

TAIEX - Guide for Local Co-Organisers

1. Introduction

TAIEX stands for the **Technical Assistance and Information Exchange**. It is an instrument of the European Commission, which provides short-term, peer-to-peer assistance to central government administrations (recipients) in eligible beneficiary countries so as to support them, where appropriate, in:

- the understanding of,
- the convergence with,
- the approximation with,
- the transposition of,
- the implementation of,
- the enforcement of

the EU *acquis* (i.e. the entire body of EU Law), EU policies and EU standards.

The Local Co-Organiser (LCO) is the person in the beneficiary/recipients' institution that is indicated in the TAIEX application form. Therefore we invite you to carefully read the following so as to help ensure efficient organisation of the event. This guide details what is expected from the LCO, and what the European Commission will arrange for the EU Member State experts and the participants of the event. Please note that email is the preferred method of communication, and all emails regarding an event should include the five-digit event reference number.

Please also note that the European Commission relies on an external service provider for the organisation of the logistical aspects of the event, which will be made on the basis of the information you provide to the European Commission. In addition, the service provider will neither finance nor reimburse any arrangements made by third parties including the LCO and participants, unless pre-approved in writing by the European Commission.

2. Types of events

There are three types of standard events:

- **Workshops:** single or multi-beneficiary events which typically mobilise more than one expert from more than one EU Member State and last between one and three days depending on the needs. The purpose of a workshop is to present aspects of the EU *acquis* to a wider audience (more than 15 participants) as well as to explain any legislative issues. It may be thematic and relate to the EU *acquis* in substance, or it may be more practical dealing with the implementation and the enforcement of the EU *acquis*.
- **Expert Missions:** consist in the sending of EU Member State expert(s) on a mission in order to provide advice to the beneficiary/recipients' institution(s) on specific issues. The expert mission lasts usually up to five days and provides an opportunity to discuss draft legislation, present examples of best practices and lend assistance where requested to a limited audience (usually maximum 20 participants).
- **Study Visits:** usually involve three officials from the beneficiary country travelling to visit an EU Member State administration (host institution) for an indicative duration of between two and five days. Field work is a key aspect of it. Study visits provide an opportunity to the

beneficiary countries to work alongside EU Member State officials to discuss legislation, experience first-hand administrative procedures and infrastructure and to see examples of best practice, in the subject field.

A. Workshops

1) Registration of participants

When a request for a workshop is accepted by the European Commission, the LCO becomes responsible for selecting and inviting the local participants. In this context, suggestions made by the European Commission and the EU Delegation concerning possible participants should be taken into account. The European Commission will provide a pre-formatted Excel spreadsheet, referred to as the "registration tool", for this purpose.

The names and other required details of all confirmed local participants (including local speakers and the LCO) must be encoded (inserted specifically as required in the spreadsheet) in the "registration tool" and should be sent by the LCO to the European Commission at the latest four weeks before the event.

When completing the "registration tool" no changes to the format should be made and attention should be paid to the following:

- All fields marked in red must be provided, otherwise the list cannot be accepted
- All data must be in English only;
- All names must be written with Latin letters;
- Accents or other symbols such as (), ", *, ' must not be used;
- Title Case (only use capital letters to start the principal words) is to be used (not lower and uppercase); Full and accurate job titles have to be provided;
- Only the following titles can be used Mr., Mrs. or Ms. (no Prof., Dr. etc. can be accepted);
- No abbreviations will be accepted;
- Surnames and names have to be encoded exactly as written in the passport of the participants;
- Valid email address, preferably a professional email address as opposed to a private email address (Yahoo, Gmail, Hotmail, etc.), and phone numbers, including a mobile phone number for participants requiring travel arrangements (for use in case of emergency), have to be provided;
- The same email address cannot be used for all participants;
- Full and accurate address and contact details (street name and number, city and postal code) have to be provided.

In relation to multi-beneficiary workshops, in addition to the local participants which will be dealt with as described above, participants from other beneficiary countries are also invited to attend the event. The European Commission will obtain participant registration forms for these non-local participants from the TAIEX National Contact Point of the relevant beneficiary countries. The LCO is therefore not in charge of inviting the non-local participants.

2) Accommodation/travel list

The confirmed local participants who are entitled to travel and / or accommodation arrangements must also be encoded in the "accommodation/travel list". The European Commission will also provide a pre-formatted Excel spreadsheet, referred to as the "travel and accommodation list", for this purpose. The list should also be sent by the LCO to the European Commission at the latest four weeks before the event.

The conditions for travel and / or accommodation arrangements are the following:

- Local participants living more than 100 km away from the venue are entitled to receive accommodation for the night before the start of the workshop and the middle night(s) if the event lasts for more than one day.
- For workshops lasting more than one day, all local participants (except those residing in the city where the workshop takes place) may receive accommodation on the middle night(s), if requested.
- Local participants living more than 400 km away from the venue are entitled to travel by plane, which will be organised by the service provider. Should they not wish to travel by plane, travel costs can be reimbursed as a lump sum on the basis of the most efficient travel itinerary, following a request from the LCO and upon prior agreement of the European Commission. In this case the service provider will pay a lump-sum to cover one return trip to the local participant(s) before the event, based on the one-way distance between their place of residence and the venue of the event using the calculation in the table below.

One-way distance in km	Amount allowed in € for return trip (except when travelling by plane)
From 400 km to 499 km	50€
From 500 km to 799 km	70€
From 800 km to 999 km	100€
From 1000 km to 1199 km	140€
From 1200 km to 1499 km	150€
From 1500 km to 1999 km	210€
More than 2000 km	By plane

To avoid unnecessary bookings, the LCO must confirm that all participants requesting accommodation and / or travel arrangements need the requested services. The LCO must inform the European Commission and the service provider as soon as possible in case of any cancellations and changes so as to avoid financial loss.

