

## Joint project of the European social partner organisations “On-demand seminar fund for EU27+2”

### Note on Procedures for Organisers

#### Who can apply?

Eligible applicants are the member organisations of BUSINESSEUROPE, UEAPME and CEEP in EU Member States and candidate countries Croatia and Turkey (EU27 + 2).

Eligible seminars must relate to EU social dialogue issues / agreements; and must have a bipartite and international character, in terms of participation.

#### Indicative Budgetary Provisions

For each seminar, the fund can cover reimbursements (flights, subsistence) for up to 30 non-national social partner participants that require travel from abroad on the basis of a 1-day seminar.

In addition, funds are also earmarked for interpretation in 3 languages, rental of conference and interpretation facilities, and translation of seminar materials / reports, on the basis of a 1-day seminar.

#### Eligibility of budgetary provisions

Travel: in cases where there are no flights available for < € 500, participants need to submit this in writing prior to making their booking. In cases where a significantly cheaper flight alternative exists but the participant requires a 2<sup>nd</sup> overnight stay, this is possible but needs to be requested in writing and approved by BUSINESSEUROPE in advance. For accounting purposes and in line with EC rules, a copy of the flight booking clearly stating the price, dates of travel and the name of the person travelling, is required, as well as original boarding passes (photocopies are not accepted).

Subsistence costs: eligible costs are for accommodation, catering and public transport airport transfers. An indicative provision of € 200 per person should act as a guide when organising catering and hotel arrangements.

Concerning both travel and accommodation costs, participants will not be reimbursed in the case of no-shows unless they can prove, by submitting a medical certificate, that they were unable to travel due to illness. Organisers may therefore opt not to guarantee hotel rooms or pre-paid flights as these costs will not be reimbursed by BUSINESSEUROPE should participants then cancel for reasons other than illness.

Attendance of participants must also be recorded by signature on a participants' list for eligibility of reimbursements.

#### Eligibility of participants

Only social partner representatives (employer and trade union representatives) from EU and / or national social partners from EU Member States and candidate countries Croatia and Turkey are eligible for reimbursement of travel / subsistence costs. Other attendees may attend but at their own cost.

#### Preparation of justification documents for accounting purposes

All seminar-related costs to be claimed must be supported by invoices (presented and / or explained in English, French, or German) where the purchases, costs, and services provided must be clearly expressed and itemised. If the original costs are not expressed in €, organisers should not convert the amounts in national currency into €.

Regarding the costs borne by individual participants, these can also be claimed via the organisers or addressed directly to BUSINESSEUROPE. For either scenario, the organisers should prepare the reimbursement form in close coordination with BUSINESSEUROPE.

For any practical questions relating to any of the above, please address your queries to:

BUSINESSEUROPE CONTACT PERSON
Mr Matthew HIGHAM Avenue de Cortenbergh 168, B-1000 Brussels, Belgium E-mail: <a href="mailto:m.higham@businessseurope.eu">m.higham@businessseurope.eu</a> ; Tel: +32 2 237 6592; Fax: +32 2 231 1445

\* All seminar documentation should include the reference below:



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