

COUNCIL OF EUROPE

COMMITTEE OF MINISTERS

RESOLUTION (85) 22

ON THE AWARD OF TRAVEL GRANTS AS PART OF THE PROGRAMME OF CO-OPERATION AND TECHNICAL ASSISTANCE IN THE MATTER OF TRAINING FOR LOCAL AND REGIONAL GOVERNMENT STAFF

*(Adopted by the Committee of Ministers on 4 December 1985
at the 391st meeting of the Ministers' Deputies)*

The Committee of Ministers, under the terms of Articles 15.a and 16 of the Statute of the Council of Europe,

Considering that the aim of the Council of Europe is to achieve a greater unity between its members in order to encourage their economic and social progress;

Considering that the implementation of a programme of co-operation and technical assistance in the matter of training for local and regional government staff may help to achieve that aim;

Wishing to encourage local and regional government staff to take part in that programme by awarding them travel grants on the conditions laid down in the regulations appended to this resolution,

1. Adopts, for a trial period, the regulations set out in the appendix to this resolution;
2. Instructs the Secretariat to report at the end of each year to the Steering Committee for Regional and Municipal Matters (CDRM) on the implementation of this resolution.

REGULATIONS

Travel grants awarded by the Council of Europe as part of the programme of co-operation and technical assistance in the matter of training for local and regional government staff

Article 1

Purpose of the grants

With a view to promoting both the dissemination of knowledge capable of improving information about local and regional administration in Europe, and co-operation between the more developed and the less developed European regions, the Council of Europe shall annually award some travel grants to persons meeting the requirements of Article 2 below, in accordance with the conditions laid down in these regulations.

Article 2

Eligibility

1. Applicants must be nationals of a member state of the Council of Europe.
2. They must also be local or regional government officers and have the professional proficiency and linguistic knowledge necessary for successful completion of their training periods.
3. Grants shall be awarded only for training periods outside the state in which the officers concerned normally work.
4. In the allocation of grants, regard shall be had to the need to foster co-operation between the more developed and the less developed European regions.

Article 3

Submission of applications

1. The term "application" shall mean:
 - either a proposal to enable a local or regional government officer to attend a course at a local or regional government staff training centre in a Council of Europe member state;
 - or a proposal to enable a local or regional government officer to be seconded for training purposes to a territorial authority of another Council of Europe member state;
 - or a proposal to enable an officer specialising in local and regional government staff training or in local or regional administration to help to train local or regional government staff either at a specialised training centre or with a number of territorial authorities in one or more Council of Europe member states.
2. Applications shall be lodged by the local authorities concerned or by national associations of local and regional authorities with the agencies referred to in paragraph 3 below of this article.
3. Each member state shall designate one or more agencies which will be responsible for transmitting applications and with which the Secretary General of the Council of Europe will correspond directly regarding travel grants.
4. The name(s) and address(es) of the designated agency(ies) shall be notified to the Secretary General by the governments concerned.
5. Applications must reach the Secretary General at the latest by 31 August in the year preceding the one during which the training period is to take place.
6. Applications shall be submitted by the agencies designated in accordance with paragraph 3 above of this article. They shall indicate, *inter alia*, which of the three proposals set out in paragraph 1 of this article is involved as well as the programme suggested for the training period as jointly agreed in advance between the local or regional authorities concerned.

Article 4

Selection of applicants

1. The Secretary General of the Council of Europe shall select the successful applicants after consulting the Bureau of the Steering Committee for Regional and Municipal Matters (CDRM).
2. If it considers it necessary, the Bureau of the CDRM shall select a number of reserve applicants to replace any successful ones who withdraw or who, for any reason whatsoever, are unable to carry out the period of training.
3. Successful applicants must write to the Secretary General confirming their acceptance within one month of receiving notification of their selection.

Article 5

Duration of the training period and amount of the grant

1. The duration of the training period shall be fixed in each instance by the Bureau of the CDRM in the light of the application. It may not, however, be less than a fortnight or more than a year.
2. The amount of the grant awarded by the Council of Europe shall be equal to the expenses incurred by the holder in travelling between his usual place of work and the place where the training is carried out. It shall be calculated in accordance with the normal rules and conditions governing the reimbursement of experts for travel expenses borne by the Council of Europe.

Article 6

Remuneration and insurance

1. The authorities concerned shall be wholly responsible for the payment to grant-holders of allowances by way of remuneration and of subsistence and training expenses. They are expected to have agreed on the apportionment of such expenses before an application is submitted in accordance with Article 3 above.
2. As the Council of Europe accepts no liability towards grant-holders in respect of their social cover or their insurance against any other risks to which they may be exposed during their journey or training periods, the authorities concerned shall make whatever insurance arrangements they consider necessary.

Article 7

Requirements for grant-holders

1. Grant-holders shall be required to write a report upon completion of their training periods. The Secretary General of the Council of Europe may issue guidelines on the content of such reports. Reports shall be communicated to the Secretary General of the Council of Europe within one month after completion of the training period and shall be certified by the body with which the training period took place. They shall be written in one of the official languages of the Council of Europe.
2. Grant-holders shall be required to refund to the Council of Europe, upon request by the Secretary General, all or part of their grants if they fail to fulfil their requirements under these regulations.