

RULES

Those rules are devoted to the “participants from signatory States to the European Cultural Convention”. Participants from the host country have to follow the rules established for them by their own country.

1. **The National Liaison Officers (N.L.O.)**

The National Liaison Officers are the privileged contacts for the candidates in their country. Their role is, amongst others, to provide all information about European Workshops and Seminars offered in the framework of the “Pestalozzi” Programme and to distribute, select and forward application forms.

2. **Application form**

Candidates must complete the application form clearly and in the working language. The form must be typed or handwritten in block capitals. Incomplete or illegible forms will be refused. After completing the form, the candidate must sign it, have it signed and his/her employer and forwarded it to his/her National Liaison Officer.

Any application not following this procedure will be rejected.

If the application is acceptable, the National Liaison Officer of the candidate countersigns the form and forwards it :

- to the National Liaison Officer of the host country for the European Workshops organised by signatory states, or
- to the Council of Europe for the European Seminars organised by the Council of Europe at the Academy of Bad Wildbad.

3. **Selection of candidates**

Selection of participants is done according to :

- a) the number of places available offered by the host country ;
- b) the training of the candidates, their reasons for applying and their knowledge of the working language. (If wrong information is provided about one of these three previous criteria, the reimbursement of travel expenses is not guaranteed).

This selection is made :

- by the National Liaison Officer of the host country for the European Workshops organised by signatory states. In this case, the invitation letter, including all useful information, is sent by the National Liaison Officer of the host country to all the selected candidates. The confirmation letter, including all necessary documents for the reimbursement of travel expenses, is sent by the Council of Europe to the participants from the signatory States.
- by the Council of Europe for the European Seminars organised by the Council of Europe at the Academy of Bad Wildbad. In this case, the invitation letter, including all useful information, is sent by the Council of Europe to all the selected candidates. The confirmation letter, including all necessary documents for the reimbursement of travel expenses, is sent by the Council of Europe to the participants from the signatory States.

• **Attention !! : Candidates are not allowed to participate in more than one European Workshop or Seminar every two years : an obligatory delay of 2 entire years has to be passed between two participations.**

4. Organisation of the journey

Participants must arrange their journeys in the most direct and economical manner knowing that only travel expenses incurred between the participant's usual place of residence¹ and the place where the European Workshop (or Seminar) is being held will be reimbursed by the Council of Europe on production of proof of payment (see the "List of compulsory documents to be provided").

4.1. Means of transport

a. Rail travel

Second-class rail travel is authorised. When the duration of the journey is longer than six hours between 22.00 pm and 07.00 am, use of a second-class two-berth sleeper is authorised. Fares, including costs of reservation and supplements for using express trains or sleepers, shall only be refunded on production of the relevant original train tickets.

b. Air travel

Air travel in the most economical class is authorised if the distance by the shortest rail route between the place of departure and the place where the European Workshop (or Seminar) is being held exceeds 600 km, if the journey involves a sea crossing or if the air fare is more economical than the 2nd class rail fare. Participants must take advantage, wherever possible, of reduced rates (e.g. weekend, excursion or APEX rates). Air fares and any airport taxes will be refunded only on production of proof of payment (see the "List of compulsory documents to be provided") and excluding all other expenses entailed by air travel, e.g. excess-baggage charges.

c. Travel by car for personal convenience

Participants travelling by car shall be refunded a lump sum based on the second-class rail fare excluding any supplements and without taking into account any other expenditure occasioned by the use of a car. Participants *from the signatory States* travelling by car do so at their own risk; the refund of travel expenses does not give them any right of recourse against the Council of Europe in the event of an accident during the journey.

d. Sea travel

Boat fares are reimbursed only on production of proof of payment and at a maximum flat rate equivalent to the economy-class air travel.

4.2. Insurance

Specific travel related risks are covered by an AIG EUROPE insurance policy (number 2.004.761), which provides cover for persons up to their 76th birthday. The following help line AIG EUROPE Assistance 24 Hours can be called in case of need: (32) 3 253 69 16. This insurance which is intended to cover risks related to travel only is valid during the outward and return journey from the participant's place of residence to the venue of the European Workshop (or Seminar) as well as for the duration of the European Workshop (or Seminar). Should the participant need to prolong their journey for any reason other than to benefit from an APEX fare, this insurance guarantee will cease.

