

NEP4DISSENT BELGRADE MEETING COVER LETTER

Dear Action participants,

We would like to relay some organizational details regarding the NEP4DISSENT collocated MC Meeting and WG meetings, to take place in Belgrade, Serbia on October 8th-9th, 2018. Below please find:

- (a) the preliminary agenda of the meeting
- (b) travel information
- (c) guidelines on the reimbursement procedure

AGENDA

Please note that the final Agenda with room numbers and other details will be distributed prior to the meeting. Small changes in timing of the sessions may occur.

DAY ONE (OCTOBER 8, 2018)

Serbian Academy of the Sciences and Arts, Kneza Mihaila 35.

09:30-11:30 - Core Group Meeting

11:30-12:00 - Registration/Coffee Break

12:00-13:30 - Management Committee Meeting

13:30-15:00 - Lunch

15:00-18:00 - Plenary Working Group Meeting (with coffee break)

19:00-21:00 - Evening Programme/Dinner (TBC)

DAY TWO (OCTOBER 9, 2018)

Various locations (see below).

09:30-11:30 - Working Groups Break-Out Sessions

11:30-12:00 - Coffee Break

12:00-13:30 - Working Groups Break-Out Sessions

13:30-15:00 - Lunch

15:00-16:30 - Working Groups Break-Out Sessions

17:00 -17:30 - Coffee break

17:30 - 18:30 - CG Wrap-up meeting

TRAVEL INFORMATION

Locations

The meeting will be held in three locations:

- On the first day, the plenary sessions will take place in the main building of Serbian Academy of the Sciences and Arts, [Kneza Mihaila 35](#)
- On the second day, different Working Groups will hold their meetings in three separate locations:
 - o Serbian Academy of the Sciences and Arts, [Kneza Mihaila 35](#)
 - o Mathematical Institute of the Serbian Academy of the Sciences and Arts, [Kneza Mihaila 36](#)
 - o Rectorate of University of Arts, [Kosancicev venac 29](#)

Exchange rate

The local currency is dinar (RSD). 1 EUR is today approx. **118 RSD**, but this can slightly variate till the meeting.

Travelling to Belgrade

Belgrade airport is well connected with most of the larger airports, as well as a couple of smaller ones where low-cost airlines operate.

If you come by car, make sure to organize a parking spot since the city centre is quite restricted zone for parking in the streets (max 1-3 hours). There are several public garages (like [Obilićev venac](#) or [Zeleni Venac](#)) and the daily ticket is 1500 RSD.

It is **NOT** recommended to arrive in Belgrade with a train.

Transfer from the Belgrade Nikola Tesla Airport to the city centre

Public bus transport | You can use mini bus [Line A1](#), or public bus [Line 72](#). The bus 72 goes to Zeleni Venac. If you take the mini bus A1, the last stop is Slavija Square, and you must go counter clockwise and cross the Beogradska Street. Take the bus No. 31 or trolleybus No. 19, 21, 22, 29, and go to the last stop at Student Square (Studentski trg) to reach city center. For public buses you could buy tickets in busses (you need the local currency). For the minibus the one way ticket is more expensive (300 RSD).

Taxi | For the use of taxi services from Belgrade Nikola Tesla Airport to your accommodation, please contact the city service [TAXI INFO desk](#), located in the baggage reclaims or arrival area. You will receive a [drive voucher](#) and will be guided to the taxi area. Take a taxi receipt at the information desk which contains the name of your destination and appropriate price for the taxi service. The price is fixed and for the city centre and the amount is 1800 RSD as most of you will be in hotels in the 2nd zone (Municipality Stari grad = Old town). Please be aware that you can pay taxi services only in local currency. At the airport there are ATMs, so get the RSD there (avoid exchange offices at the airport). Avoid illegal taxis.

Meals

During the meeting the organizers offer one light lunch, during the first day of event (plenary session).

