

Annex D

LOGISTICS & REIMBURSEMENT GUIDANCE**CONSULTATION FORUM FOR SUSTAINABLE ENERGY IN THE DEFENCE AND SECURITY
SECTOR PHASE II (CF SEDSS II)**

**2nd Conference
16 & 17 October 2018
Warsaw, Poland**

Venue

- **Radisson Blu Centrum Hotel**
Address: ul. Grzybowska 24, PL-00132 Warsaw, Poland
Website: <https://www.radissonblu.com/en/hotel-warsaw>
Tel: +48 22 321 8888
- **Distance** from the **Warsaw Chopin Airport** to the **Radisson Blu Centrum Hotel:** 12 km (approximately 20-25 minutes) taxi drive
- For **directions** from the **Warsaw Chopin Airport** or the **Central Railway Station** to the **Radisson Blu Centrum Hotel** please consult the web-page <https://www.radissonblu.com/en/hotel-warsaw/location>
- For the **public transport** please visit the web-page <http://www.ztm.waw.pl/index.php?l=2>
- **Currency Exchange:** Poland's national currency is the Polish Złoty (currently +/- 1 EURO = 4 PLN)

Reimbursement

Participants to all the conferences of the Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS) Phase II - CF SEDSS II will be reimbursed from the budget of European Union's Horizon 2020 research and innovation programme under Grant Agreement No 789231 and in line with EDA's reimbursement procedures. The accommodation and catering for all delegates will be provided on site and paid directly by EDA. Travel arrangements need to be made by delegates and the costs will be reimbursed by EDA.

Rules

EDA will apply the following rules regarding the reimbursement of participants' expenses:

Travel Costs

- Delegates are asked to **make their own travel arrangements** (flights or trains) and local transport to travel between the host nation's airport and CF SEDSS II event venue.

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- Participants will be reimbursed for economy class air travel or first-class rail travel.
- Travel by air should be booked in a timely fashion not to incur an inappropriately high cost to EDA.
- The use of public transport is highly recommended. Whenever there is a need to use taxi, fares up to a maximum of €60 per meeting will be reimbursed. The use of a private car will be reimbursed at €0.22/km.

Accommodation

- All delegates will be provided with accommodation at the conference facility and this will be booked by the CF SEDSS II Admin Support staff.
- **Accommodation will be paid directly by EDA** to the conference facility. **Participants are asked to pay only their private expenses** (i.e. mini bar, ironing etc).
- Delegates must indicate on the on-line registration (www.eda.europa.eu/eden) if they will use the provided accommodation. Accommodation arranged privately will not be reimbursed.
- In case of failure to use the accommodation provided once it has been booked and without notifying the Admin Support staff, a charge will be incurred to the relevant Ministry/Organization.
- Once you have registered, your standard single room will be booked by the Admin Support Team. **Please do not book individually.**
- Please note that any costs incurred by a delegate outside of the standard package provided by the Consultation Forum will not be reimbursed.

Catering

- All catering arrangements (breakfast, lunch, dinner and coffee/tea during the conference breaks) will be provided by the conference facility and **will be paid directly by EDA**.
- Any extras outside of the contract requirements ordered by delegates must be paid in full by the relevant delegate(s) and are not the responsibility of the EDA.
- Participants will not be reimbursed for catering expenses in case they do not use the provided service.
- Please note that any costs incurred by a delegate outside of the standard package provided by the Consultation Forum will not be reimbursed.

Additional Clarifications for the Catering

- All meals (breakfast, lunch and dinner) will be provided to all delegates at the hotel.
- The hotel will provide options for all meals for a variety of dietary requirements. If you have any **special dietary requirements**, please indicate this in the registration form.
- If you arrive in the evening of **Monday, 15 October 2018**, you can avail yourself of a **dinner buffet** at the hotel restaurant from the set menu.
- **Breakfast, lunch and dinner** will be provided on **Tuesday, 16 October 2018** and **Wednesday, 17 October 2018**.
- **Breakfast** will be also provided on **Thursday, 18 October 2019**.

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- During the conference, breaks coffee/tea will be provided to all delegates.

Request for Reimbursement

- Delegates who will participate in the conference are asked to **submit a consolidated claim for reimbursement of travel expenses** through their EU MOD National Contact Point (NCP) after each conference.
- It is preferable if delegates book their travel through their MODs and one reimbursement request is made per MOD.
- The **reimbursement forms** are available on the **EDEN EDA Collaboration Platform (EC ECP)** via this [link](#) (or click “Phase II”, > 1. Reimbursement forms in the workspace).
- The relevant forms must be filled out and submitted to the Admin Support staff (email eden@eda.europa.eu) together with receipts and tickets either at the conference or mailed thereafter **but not later than 3 weeks following the conference**. Kindly note that in order for the forms to be valid, they need to be hand signed.
- Details regarding the EDEN ECP are given in **Annex C**. “EDA Collaboration Platform (ECP) Registration Guidance”.
- Please note that only delegates present at the conference will be reimbursed.

Help-desk

If you have any difficulties registering or wish to ask any questions, please contact the Admin Support Team directly at eden@eda.europa.eu or through the contact page on the EDEN website, <https://www.eda.europa.eu/european-defence-energy-network> .