



**PESTALOZZI PROGRAMME**  
**The Council of Europe training**  
**programme for education professionals**



Up-dated on: 09 January 2016

**RULES 2016**  
**FOR PARTICIPANTS FROM SIGNATORY STATES TO THE EUROPEAN**  
**CULTURAL CONVENTION<sup>1</sup>**

**(EUROPEAN WORKSHOPS)**

**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 the needed information about the training activities offered in the framework of the Pestalozzi Programme.

**2. Application form**

Candidates must complete the online application form clearly and in one of the two working languages of the Council of Europe. After submitting the form, the system will automatically send an email to the candidate's employer (as listed in the application form). Once the employer validates the application, the system makes the application visible for the candidate's own country NLO who in her/his turn can either validate or reject the application. Once the application is validated by the NLO, the system will make the application visible for the final validator, the host country NLO (or organizer of the European Workshop).

**3. Selection of candidates**

Selection of participants is based on:

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

This selection is made by the NLO of the host country of the European Workshop. The invitation letter, including all necessary practical information, is sent by this NLO to all selected candidates. A letter confirming participation and 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. Participants should make sure **not to purchase** any travel documents before receiving all the details from both the Council of Europe as well as the NLO of the host country!

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

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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 (their travel must be thus arranged so as to be as close as possible to the dates and hours of the beginning and the end of the European Workshop). Only travel expenses incurred between the participant's usual place of residence<sup>2</sup> and the place where the European Workshop is being held will be reimbursed by the Council of Europe provided that all the relevant proof of payment documents are presented (see the "List of compulsory documents to be provided"). Please note that "the most economical way" of traveling usually implies taking non direct flights!

##### 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 and is between 22.00 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 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, and complete their booking as early as possible once their participation is confirmed (as mentioned above at point 3, participation must be confirmed by both the Council of Europe and the NLO of the host country before tickets can be purchased!). 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 for a distance exceeding 30 kilometers 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 kilometers for a return journey shall be refunded on the basis of economy class air fare to and from the nearest airports. Journeys of less than 30 kilometers (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 (the driver/owner), 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 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.

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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.

#### **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 venue and a railway station/airport) will only be refunded according to the second-class public transport fare on the relevant route and only by providing the original tickets as well as any other relevant 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 passport.
- c. **Are NOT reimbursed**
  - taxi fees ;
  - parking fees ;
  - meals during the travel ;
  - insurance fees (see point 4.2).

#### **5. Accommodation during the European Workshop**

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. In order to benefit from this, candidates must attend the European Workshop for its entire duration.

The Council of Europe can contribute to the costs of a maximum of two (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 or by leaving after the finish date. To obtain this reimbursement you must attach to your form:

- the original invoice from the hotel
- proof that the travel taken was less expensive than if travel dates were closer to those of the Workshop (e.g. 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**

After the end of the Workshop, participants will receive a link to an online questionnaire. It asks to give feedback on the training (both content and organization-wise) as well as to briefly describe the main outcome it will have for the participant and her/his professional development. Participants can detail ways in which they will share the information and what they have learnt throughout the workshop.

Participants are asked to attempt to complete the questionnaire, whenever possible, right after the end of the training, while the experience is still present vividly in their mind. It will only take about 15 minutes to fill in the questionnaire 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 Workshop, the Council of Europe sends each selected participant the necessary documents for the Claim for Reimbursement of his/her travel expenses. This Claim must be typewritten, 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. Participants should send all the relevant documents to the following address:

COUNCIL OF EUROPE  
DGII Directorate of Democratic Citizenship and Participation  
Pestalozzi Programme  
Bâtiment Agora, 1 quai Jacoutot  
67075 Strasbourg Cedex, FRANCE

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.

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

#### **9. Certificate of Attendance**

After the European Workshop, 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, and is co-signed by the Council of Europe and the NLO or the co-ordinator of the Workshop.