

LOGISTICS & REIMBURSEMENT GUIDANCE

CONSULTATION FORUM FOR SUSTAINABLE ENERGY IN THE DEFENCE AND SECURITY SECTOR -PHASE III (CF SEDSS III)

1st CF SEDSS III Conference
(27 & 28 October 2020 - Berlin, Germany)

1. Venue

- **Radisson Blu Hotel Berlin**
 - **Website:** [Radisson Berlin](https://www.radissonblu.com)
 - **Address:** Karl Liebknecht Strasse 3, Berlin, 10178, Germany
 - **Tel:** +49 30 238 280, **e-mail:** info.berlin@radissonblu.com
 - **Currency:** Euro
 - **How to get to Radisson Blu Hotel, Berlin:** You may find below some useful indications. For further information, [please visit this link](#).
- From **Schönefeld Airport:**
- i. **By train:** follow the covered walkway to the train station; take the S9 train to S Hackescher Markt station (it runs every 20 minutes) and then walk about 500 meters to the hotel.
 - ii. **By train & tram:** take either the RE 7 or the RB 14 Airport Express trains to Alexanderplatz station (it takes 30 minutes); from Alexanderplatz, head down Karl-Liebknecht-Strasse toward the cathedral/City Palace (10-minute walk). The hotel is on the right, just before the bridge. Alternatively, take the M4, M5, or M6 tram only one stop from S+U Alexanderplatz Bhf/Gontardstrasse to Spandauer Strasse/Marienkirche; the hotel is just around the corner on Karl-Liebknecht-Strasse.
 - iii. **By car or taxi:** the journey takes around 40 minutes depending on the traffic. The fastest route is usually via A113.
- From **Tegel Airport:**
- i. **By bus:** Take the TXL bus outside Terminal A or B to Hauptbahnhof/Central Station. At Hauptbahnhof, take bus 245 toward Alexanderplatz and disembark at Lustgarten in front of the City Palace. The hotel is located just across the bridge.
 - ii. **By car or taxi:** 30-minute journey, depending on traffic.
- **COVID-19 health and security measures:** *while travelling, you are advised to wear a protective mask at the airport and in public transport and take all the necessary hygiene measures.*

2. Reimbursement & Rules

Participants in the third phase of the **Consultation Forum for Sustainable Energy in the Defence and Security Sector (CF SEDSS Phase III)** will be reimbursed from the budget of the European Union's Horizon 2020 research and innovation programme under grant agreement No 882171 in line with EDA's reimbursement procedures. **Accommodation and catering for all delegates will be provided and paid directly by EDA. Travel arrangements need to be made directly by delegates, and costs will be reimbursed by EDA.**

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



3. Travel Costs

- Delegates **should not make travel arrangements** (book flights, trains, etc.) until **EDA officially notifies them with a separate email**. Tickets booked before the official EDA notification and not pre-approved by the CF SEDSS III project manager will **not be eligible** for reimbursement;
- After receiving the official EDA notification, delegates are asked to **book their travel transport arrangement** (flights, trains, etc.) and local transport between the host nation's airport and the CF SEDSS III event venue. **Delegates are expected to arrive in Berlin on Monday, 26 October and depart on Thursday, 29 October**;
- Participants **will be reimbursed** for **economy class air travel** or **first-class rail travel** and **local transportation** only between the host nation's airport or train station and CF SEDSS III event venue and back;
- For reimbursement of tickets, please note that location of departure and arrival must be the same (i.e. Brussels – Berlin and Berlin – Brussels). Exceptionally, EDA will cover tickets where the origin is different from the destination, only if the booking is pre-requested and approved by the CF SEDSS project manager;
- The use of public transport is recommended subject to COVID-19 health and safety recommendations by national authorities;
- Where a **taxi** will be used, fares up to a **maximum of €60 per conference** will be reimbursed for **local transport** (between the host nation's airport and the CF SEDSS III event venue and back). The approximate taxi fare for airport transfer is estimated at around 45-60€ one way. **When opting for the use of a taxi, participants are encouraged to share the ride with other delegates whenever possible and inform EDA about the passengers using the taxi together, especially when the fare exceeds 60€ total back and forth. Taxi receipts** issued by the driver must indicate the **date**, the **taxi identification number**, the **company name**, the **time**, the **journey** and the **price**;
- The use of a private car will be reimbursed at €0.22/km (calculated on the fastest direct route available). Please inform in advance the CF SEDSS III management team in case you intend to use your private car.

