



Ministry of Justice
of the Slovak Republic

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Seminar on

**"National Action Plans as effective tools for the promotion
and protection of human rights of LGBT people"**

Organised in co-operation with the Ministry of Justice of the Slovak Republic

**Bratislava
3 December 2015**

PRACTICAL INFORMATION

1. Date of Seminar:

Thursday 3 December 2015	8:15 - 9:00 am	Registration of participants
	9:00 am - 4:00 pm	Seminar
	5:00 pm	Reception hosted by

2. Seminar venue:

Ministry of Foreign and European Affairs of the Slovak Republic
Hlboká cesta 2
833 36 Bratislava 37
Slovak Republic
<http://www.foreign.gov.sk/en/home>

3. Working languages

Slovak and English (with simultaneous interpretation provided).

4. Documentation

All documents related to this Seminar will be available at the venue.

5. Accommodation

With regard to accommodation, we have negotiated a special rate of 80€ per night (including breakfast) with the [Mercure Hotel](#) (5-minute walk from the venue). If you would like to reserve a room in this hotel, please complete the attached form (appendix I) and send it by email to the hotel (Email: h6840-sl@accor.com and copy h6840-re@accor.com) by **15 November 2015**. Please mention "Council of Europe Event" when completing the form.

6. Meals

Lunch on Thursday, 3 December will be offered by the Council of Europe at the [Hotel Mercure](#).

7. Travel

Travel expenses between the place of residence and the place of the meeting of three representatives per participating country will be borne by the Council of Europe in accordance with the enclosed Rules. **The Seminar Secretariat will arrange prepaid electronic tickets.**

Those participants who prefer to arrange their travel on their own are kindly requested to do so in the most economical manner. Their travel expenses will only be reimbursed by a bank transfer after the seminar and upon presentation of documentary evidence of the sum actually paid (invoice, copy of credit card slip, etc.). **If an invoice is provided, this must be the original document issued by the travel agency or airline that issued the ticket.** If an electronic ticket is purchased, a confirmation of the online booking giving the total cost of the ticket must be provided, along with proof of payment (invoice, credit card slip, monthly or internet bank statement). This evidence of the expenditure together with the relevant travel tickets (plane, train, etc.) should be attached to the completed claim form for reimbursement. **All these documents should be returned to the Secretariat at the latest before the close of the meeting.**

If no public transport is used, travel expenses will be reimbursed according to Article 6 of the enclosed Rules.

8. Local transport

There are regular bus services connecting **Vienna International Airport (Schwechat)** to Bratislava. Please consult the link below:

http://www.viennaairport.com/en/passengers/arrival_parking/bus_connections

The Council of Europe will reimburse upon presentation of documentary evidence of payment (original).

9. Visa

Participants requiring a visa to travel to the Slovak Republic are reminded of the need to apply for it at the Slovak Consulates in their respective countries in good time (http://www.mzv.sk/en/consular_info/visa)

Visa expenses will be reimbursed upon presentation of documentary evidence of payment and a copy of the visa obtained.

10. Insurance

Specific travel related risks are covered by a **CHARTIS** insurance policy (number **2.004.761**), which provides cover for persons up to their 76th birthday. The following help line **CHARTIS Assistance 24 Hours** can be called in case of need: + **(32) 3 253 69 16**.

11. Council of Europe Secretariat

For further information concerning the seminar, please contact:

Strasbourg

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**Revised rules concerning the reimbursement of travel and subsistence expenses
to government experts and other persons
travelling at the charge of Council of Europe budgets**

I. GENERAL PROVISIONS

Article 1

Experts and other persons travelling on Council of Europe business and at the Council's expense (hereinafter referred to as the "experts") shall arrange their journeys in the most economical manner. Travelling expenses shall be reimbursed and daily subsistence allowances paid in accordance with the present rules.

II. MEANS OF TRANSPORT AND TRAVELLING EXPENSES

Article 2

1. Experts shall be entitled, as provided for below, to reimbursement of travel expenses incurred in travelling between the address specified in the notice of the meeting (hereinafter referred to as the "place of departure") and the place of the meeting.

