

Guide for Co-organisers

TAIEX provides technical assistance to candidate countries and potential candidates (Albania, Bosnia and Herzegovina, Croatia, Iceland, Kosovo¹, Montenegro, Serbia, the former Yugoslav Republic of Macedonia and Turkey), the Turkish Cypriot community, the Beneficiaries covered by the European Neighbourhood Policy (Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Palestine, Israel, Lebanon, Libya, Morocco, Moldova, Syria, Tunisia, Ukraine) and the Russian Federation. Responsibility for the management of the instrument lies with the Institution Building Unit of the Directorate-General for Enlargement of the European Commission.

For the organisation of the logistical aspects, the European Commission relies on a Service Provider. The European Commission covers the travel and accommodation of EU Experts and under certain conditions those of Participants. The Service Provider will make all arrangements for flights, accommodation, conference venues, interpreters and other logistical arrangements necessary for the organisation of an Event.

A. Types of Events and the Role of the Co-Organiser

There are four kinds of standard Event type:

- Workshop
- Expert Mission
- Study Visit
- Work from Home

For the purposes of this guide only the three first Events are relevant.

1. Workshop

When a request for assistance has been accepted by the European Commission, the Beneficiary institution is responsible for selecting and inviting participants.

1) List of Participants – the basis on which the Service Provider works

The names of all local Participants have to be sent to the European Commission the latest **4 weeks before the start date** of the Workshop. The Participants have to be encoded in the so called "Registration tool" which can be downloaded from the following website:

http://ec.europa.eu/enlargement/taix/Beneficiaries/registration_en.htm. The Local Co-organiser is requested not to make any changes to the format of the document once downloaded. The following guidelines have to be respected when completing the "Registration tool"

- All data must be in English only
- Accents or other symbols such as (), ", *, ' are forbidden;
- Title Case is to be used (lower and uppercase are forbidden)
- Full and accurate job titles have to be provided
- Only the following titles can be used Mr., Mrs. or Miss (no Prof., Dr. etc. will be accepted)
- No abbreviations will be accepted
- surnames and names have to be encoded as written in the passport of the Participants
- Valid e-mails and fax numbers have to be provided

¹ "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"

- The same e-mail address cannot be used for all Participants
- Full and accurate addresses and contact details (street name and number, city and postal code) have to be provided

For accommodation and travel purposes, the Local Co-organiser will be requested to fill in an additional table for local Participants living more than 100 km and, respectively, more than 400 km away from the venue.

2) Organisation

The Service Provider will contact the person in the Beneficiary institution that has been indicated as Local Co-organiser in the application form submitted to the European Commission. Local suppliers can be suggested by the Local Co-organiser but the Service Provider has to respect the procurement rules of the European Commission for choosing the final suppliers. The Local Co-organiser and the Service Provider will work together in order to find the best solutions for the logistical arrangements of the Workshop.

The European Commission books (via the Service Provider) and finances the following:

- **Conference venue and technical equipment.** If the Beneficiary institution has a conference room with the necessary technical equipment available the Local Co-organiser has to inform the European Commission well in advance.
- **Travel and accommodation costs for EU Experts** if they are not based in the location of the venue at the time of the Event
- **Travel and accommodation costs for Participants coming from other Beneficiaries** in the case of a Multi-Beneficiary Event
- **Accommodation costs for local Participants living 100 km away from the venue.** They are entitled to receive one night accommodation before the start of the Workshop. For Workshops lasting more than 1 day, all Participants (also the ones living less than 100 km from the venue) can receive accommodation on the middle night(s) except Participants based in the location of the venue.
- **Travel costs for Participants living 400 km away from the venue.**
- **Interpreters and interpretation equipment**
- **Coffee and lunch breaks** (the European Commission does not finance dinners and receptions)

In order to avoid unnecessary bookings, the Local Co-organiser has to make sure that all Participants requesting accommodation and/or travel arrangements really need the services. The Local Co-organiser has to inform the European Commission and the Service Provider in case of any cancellations and changes in time in order to avoid considerable financial loss.

