



## **LOGISTICS & REIMBURSEMENT GUIDANCE**

### **CONSULTATION FORUM FOR SUSTAINABLE ENERGY IN THE DEFENCE AND SECURITY SECTOR PHASE II (CF SEDSS II)**

**1<sup>st</sup> Conference  
20 & 21 March 2018  
Tallinn, Estonia**

#### **Venue**

- Hilton Tallinn Park
- Website: [link](#)
- Address: Fr. R. Kreutzwaldi 23, Tallinn, 10147, Estonia
- Tel: +372-630-5333, FAX: +372-630-5315
- Distance of the hotel from the Tallinn Airport; 3 km (6 minutes) taxi drive
- Please advise the [link](#) for map and direction to the hotel
- For the metro the first stop is “Lennujaam” and the stop to exit is called “Keskturg”, for more information please advise the [link](#).

#### **Reimbursement**

The reimbursement of 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 implemented by 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 transportation needs to be arranged by delegates and the costs will be reimbursed by EDA.

#### **Rules**

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

#### **Travel Costs**

- Delegates are asked to book their own travel arrangements (flights or trains) and local transport to travel between the host nation's airport and CF SEDSS II event venue.
- Participants will be reimbursed for economy class air travel or first class rail travel.
- Travel by air should be booked in a timely fashion to not 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.
- Payment for 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](http://www.eda.europa.eu/eden)), if they will avail of 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 EU Ministry/Organization.
- Once you have registered your standard single room will be secured 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 will 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 requirements (dietary) please indicate in the registration form.
- If you arrive on the evening of Monday, 19<sup>th</sup> March 2018 you can avail of a dinner buffet from the set menu.
- Breakfast, lunch and dinner will be provided on Tuesday, 20<sup>th</sup> March and Wednesday 21<sup>st</sup> March 2018.
- Breakfast will be also provided on Thursday, 22<sup>nd</sup> March 2019.
- During the breaks of the conference 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 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](mailto:eden@eda.europa.eu)) together with receipts and tickets either at the conference or mailed thereafter **but not later than 3 weeks**. Kindly note that the forms to be valid needs to be hand signed.
- Details regarding the EDEN ECP are given in **Annex C**. “Registration Guidance to the EDA Collaboration Platform (ECP)”.
- 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](mailto:eden@eda.europa.eu) or through the contact page on the EDEN website, <https://www.eda.europa.eu/european-defence-energy-network> .*