



PRACTICAL INFORMATION FOR PARTICIPANTS WITH REGARD TO RESPA EVENTS

1. GENERAL INFORMATION

1. Application for the trainings/workshops/seminars and selection of participants

All interested applicants are invited to fill in and submit the application form by e-mail to their respective Liaison Officers and to the contact person from ReSPA indicated on the form.

Please note that the following criteria will be taken into consideration for the selection of the participants:

- Number of years of work experience in the relevant topic
- Relevance of institution from which the participant is coming from
- Seniority level
- Job duties related to the topic
- Motivation for participation
- Follow up activities upon the participants return to the work post, as a basis for M&E

Detailed information on the target group can be found in the Programme/Discussion paper of the event.

All candidates will receive written reply on the success of their application.

1. 2. Working language

All ReSPA events are conducted in English. Simultaneous interpretation may be provided subject to a minimum number of participants requiring interpretation. The level of the applicants' English language skills should be indicated on the application form.

Please note that providing simultaneous interpretation will not be available for summer schools and accredited trainings.

1.3. Confirmation

The selected participants will receive the confirmation of their participation and will be contacted by ReSPA for logistical arrangements.

1.4. Evaluation

ReSPA events will be subject to evaluation by the participants. On the last event day all participants will be kindly requested to complete and return the provided evaluation sheet.

1.5. Other

At all ReSPA events Kosovo* is represented with asterisk and footnote "*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*", in accordance with "Arrangements Regarding Regional Representation and Cooperation - Rev10 RC 23/02/2012".

Experts and participants are kindly asked to follow that agreement.

2. TRAVEL

ReSPA will arrange and cover the most practicable travel option for the destinations in question, taking into consideration also the participants' selected method of transport (plane/car/taxi). In case there are several options the cheapest one will be selected.

Travel to the event venue takes place one day before the start of the event, whereas the return travel is undertaken on the last event day, if possible.

2.1 Travel by plane

ReSPA will propose a flight schedule to the participant, the cheapest flight in economy class, and will set a deadline for confirmation of the proposal. After the confirmation of the proposed flight by the participant, no changes are permitted.

All the original travel documents, including boarding passes, both for arrival and departure flights, should be kept and submitted to ReSPA by post at the end of the event.

2.2 Transportation from the airport

For events held in ReSPA, transport from the relevant airport to ReSPA and back will be organized and covered by ReSPA. For events held outside of ReSPA premises, participants will organize their local transport themselves and will cover the costs from the received per diems.

2.3 Travel by car/taxi

Car and taxi travel are possible options in a limited number of cases (e.g. for participants travelling from neighbouring regions/countries from which flights are not available or not frequent, or where car/taxi travel is the most practicable option).

Only one refund per car/taxi – not per person - is allowed in cases where more than one beneficiary travels by the same car/taxi. Car/taxi sharing must be a condition for reimbursement of the international/cross-border car/taxi travel in cases where two or more beneficiaries travel from and to the same place for the same ReSPA activity.

Refund of car travel costs will be made only upon submission of a proof of travel (e.g. petrol station bill). Taxi travel will be arranged by ReSPA directly.

For the events held in ReSPA premises, each participant from Podgorica will receive reimbursement of costs for one round trip.

3. EVENTS HELD IN ReSPA

3.1 Accommodation/Meals

ReSPA will book accommodation for the relevant period based on the agreed travel schedule at the ReSPA campus. The costs of accommodation on the basis of full board will be covered by ReSPA.

3.2 Costs covered by ReSPA

ReSPA is covering the international travel, local transportation in Montenegro and accommodation on the basis of full board at its premises.

In addition, each participant is entitled to the daily allowance for each day of the event.

3.3 Certificate of Attendance

For trainings/workshops/seminars all participants will receive a certificate of attendance. The certificates will be sent to the participant afterwards (upon submission of the original boarding cards, if applicable).

4. EVENTS HELD ABROAD

4.1 Per Diems

Participants are entitled to per diems (current EC per diem rates for the country in question) which will be calculated per night, pursuant to the travel schedule.

Per diems cover accommodation, meals and sundry expenses (incidental costs incurred by the participants with regard to the event), including local transportation in the place of residence, as well as the place of travel.

Per diems will be transferred to the participants' bank account before departure, **but only upon submission of valid payment instructions and bank details.**

In order to receive per diems, a participant has to submit the filled in Request for payment document which they will receive from ReSPA. The Request for payment has to be filled in with all required information, signed and sent both by e-mail to Program Assistant (signed scanned copy) and by post (original document) to the address below:

Regional School of Public Administration (ReSPA)
PO BOX 31, 81410 Danilovgrad
MONTENEGRO

4.2 Accommodation/Meals

Participants will arrange and cover the costs of the accommodation and meals, from the received per diems. The meals which are considered as the official part of the program and that have been included in the Agenda, will be deducted from the participants' per diems.

4.3 Insurance

Participants are individually responsible for obtaining and covering their own insurance. No such costs will be covered by ReSPA.