4. Accommodation

- All delegates will be provided with accommodation at the conference venue if specified in the registration. Delegates must indicate on the **on-line registration** (www.eda.europa.eu/eden) if they will use the provided accommodation, clearly marking the **correct check-in and check-out dates**. Accommodation arranged privately will not be reimbursed;
- Once you have registered, your standard single room will be booked by the CF SEDSS III administrative support team. **Please do not book individually**;
- **Accommodation will be paid directly by EDA** to the hotel. Participants are asked to **pay** their **private expenses** (i.e. mini-bar, ironing, etc.);
- Delegates will need to provide a valid credit card at check-in to block a guarantee for their room, which will be released by the hotel after check-out;
- In case of failure to use the accommodation provided once it has been booked and **without notifying the CF SEDSS III administrative staff by 7 September 2020, a charge will be incurred by the relevant ministry/organisation**;
- Please note that any costs incurred by a delegate beyond the instructions herein provided will not be reimbursed.



5. Catering & Refreshments

- All catering arrangements (breakfast, lunch, dinner and coffee/tea during the breaks of the conference) **will be served at the hotel and will be paid directly by EDA**;
- The hotel will provide options for a variety of dietary requirements. If you have any **special dietary requirements**, please indicate them in the registration form;
- **Dinner** at the hotel will also be served both on **Monday, 26 October 2020** from **19:00-22:00** and on **Wednesday, 28 October 2020** from **19:00-22:00**. Please mention that you are part of the **'EDA group'**;
- **A networking dinner** hosted by the DE Presidency of the Council of the EU – DE MoD will take place on **Tuesday, 27 October 2020** (exact time and location to be determined);
- **Lunch** will be provided at the hotel on **Tuesday, 27 October** and **Wednesday, 28 October 2020**;
- **Breakfast** will be provided on **Tuesday 27 October, Wednesday 28 October and Thursday 29 October 2020**.
- Please note that any costs incurred by a delegate beyond the standard package provided by the Consultation Forum will not be reimbursed.

6. Request for Reimbursement

- Delegates who will participate in the Berlin conference are asked to **submit a consolidated claim for reimbursement of travel expenses through their EU MoD national contact point (NCP)** after the conference;
- It is preferable that delegates book their travel through their MoDs and one unique reimbursement request is made per MoD;
- The **reimbursement forms** are available on the **EDEN EDA Collaboration Platform (EC ECP)** via this [link](#) or access 'Phase III' > '1. Reimbursement forms in the workspace';
- The relevant forms must be filled in and submitted to the administrative support staff (email eden@eda.europa.eu) together with receipts/invoices and tickets¹, either during the conference or emailed thereafter **at the latest by 23 November 2020**.² Kindly note that, for the forms to be valid, they need to be hand-signed;
- Please note that only delegates present at the conference will be reimbursed.

6.1 Reimbursement for participants already registered to the Zagreb conference

The following **reimbursement process** applies only to **participants already registered to the Zagreb conference** (initially planned on 17-18 March 2020 and later postponed to 23-24 June 2020). Please note that delegates **should not make new travel arrangements** (book/change flights, trains, etc.) **until EDA notifies them with a separate email**.

- i. After EDA's official notification, participants whose registration was already confirmed by EDA for the Zagreb conference (March or June 2020) **are requested to change their flights to the new dates of the Berlin conference (27-28 October)**. Kindly note that:
 - a) Fees incurred when modifying the travel arrangements and that cannot be reimbursed from other sources (e.g., corporate or private travel insurances) **will be regarded as eligible costs and will be reimbursed by EDA**. A unique

¹ Although you are not asked to submit the original receipts or invoices, it is advisable to keep the original supporting documents for two years.