4.3. Please pay particular note to the following

a. Transit fares (when changing from one means of transport to another or when travelling between the participant's home/European Workshop (or Seminar) venue and a railway station/airport) will only be refunded according to the second-class public transport fare on the relevant route on production of proof of payment (see the "List of compulsory documents to be provided").

b. Taxi fares are not reimbursed, in any case.

¹ "**Usual place of residence**" means the participant's place of residence in the country from which the application was submitted.

- c. Parking fees are not reimbursed, in any case.
- d. Fees for (additional) insurance are not reimbursed, in any case.
- e. Visa fares are reimbursed upon presentation of the invoice provided by the Embassy, of a copy of the visa in the passport and in the limit of 35 € maximum.

5. Accommodation during the European Workshop (or Seminar)

The cost of accommodation (board and lodging) and, if need be, tuition fees are paid by the host country for the duration of the European Workshop (or Seminar). In order to benefit from this, candidates must attend the whole European Workshop (or Seminar).

The Council of Europe will contribute to the costs of a maximum of 2 hotel nights (50 € maximum for one night) on production of the related invoice and only in the case that :

- the use of reduced price air tickets (weekend fare, APEX, etc.) **entails** arriving earlier or leaving later ;
- no cheap or free accommodation can be provided by the organisers.

This contribution will occur when travel costs are reimbursed.

6. Report on the European Workshop (or Seminar)

Within 2 weeks MAXIMUM after the end of the European Workshop (or Seminar), each participant must :

- write a report in the working language ;
- send a copy of this report to the National Liaison Officer of the host country, to the National Liaison Officer of his/her own country and to the Director of the European Workshop (or Seminar) ;
- to the Council of Europe together with his claim for reimbursement (Where possible, participants are expected to send their report by e-mail to helene.schmidt@coe.int : in this case, a paper version of the report should not be attached to the claim for reimbursement).

Participants give automatic authorisation to these addressees to make use of their report.

7. Sharing of experience

After the European Workshop (or Seminar), the participants should share their experience and act their role of multiplier in informing their pupils and their colleagues, in writing articles in the press, etc.. A copy of those articles can be sent to the Council of Europe.

8. Reimbursement of travel expenses

Before the European Workshop (or Seminar), the Council of Europe sends to each participant from the signatory States all necessary documents for the claim of reimbursement of his/her travel expenses. This claim, duly completed and including all the required documents mentioned in the "List of compulsory documents to be provided", must be sent to the Council of Europe within a MAXIMUM of 2 weeks after the end of the European Workshop (or Seminar). If this delay is not respected, the reimbursement of travel expenses is not guaranteed

In order to benefit from the reimbursement of their travel expenses, participants must attend the whole European Workshop (or Seminar). Travel expenses are reimbursed by bank transfer by the Council of Europe approximately 3 months after receiving the complete claim from the participant.

9. Certificate of Attendance

After the European Workshop (or Seminar), every participant from the signatory States and from the host country receives a Certificate of Attendance. This indicates the length (hours) of the European Workshop (or Seminar), and is co-signed by the Council of Europe and the National Liaison Officer or the Director.

10. Writing the report

1. PRESENTATION OF THE REPORT

The report should be written using, if possible, font Arial 11, spacing single. It must be of **at least 1 500 words**. It must be written and typed in the **working language** (Please mention the number and title of the European Workshop (or Seminar) as well as your surname and first name on the 1st page of the report).

2. CONTENTS OF THE REPORT :

PART A. A personal report :

The objective of the report **is not** to give a summary of the European Workshop (or Seminar). What is expected is a **personal report which develops your point of view** about the subjects touched on.

PART B. Please answer these questions :

- a. What did you learn about the Council of Europe ?
- b. What are the main lessons learned/experience gained ?
- c. To what extent did the European Workshop (or Seminar) meet your expectations?
- d. What additional benefits have you gained from your discussions with the other participants ?
- e. How are you going to integrate the European dimension in your lessons ?
- f. Your role as a multiplier :
 - How do you plan to disseminate your experience ?
 - What activities do you intend to organise in your school ? with your pupils ? with your colleagues ? in your country ?

PART C. A short evaluation of the European Workshop (or Seminar) :

In order to continue improving the organisation of future European Workshops (or Seminars), please give your opinion :

- Which aspects did you find to be positive (or not) (organisation, programme, documents, presentations, practical work, administration, etc.) and why ?
- Would you have any suggestions to make for improving the quality of the European Workshops (or Seminars) in the future??

Reports not following these rules will not be accepted.