3) Event Organisation

The service provider will contact the LCO for further logistical arrangements of the workshop.

Local suppliers can be suggested by the LCO but ultimately the service provider must purchase all goods and services according to the relevant procedures laid down in the "Practical Guide to contract procedures for European Union external actions or external aid" of the European Commission (PRAG).

The European Commission may finance the following:

- **Conference venue and technical equipment.** The conference venue is, in principle, booked in the capital city. If the beneficiary/recipients' institution has a conference room with the necessary technical equipment available, the LCO should inform the European Commission well in advance.
- **Travel and accommodation costs for experts from EU Member States** if they are not based in the location of the venue at the time of the event. If possible, it would be appreciated if the beneficiaries' / recipients' administration could arrange to collect and return the speakers from/to the airport or other location of arrival/departure.
- **Travel and accommodation costs for participants from other beneficiary countries** in the case of a multi-beneficiary event.
- **Accommodation costs for local participants** (in line with conditions described above).
- **Travel costs for participants living 400 km away from the venue** (in line with the conditions described above – see Section A.2).
- **Interpreters and interpretation equipment.**
- **Coffee and lunch break(s).** The European Commission does not finance welcome coffees, dinners or receptions.

4) Attendance during the event

During the workshop the LCO or another nominated representative of the beneficiary/recipients' institution must be present to ensure the smooth registration of all participants on each half-day of the workshop and be available to answer questions.

For workshops with more than 20 participants, the service provider may contract a Local Venue Support (LVS) to ensure that logistics at the workshop venue will be in place as appropriate (registration of participants and experts, set-up of the meeting room, catering, quality of services, workshop material etc.).

5) Workshop materials

The service provider will send boxed workshop materials containing copies of the agenda, name plates, badges, attendance lists, posters, etc. to be displayed in the meeting room in line with visibility requirements. The European Commission expects the support of the LCO, should it prove necessary, for the customs procedure in relation to these items. Unless LVS has been hired, the LCO should ascertain in advance whether the workshop material has arrived and is ready to be made available to participants. When appropriate, the LCO should provide paper copies of presentations, and distribute these during the workshop, as these cannot be made available by the European Commission.

The European Commission will not provide translation of the agenda or any other material into the local language.

Workshop presentations and agenda are published on the TAIEX website. Any further publication would require the prior agreement of the experts.

6) Evaluation

After the event, all experts and participants will be requested to complete an electronic feedback questionnaire on the quality of the event they attended. In addition, the LCO is invited to draft an evaluation report assessing the overall quality of the event. Furthermore, the LCO is also invited to communicate to TAIEX all media coverage the event had at national, local or internal level.

Six months after the event, the evaluation correspondent indicated in the application form will be contacted for a follow-up evaluation of the medium to long-term impact of the TAIEX workshop.

B. Expert Mission

1) Registration of participants

When a request for an expert mission is accepted by the European Commission, the LCO becomes responsible for selecting and inviting the participants. In this context, suggestions made by the European Commission and the EU Delegation concerning possible participants and the maximum number of participants should be taken into account. The European Commission will provide a pre-formatted "registration tool" for this purpose which should be completed by the LCO as detailed in Section A. 1) above and sent by the LCO to the European Commission at the latest four weeks before the event.

2) Event organisation

The expert mission takes place at the beneficiary/recipients' institution's premises. The preferred format is round table meetings facilitating exchanges of knowledge and expertise between the participants and the expert(s) in a language mastered by both the experts and the staff of the beneficiary/recipients' institution. If necessary, consecutive interpretation can be financed by the European Commission.

Expert missions should not be transformed into conferences and the European Commission will in principle neither book nor finance conference venues or provide technical equipment.

The European Commission finances all travel and accommodation costs for EU Member States experts, as needed, however please note that accommodation and travel costs of local participants will not be covered.

3) Evaluation

After the event, all experts and participants will be requested to complete an electronic feedback questionnaire on the quality of the event they attended. In addition, the experts will be asked to submit a report.

Six months after the event, the evaluation correspondent indicated in the application form will be contacted for a follow-up evaluation on the medium to long-term impact of the TAIEX expert mission.

C. Study visit

1) Registration of participants

When a request for a study visit is accepted by the European Commission, the LCO becomes responsible for selecting and advising the participants of their selection. In this context, suggestions made by the European Commission and the EU Delegation concerning possible participants and the maximum number of participants should be taken into account. The European Commission will provide participant attendance forms for this purpose which should be completed by the participants and sent by the LCO to the European Commission at the latest four weeks before the event.

2) Event organisation

The European Commission may finance the following:

- Travel and accommodation for participants;
- Daily subsistence allowance (Per Diem) for participants.

All meetings should be held in a language mastered by both the experts and the staff of the beneficiary/recipients' institution. If necessary, consecutive interpretation can be provided by the European Commission.

The LCO must ensure that the participants receive a copy of the "TAIEX - Guide for Participants in Study Visits" containing further information on the proceedings of the study visit.

3) Evaluation

After the event, the participants shall send a mission report back to TAIEX within 15 days of the end date of event. They shall also provide feedback via an online questionnaire on the quality of the study visit.

Six months after the event, the evaluation correspondent indicated in the application form will be contacted once again for a follow-up evaluation on the medium to long-term impact of the study visit.

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