² In exceptional circumstances, EDA may agree to reimburse the claim after this deadline, if it is supported by a clear and substantiated explanation as to why the claim was not provided in due time. In the absence of a substantiated explanation, the Agency reserves the right not to honour the request for reimbursement of expenses.



consolidated reimbursement claim should be sent via email during or after the Berlin conference, **at the latest by 23 November 2020.**

- ✓ Please also include **all issued tickets and communications demonstrating the changing of the dates** (i.e booked ticket for March 2020 changed to new dates in June or October 2020).

b) In case **changing or transferring** the original ticket to the dates of Berlin is **not possible**, this will also be **regarded as eligible cost and will be reimbursed by EDA**. The Agency will process **your claim for non-used cancelled tickets** (booked for the Zagreb conference) that cannot be reimbursed from other sources (e.g., corporate or private travel insurances), upon submission of:

- usual supporting documents (**reimbursement claim form hand-signed, invoice, tickets**);
- additional supporting documents to adequately justify your expenses:
 - ✓ **proof of payment of the non-used tickets** (copy of credit card/bank statement);
 - ✓ **proof that your tickets are cancelled**;
 - ✓ **proof that the ticket cannot be refunded or exchanged with a voucher/cannot be rebooked** (written declaration or confirmation from your travel agent/airline company).³

- ii. Participants already confirmed by EDA for the Zagreb conference who cannot participate in Berlin can be reimbursed for their non-used cancelled and non-refundable tickets, by submitting documents as indicated in the above point **b)**.

The reimbursement claims for non-refundable cancelled tickets can already be requested by sending the documentation to eden@eda.europa.eu

Important notes:

- For audit reasons and due to the unprecedented situation caused by COVID-19, EDA has been instructed to include all the above-supporting documents before proceeding with reimbursements. This is to prove that all necessary steps to limit the costs have been undertaken.
- In this respect, when changing, cancelling or transferring your flight ticket, please consider the most cost-efficient solution and keep all the receipts/invoices/documents/emails (including those of previous travel arrangements) as you need to submit them along with your reimbursement claim.

³ In case it is in a language other than English, please attach the declaration in the original language and kindly translate in English;



7. Registration & Badges

Please register online via the dedicated **CF SEDSS III EDEN website**: <https://eda.europa.eu/eden> by **COB 17:00 (CET) on 7 September 2020**. The EDA administrative support staff will confirm the registration of participants in due time. Registration after the deadline will not be guaranteed. **Due to the uncertainty of COVID-19**, participants are **encouraged to book their flights or trains closer to the dates of the Berlin conference and only after EDA notifies the registered participants that they can arrange their travels**. EDA, in collaboration with the DE MoD, will continue monitoring and assessing the COVID-19 development and will timely inform participants in case of any changes.

Registration for the conference will take place on **Monday, 26 October 2020** from **19h00 to 20h30** at the **hotel lobby** and on **Tuesday, 27 October 2020** from **08h00 to 08h45** at the foyer of the plenary conference.

An identification badge will be provided to each person who has previously enrolled via the EDA EDEN website. You are always requested to wear your meeting badge while in the meeting area. For security reasons, please remove your badge when leaving the premises.

8. Dress Code

The usual business attire is the requested dress code for all the meetings as well as for the networking dinner on 27 October 2020.

9. Internet Access

A wireless internet network is available at the hotel.

10. COVID-19: safety and hygiene protocol and measures

As indicated in the invitation, EDA is closely coordinating with the Radisson Blu Hotel Berlin to ensure the safety of the participants. The hotel developed a 20-step safety protocol as well as a 10-step protocol for meetings and events to guarantee the security and health of guests, including measures such as physical distancing, increased cleaning and disinfecting, proper air circulation, availability of sanitizing stations, express check-out and safety procedure for food services. Complete information about the safety measures in place at the Radisson Blu Hotel Berlin is available via this [link](#).

EDA will also provide participants with guidelines on hygiene and safety protocols to follow before and during the conference. Participants showing symptoms of COVID-19 are asked not to attend the event physically. Also, should a participant be requested by the host health authorities to remain in quarantine as a result of being tested positive for COVID-19 while in Berlin for the purposes of attending the event, EDA will not be liable for any additional costs arising from or related to such quarantine request.

11. Helpdesk

If you have any difficulties registering or wish to ask any questions, please contact the administrative support team directly at eden@eda.europa.eu