Accommodation

We will try to provide some special rate for some of the hotel in the city centre. You can book your accommodation through the usual channels [booking.com](#) and [airbnb.com](#)

REIMBURSEMENT PROCEDURE

Before the meeting:

The full user guide to Online Travel Reimbursement Requests (OTRR) submission is available [under this link](#). You should read it carefully before booking your travel and then again when submitting your OTRR. For your convenience, below we list the issues to keep in mind.

During the meeting:

Sign the COST attendance list on both days. We will not be able to reimburse you without the signatures.

After the meeting – within 30 days:

Submit a completed and electronically signed Online Travel Reimbursement Request (OTRR) within 30 calendar days from the end date of the Meeting.

ONLINE TRAVEL REIMBURSEMENT REQUESTS (OTRR): WHAT TO KEEP IN MIND?

WHEN TO COMPLETE THE OTRR?

Please do NOT submit your claims before the meeting. Once you submitted, the form is closed for correction and you will not be able to upload the relevant documentation. Note that the submission of the claim before the meeting does not speed up the process, since all claims from all participants need to be processed and validated before we can reimburse each one of you.

AIR TRAVEL DOCUMENTATION

Always ask a detailed invoice from your travel agent (or online service) and when submitting, you should subtract the ineligible partial amounts.

The supporting documents should clearly detail:

- Name of the service provider
- Name of the passenger
- Booking class (only economy class tickets are eligible)
- Mode of transport
- Full price of the ticket (not exceeding EUR 1200) including the price breakdown (insurance, fees, penalties etc.)
- Dates AND times of travel

In the past, most often your documentation did not include information about booking class or the price breakdown. We need to know the breakdown, because expenses like travel cancellation or luggage insurance, charges and/or penalties linked to a participant changing or having to rebook travel tickets are NOT eligible – in that case you should subtract the partial amount from the overall price (to save us the trouble). Seat reservations, luggage transportation expenses, fees charged by travel agencies including currency fees are eligible.

TRAVEL DEROGATIONS

As a rule (see [Vademecum](#), p. 26), you are eligible to travel from the country you represent (i.e. the country of your institutional affiliation, whatever your personal address is) to the place where the Action activity takes place, and back.

If you know that you will be traveling to a COST meeting from a different country than the above, you need to provide, ONE MONTH IN ADVANCE, a comparative quote (e.g. from Skyscanner, Opodo, Expedia, Momondo etc) which compares the price for the most economical means of travel by the same mode of transport from your COST-approved location versus the actual location of your travel. The lower of the two amounts determines the maximum sum that can be reimbursed.

If in your case this is a permanent condition (e.g. you live in one country, but work in another) you can apply for a blanket permission by providing a copy of your residence permit – please contact IBL team for details.

START AND END OF THE TRAVEL

You start and end the journey in your home. You can claim reimbursement accordingly. Your total travel time would be probably a little bit longer than the start/end time of your flight.

PUBLIC TRANSPORT EXPENSES

Public transport is bus, train, metro and tram that you use for travel within one country.

If you want to claim EUR 25 or less, you don't need to provide any documentation.

If you want to claim more than EUR 25, you need to submit invoices / receipts that clearly detail the name of the service provider, the full price of the ticket and the date of travel.

TAXI

Taxi service is eligible for reimbursement only when taken before 7 am to facilitate an early departure and/or when taken after 10 pm due to a late arrival. The maximum amount to be claimed is EUR 80.

Taxi receipts must clearly detail the name of the service provider, the full price of the journey and the date and time of travel. Tips are not eligible for reimbursement.

ACCOMODATION

“Plus one” rule applies. The maximum number of nights that can be claimed is calculated against the actual number of days the participant attends the approved activity (as confirmed against their signature on the official attendance list for each day of the event that they attend), plus 1 night. E.g. if your meetings takes 2 days, you will be reimbursed for 3 nights.

Note that this applies to accommodation alone, you can extend your travel (as long as you keep in mind the rule on travel derogation). Note that no receipts are needed, just the signatures on the attendance list.

CURRENCY

Please remember that you should enter the expenses in the currency in which you made the payment.