The Beneficiary institution can arrange at its own cost a pick-up service from the airport for the EU Experts if having the necessary resources.

3) Local travel reimbursement

Local Participants living more than 400 km away from the venue are entitled to travel by plane, organised by the Service Provider. If no flight is requested, the Service Provider will pay a lump sum to the Participants before the Event upon request. If the Participants are coming from:

Distance in Km	Amount allowed in €
More than 400 Km	50€
More than 500 Km	70€
More than 800 Km	100€

More than 1000 Km	140€
More than 1200 Km	150€
More than 1500 Km	210€
More than 2000 Km	By plane

4) Attendance on site during the activity

During the Workshop a representative of the Beneficiary institution has to be present to assure the registration of all Participants on each half-day of the Workshop, as well as to be available for questions. If requested and well justified, the Service Provider can provide a Local Venue Support (LVS), i.e. a person who attends the Event to ensure everything goes well on the logistics side.

5) Workshop materials

The Service Provider will send a box of Workshop materials containing copies of the agenda, name plates, badges, attendance lists, and posters to be hung up in the meeting room. Unless a LVS has been hired, the Local Co-organiser should ascertain in advance that the Workshop material has arrived and has been made available to Participants. It is also appreciated that the Local Co-organiser makes available paper copies of the presentations, and distribute these during the Workshop. The European Commission does not make copies of presentations.

Workshop materials can be published only following prior agreement by the concerned Experts.

6) Evaluation

All Experts and Participants will be requested to fill in feedback questionnaires on the quality of the Event they attended. The Local Co-organiser has to fill in an evaluation form assessing the overall quality of the expertise provided as well as the logistical aspects of the Workshop and send it to the European Commission at the latest two weeks after the Event.

2. Expert Mission

1) Participant attendance forms

When a request for an Expert Mission has been accepted by the European Commission, the Beneficiary institution is responsible for selecting and inviting participants. The latest **four weeks before the start date** of the Expert Mission the Local Co-organiser has to provide the European Commission with one participant attendance form per Participant duly filled in by each Participant attending the meetings.

2) Organisation

The preferred format is round table meetings characterised by an exchange of knowledge between the Participants and the Expert. Expert Missions should not be transformed into conferences and all meetings should be held in a language mastered by both the Experts and the staff of the Beneficiary institution. In principle, the European Commission does not provide interpretation for this type of Event. Conference venue and technical equipment will neither be booked nor financed by the European Commission.

The European Commission books (via the Service Provider) and finances the following:

- **Travel and accommodation costs for EU Experts** if they are not based in the location of the venue at the time of the Event

3) Evaluation

All Experts and Participants will be requested to fill in feedback questionnaires on the quality of the Event they attended.

3. Study Visit

1) Participant attendance forms

When a request for a Study Visit has been accepted by the European Commission, the Beneficiary institution is responsible for selecting and inviting Participants. The latest **four weeks before the start date** of the Study Visit the Local Co-organiser has to provide one participant attendance form per Participant duly filled in by each Participant participating in the Study Visit.

2) Organisation

The Local Co-organiser has to make sure that the Participants are informed of their rights and obligations as described in the Guide for Participants. All meetings during the Study Visit should be held in a language mastered by both the Experts and the Participants. In principle, the European Commission does not provide interpretation for this type of Event.

The European Commission books (via the Service Provider) and finances the following:

- ***Travel and accommodation costs for Participants***

3) Evaluation

All Experts and Participants will be requested to fill in feedback questionnaires on the quality of the Event they attended.

4. Contact details

E-mail is the preferred method of communication: **all communication regarding an Event must include the five-digit Event reference number** located at the top of the Expert Attendance Form.

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*Questions regarding the programme, its content, or what is expected of the Expert:
see confirmation letter.*