bus tickets, travel by car) of participants funded by the Council of Europe who did not use a prepaid ticket will be reimbursed to them during the Conference after completion of a claim for reimbursement.

Journeys should be arranged by using the most economical route, making use, wherever possible, of any available reduced fares (Pex, excursion, etc.). Travel expenses will only be reimbursed upon presentation of **documentary evidence** of the sum actually paid (invoice, copy of credit card slip, etc.). This evidence of the expenditure should be attached to the claim form for reimbursement together with the **copy of the relevant travel ticket** (plane, train, etc.). Please note that you have to provide the original invoice issued by the travel agency or the air company. If you have an electronic ticket, you have to provide a confirmation of booking showing the total price of the ticket. Participants are advised to bring a copy of their entire travel ticket to the Conference to facilitate the reimbursement process.

**Daily allowances:** According to the rules, participants whose expenses are borne by the Council of Europe are entitled to receive an allowance at a daily rate of € 172. The allowance shall be deemed to cover all expenditure incurred by participants in attending the meeting (accommodation, meals, local transportation etc...) except for the travel expenses discussed above.

## **Accommodation**

Participants are requested to make their own hotel booking. Below is a selection of Strasbourg hotels. Please note that the prices are approximate. More are listed on the Strasbourg Tourism Office website: <http://www.strasbourg.com/>

### **HOTEL REGENT PETITE FRANCE \*\*\*\* LUXE**

5 rue des Moulins 67000 Strasbourg  
Tel +33 3 88 76 43 43 ; Fax +33 3 88 76 43 76  
[nh@regent.hotel.com](mailto:nh@regent.hotel.com)  
[www.regent.hotels.com](http://www.regent.hotels.com)

Room rate: from 175 €

### **HOTEL DE L'ORANGERIE \*\*\***

58 allée de la Robertsau 67000 Strasbourg  
Tel + 33 3 88 35 10 69  
Fax : +33 3 88 25 65 20

Room rate: from 86€

### **HOTEL HANNONG \*\*\***

15 rue du 22 Novembre 67000 Strasbourg  
Tel +33 3 88 32 16 22 ; Fax +33 3 88 22 63 87  
[info@hotel-hannong.com](mailto:info@hotel-hannong.com)  
[www.hotel-hannong.com](http://www.hotel-hannong.com)

Room rate: from 99 €

### **LE GRAND HOTEL \*\*\***

12 Place de la Gare 67000 Strasbourg  
Tel +33 3 88 52 84 84 ; Fax +33 3 88 52 84 00  
[Le.grand.hotel@wanadoo.fr](mailto:Le.grand.hotel@wanadoo.fr)  
[www.le-grand-hotel.com](http://www.le-grand-hotel.com)

Room rate: from 88 €

### **HOTEL LE 21EME \*\***

21-23 rue du Fossé des Tanneurs 67000 Strasbourg  
Tel +33 3 88 23 89 21 ; Fax +33 3 88 23 89 24  
[info@hotel-cyber-21.com](mailto:info@hotel-cyber-21.com)  
[www.hotel-cyber-21.com](http://www.hotel-cyber-21.com)

Room rate: from 65 €

### **HOTEL REGENT CONTADES \*\*\*\***

8 avenue de la Liberté 67000 Strasbourg  
Tel +33 3 88 15 05 05 ; Fax +33 3 88 15 05 15  
[rc@regent.hotels.com](mailto:rc@regent.hotels.com)  
[www.regent.hotels.com](http://www.regent.hotels.com)

Room rate: from 135 €

### **HOTEL DES PRINCES \*\*\***

33 rue Geiler 67000 Strasbourg  
Tel +33 3 88 61 55 19 ; Fax +33 3 88 41 10 92  
[hoteldesprinces@aol.com](mailto:hoteldesprinces@aol.com)  
[www.hotel-princes.com](http://www.hotel-princes.com)

Room rate: from 96 €

### **MERCURE CENTRE \*\*\***

25 rue Thomann 67000 Strasbourg  
Tel +33 3 88 22 70 70 ; Fax +33 3 88 22 70 71  
[H1106@accor.com](mailto:H1106@accor.com)  
[http://www.accorhotels.com/accorhotels/fichehotel/fr/mer/1106/fiche\\_hotel.shtml](http://www.accorhotels.com/accorhotels/fichehotel/fr/mer/1106/fiche_hotel.shtml)