2. If, for personal or professional reasons, experts travel to the meeting from a place other than their place of departure, or return to such a place after the meeting, the refund shall be restricted to the amount of expenses they would have incurred in travelling to or from their place of departure. In exceptional and duly justified circumstances, with the prior approval of the Secretary General, experts may request reimbursement based on the actual itinerary.

3. Travelling expenses shall be refunded to only one expert per meeting. If one expert is replaced by another in the course of the meeting, the latter shall not be entitled to travel expenses.

Article 3

All claims for reimbursement of travel expenses for all means of transport must be accompanied by a copy of the relevant ticket and evidence of the expenditure actually incurred (for example, an original invoice or certified copy, credit card slip or statement). In no case shall the amount reimbursed exceed the actual expenditure incurred.

Article 4

1. Rail travel

The reimbursement of first class rail fare is authorised. Where the duration of the journey is longer than 6 hours between 10 p.m. and 7 a.m., the cost of a sleeper may be reimbursed.

2. Air travel

Reimbursement shall be based on the economy class fare.

However, reimbursement may be based on the business class fare in the following circumstances:

- for single flights lasting more than 7 hours;
- for more than 15 hours travelling time (more than one flight plus stopovers);
- for health reasons attested by a medical certificate, which must be submitted with the claim form.

The flight itinerary must be presented to justify the duration of flying time or total travelling time, as appropriate.

Excess baggage charges are not refundable unless justified on grounds of official requirements.

3. Sea travel

The reimbursement of travel by sea shall not exceed the amount of the air fare as defined in paragraph 2 above. When experts travel by car, the cost of transporting the car by sea shall not be reimbursed (see Article 6, paragraph 1).

Article 5

1. Transit fares in connection with changing from one means of transport to another, and fares paid for travel between the place of departure and/or the place of the meeting and railway station or airport, are provided for within the daily allowances paid for attendance at meetings and shall not therefore be directly reimbursed. However, when such fares exceed 20% of the amount of the daily allowances paid, the difference may be reimbursed, subject to the prior approval of the Secretary General and on presentation of evidence of the expenditure actually incurred.

2. Local travel costs incurred during meeting days are provided for within the daily allowances paid for attendance at meetings and shall not therefore be directly reimbursed.

Article 6

1. Experts travelling by means other than public transport a distance exceeding 30 kilometres per journey (one-way) shall be refunded a lump sum based on a kilometric allowance determined annually by the Committee of Ministers. Distances over 1600 kilometres for the return journey shall be refunded on the basis of economy class air fare from the nearest airports, unless there is prior approval by the Secretary General authorising reimbursement based on the kilometric allowance. Journeys of less than 30 kilometres (one-way) are not reimbursed.

2. The journey time used as the basis for the calculation of daily allowances shall be the result of the number of kilometres divided by 90 and shall not exceed 24 hours.

3. Related costs, such as toll and parking fees, may only be reimbursed with the prior approval of the Secretary General and only where there is no other possible alternative. Such claims shall be accompanied by evidence of the expenditure actually incurred.

4. If two or more experts entitled to claim expenses use the same car, a refund shall be made only to the person in charge of the vehicle, with an increase of 10% for each passenger.

5. Experts travelling by car do so at their own risk. The Council of Europe disclaims all liability in respect of any accident that may occur during the journey.

III. DAILY ALLOWANCES

Article 7

1. During the meeting, experts shall be entitled to receive an allowance at a daily rate determined annually by the Committee of Ministers (the rate in force as from 1 January 2015 is €175). This rate is the same wherever the meeting takes place.

2. This allowance shall be deemed to cover all expenditure incurred by experts in attending meetings, except for the travel expenses provided for above. However, where in exceptional and duly justified circumstances, and with the prior approval of the Secretary General, total accommodation costs (room, breakfast and related taxes) amount to more than 60% of the total daily allowances payable in respect of the meeting, experts may submit a claim for a supplementary payment. Any such claim must be supported by original vouchers attesting the actual expenditure incurred on accommodation.