Room rate: from 92 €

### **MERCURE GARE CENTRALE \*\*\***

14-15 Place de la Gare 67000 Strasbourg  
Tel +33 3 88 15 75 15 ; Fax +33 3 88 15 78 62  
[H2149@accor.com](mailto:H2149@accor.com)  
[http://www.mercure.com/mercure/fichehotel/fr/mer/2149/fiche\\_hotel.shtml](http://www.mercure.com/mercure/fichehotel/fr/mer/2149/fiche_hotel.shtml)

Room rate: from 95 €

### **LE GRILLON \*\***

2 rue Thiergarten 67000 Strasbourg  
Tel +33 3 88 32 71 88 ; fax +33 3 88 32 22 01  
[contact@grillon.com](mailto:contact@grillon.com)  
[www.grillon.com](http://www.grillon.com)

Room rate: as from 58€

## **Working languages**

The conference will be held in three languages: English, French and Russian.

## **General information**

The Council of Europe has decided that all its buildings will be non-smoking areas. The relevant prohibition entered into force on 1 February 2007. I count on your co-operation for strict compliance with this measure, which is intended to protect the health of everyone present on the organisation's premises.

## **Social event**

A restaurant will be booked for a group dinner in the evening of Tuesday 1 April 2008 at 19:30 in the center of Strasbourg. Participants are requested to cover the cost (around 30-40 €/person) themselves. More information will be provided during the Conference.

## **For any further information, please contact the Council of Europe secretariat:**

### For overall coordination:

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### For logistics and reimbursements:

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**Revised Rules  
concerning the reimbursement of travel and subsistence expenses  
to government experts and other persons  
travelling at the charge of Council of Europe budgets**

**I. GENERAL PROVISIONS**

*Article 1*

Experts and other persons travelling on Council of Europe business and at the Council's expense shall arrange their journeys in the most economical manner. Travelling expenses shall be reimbursed and daily subsistence allowances paid in accordance with the present Rules.

**II. MEANS OF TRANSPORT AND TRAVELLING EXPENSES**

*Article 2*

1. Experts shall be entitled, as provided for below, to reimbursement of travel expenses incurred in travelling between their place of residence, as specified in the notice of the meeting, and the place of the meeting.

2. If, for personal or professional reasons, experts travel to the meeting from a place other than their place of residence, or return to such a place after the meeting the refund shall be restricted to the amount of expenses they would have incurred in travelling to or from their place of residence. In exceptional and duly justified circumstances, with the prior approval of the Secretariat, experts may request reimbursement based on the actual itinerary.

3. Travelling expenses shall be refunded to only one expert per meeting. If one expert is replaced by another in the course of the meeting, the latter shall not be entitled to travel expenses.

*Article 3*

All claims for reimbursement of travel expenses for all means of transport must be accompanied by the relevant ticket or a copy and evidence of the expenditure actually incurred (original invoice or certified copy, credit card slip or statement...). In no case shall the amount reimbursed exceed the actual expenditure incurred.

*Article 4*

1. ***Rail travel***

The reimbursement of the first class rail fare is authorised. Where the duration of the journey is longer than 6 hours between 10 p.m. and 7 a.m., the cost of a sleeper may be reimbursed.

2. ***Air travel***

Reimbursement shall be based on the "Economy Class" fare.

However, reimbursement may be based on the "Business Class" fare in the following circumstances:

- for single flights lasting more than 7 hours;
- for 15 hours travelling time (more than one flight plus stopovers);
- for health reasons attested by a medical certificate, which must be submitted with the claim form.

The flight itinerary must be presented to justify the duration of flying time or total travelling time, as appropriate.

Excess baggage charges are not refundable unless justified on grounds of official requirements.

### 3. **Sea travel**

The reimbursement of travel by sea shall not exceed the amount of the air fare as defined in paragraph 2 above. When experts travel by car, the cost of transporting the car by sea shall not be reimbursed (see Article 6, paragraph 1).

#### *Article 5*

1. Transit fares in connection with changing from one means of transport to another and fares paid for travel between home or meeting place and railway station or airport as well as local travel costs incurred during meeting days are provided for within the daily allowances paid for attendance at meetings and shall not therefore be directly reimbursed.

2. However, where experts incur exceptional additional expenditure in order to benefit from a "low cost" air fare, they may submit a request for a supplementary payment on the basis of evidence of actual expenditure incurred. In such cases, the total reimbursement shall not exceed the amount which would be paid for travel in "Economy Class".

#### *Article 6*

1. Experts travelling by car shall be refunded a lump sum based on the first class rail fare, or the "Economy Class" air fare, whichever is lower, also taking into account the entitlement to daily allowances, excluding any supplements and without taking into account any other expenditure occasioned by the use of a car. The entitlement to daily allowances shall be calculated on the basis of the journey time by the means of transport taken as the basis for the refund of travel expenses.

2. If two or more experts 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.

3. Experts 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.

### **III. DAILY ALLOWANCES**

#### *Article 7*

1. During the meeting, experts shall be entitled to receive an allowance at a daily rate determined annually by the Committee of Ministers (the rate in force as from 1 January 2008 is €172). This rate is the same wherever the meeting takes place.

2. This allowance shall be deemed to cover all expenditure incurred by experts in attending meetings, except for the travel expenses provided for above. However, where in exceptional and duly justified circumstances, and with the prior approval of the Secretariat, total accommodation costs (room, breakfast and related taxes) amount to more than 60% of the total daily allowances payable in respect of the meeting, experts may submit a claim for a supplementary payment. Any such claim must be supported by original vouchers attesting the actual expenditure incurred on accommodation.

#### *Article 8*

1. The duration of the period conferring entitlement to the allowance shall be determined as follows:

- i. Experts shall be entitled to the daily allowance for each 24-hour period covered by the duration of the mission to and from the meeting. The duration taken into account for the entitlement to daily allowances shall not exceed the shortest necessary for attendance at the meeting in accordance with the means of transport taken as the basis for the refund of travel expenses, as determined by the rules above.
- ii. The daily allowance shall not be payable for any period of less than 4 hours.
- iii. Where the duration of the journey is equal to or more than 4 hours but less than 8 hours and no hotel accommodation is involved, the expert shall be paid a quarter of

the daily allowance. The same shall apply to any period equal to or more than 4 hours but less than 8 hours, in excess of 24 hours or any multiple of 24 hours.

- iv. Where the duration of the journey is equal to or more than 8 hours but less than 24 hours and no hotel accommodation is involved, the expert shall be paid half the daily allowance. The same shall apply to any period equal to or more than 8 hours but less than 24 hours, in excess of 24 hours or any multiple of 24 hours.
  - v. Where the duration of the journey is equal to or more than 4 hours but less than 24 hours and hotel accommodation is involved, the expert shall be paid the full amount of the daily allowance. The same shall apply to any period equal to or more than 4 hours and less than 24 hours, in excess of 24 hours or any multiple of 24 hours.
2. In the case of air, rail and sea travel, the duration of the journey shall be increased, for the purpose of calculating the subsistence allowance, by a fixed period of 2 hours.
3. Experts shall declare any meals or overnight accommodation provided to them free of charge. Where overnight accommodation or meals of experts are provided free of charge the daily allowance shall be reduced, unless the Secretary General decides otherwise, by the following amounts:

- Overnight accommodation (50% of the daily allowance)	€86.00 <sup>1</sup>
- In respect of each main meal (lunch or dinner) (15% of the daily allowance)	€25.80 <sup>2</sup>

#### **IV. OTHER EXPENSES**

Other expenses incurred by experts exclusively in connection with their attendance at the meeting, e.g. visa and/or travel agency fees, may be reimbursed. Claims for the reimbursement of such expenditure must be supported by original vouchers attesting the actual expenditure incurred.

#### **V. SICKNESS AND ACCIDENT**

##### *Article 9*

When travelling on behalf of the Council of Europe, government experts are covered in respect of risks specifically related to such travel by insurance taken out by the Organisation on their behalf. They are nevertheless obliged in the first instance to exhaust all possibilities of payment of benefits due to them under the scheme to which they are affiliated in their own country in respect of illness and accident occurring during the journey and/or the meeting.

#### **V. REIMBURSEMENT**

##### *Article 10*

The expenses referred to above shall be refunded upon submission of a claim certified true and correct by the expert, to which all vouchers required by the Rules must be appended.

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<sup>1</sup> Rate in force at 1 January 2008.

<sup>2</sup> Rate in force at 1 January 2008.