Article 8

1. The duration of the period conferring entitlement to the allowance shall be determined as follows:

- i. Experts shall be entitled to the daily allowance for each 24-hour period covered by the duration of the mission to and from the meeting. The duration taken into account for the entitlement to daily allowances shall not exceed the shortest necessary for attendance at the meeting in accordance with the means of transport taken as the basis for the refund of travel expenses, as determined by the rules above.
- ii. The daily allowance shall not be payable for any period of less than 4 hours.
- iii. Where the duration of the journey is equal to or more than 4 hours but less than 8 hours and no hotel accommodation is involved, the expert shall be paid a quarter of the daily allowance. The same shall apply to any period equal to or more than 4 hours but less than 8 hours, in excess of 24 hours or any multiple of 24 hours.
- iv. Where the duration of the journey is equal to or more than 8 hours but less than 24 hours and no hotel accommodation is involved, the expert shall be paid half the daily allowance. The same shall apply to any period equal to or more than 8 hours but less than 24 hours, in excess of 24 hours or any multiple of 24 hours.
- v. Where the duration of the journey is equal to or more than 4 hours but less than 24 hours and hotel accommodation is involved, the expert shall be paid the full amount of the daily allowance. The same shall apply to any period equal to or more than 4 hours and less than 24 hours, in excess of 24 hours or any multiple of 24 hours.

2. In the case of air, rail and sea travel, the duration of the return journey shall be increased for the purpose of calculating the subsistence allowance, by a fixed period of 2 hours.

3. Experts shall declare any meals or overnight accommodation provided to them free of charge. Where overnight accommodation or meals of experts are provided free of charge the daily allowance shall be reduced, unless the Secretary General decides otherwise, by the following amounts:

- Overnight accommodation (50% of the daily allowance)	€87.50 ¹ (per night)
- In respect of main meals (lunch or dinner) (15% of the daily allowance)	€26.25 ² (per meal)

IV. OTHER EXPENSES

Article 9

1. Other expenses incurred by experts in connection with their attendance at the meeting, such as visa fees and vaccination costs, which are strictly unavoidable, shall be reimbursed. Such claims shall be accompanied by evidence of the expenditure actually incurred.

2. Expenses related to insurance, representation, communication by telephone or fax, the use of the Internet, and rental of meeting rooms are not reimbursed.

V. SICKNESS AND ACCIDENT

Article 10

When travelling on behalf of the Council of Europe, government experts are covered in respect of risks specifically related to such travel by insurance taken out by the Organisation on their behalf. They are nevertheless obliged in the first instance to exhaust all possibilities of payment of benefits due to them under the scheme to which they are affiliated in their own country in respect of illness and accident occurring during the journey and/or the meeting.

VI. REIMBURSEMENT

Article 11

The expenses referred to above shall be refunded upon submission of a claim certified true and correct by the expert, to which all vouchers required by the rules must be appended.

¹ Rate in force at 1 January 2011.

² Rate in force at 1 January 2011.

Appendix I

Booking order	
Please, send this reservation form to e-mail: h6840-sl@accor.com Cc: h6840-re@accor.com,	<div style="text-align: center;">  </div> <div style="font-size: small; padding-top: 5px;"> Phone (+421)257277720 Fax : (+421)25727777 Zabotova street 2 Bratislava 1, 811 04 BRATISLAVA, SLOVAKIA </div>
Group name	The Council of Europe
Arrival date:	2nd Dec.
Departure date:	4th Dec.
Number of nights:	2
Room type:	No of rooms:
Comfort King Bed room (single use)*	80,00 € 1,00
Comfort King Bed room (double use)**	
Dietary restrictions (please specify):	None
*in agreed price is included VAT, buffet breakfast, internet, fitness access, ** city tax 1,65 €/person/night EXCLUDED ***Cancellation policy - Cancellation 3 days prior to arrival is free of penalty In case of cancellation within 2 days prior to arrival 1st night will be charged as a penalty fee. Modification of the definitely ordered number of participants (maximum 10%) is requested 48 hours prior to the actual day.	
GUEST INFORMATION:	
Title:	
First name:	
Last name:	
Phone no.:	
E-mail:	
Address:	
City:	
Country:	
Postal Code:	
Credit card details	
Type of credit card:	
Credit card No.:	
Date of expiry:	
Accompanying person	
First Name	
Last name:	
Address:	
PAYMENT INFORMATION:	
Invoice:	[]
Invoicing address***:	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Post address***:	
Registration no.***:	
VAT no.***:	
***mandatory if selected	