

Participants declaration

The purpose of this declaration is to insure that all participants reflect upon their own role and responsibility regarding the project. The purpose is furthermore to insure that each individual participant has reflected upon the nature of the program and their learning needs.

In connection with the below mentioned project, I declare that:

I am aware of the nature of the programme and the project. I am aware that the project is not academical, is based on non-formal learning and that the methods applied by the trainers/facilitators are mainly, but not exclusively interactive.

I have read/will read the activity programme and information pack carefully .

I am aware that not all activities in the program might be relevant for me.

I understand that other participants might have other needs than I.

I am aware that I am expected to be present for all the programmed activities, except those that are clearly marked as optional/volunteer. If I have other activities that conflict with the program (an urgent skype-meeting etc.) absence can be permitted only in agreement with trainers/facilitators/organisers in good time. I understand that trainers/facilitators/organisers might refuse such a request due to the flow of the program.

I also understand that I am expected to be punctual for all activities. In case I am late for eg. bus departures on excursions, I give my consent that the bus is leaving without me and that I will find my own way on own cost.

I am also aware that I under no circumstances am allowed to arrive later than the arrival day and not to depart earlier than departure day. The organisers expect that I have organised my travel so that I have arrived in time to get a good night sleep before the activities start. I can depart early on departure day, but I cannot depart on the last activity day. Farewell evening is a part on the planned activity and my presence there is expected.

I am expected to find my own way to the venue. Airport-pickup or pickup at bus/train station is only provided if it is clearly stated in info-pack and the cost is always to be covered by the budget available for travel.

The budget given by the European Commission for travel is meant as a contribution. I must expect to contribute to this. The organiser must according to their contract with the Commission justify all expenses. I can therefore never receive more than the real cost that I had. I understand that I need to collect all original receipts and travel documentation (e.g. Boarding passes), without those I will not get any reimbursement.

I understand that cost for travel in own vehicle only will be legible if it is agreed with the organisers before and only in accordance with the rules stipulated by them.

The organizers or trainers do not receive any original documentation in hand during the activity. All documentation should be send in original, by recommended post at the end of the project. All documentation should be in hand of the organisers no later than 20 days after the last day of the project. Claims received after that will not be subject for reimbursement. I understand that it is my own responsibility to make copy of the original documentation before I send it.

Together with the original documentation I will send a claim-form. The claim-form I will fill in with all requested information. I am aware that all fields have to be completed with correct information. I am also aware that back fees relating to wrong account information, will be covered by me.

All transfers are made in euro. The exchange rate used is decided by European Commission in the contract between the organiser and their National Agency. Any cost or loss related to this exchange rate or cost added by my bank will be covered by me.

Travel reimbursement can only be made once I have completed the online report in the mobility tool, have send the necessary travel documentation and have completed (and submitted documentation for) my dissemination activities.

I am aware that it takes time to process all documents. I understand that the organizers are trying to transfer my reimbursement as fast as possible but that it can take up to 60 days from when they have received all documentation from my side.

I understand that I have responsibility to disseminate the results of the event. I will agree with the trainers/facilitators/organisers what dissemination I will conduct. The dissemination can be an article on the homepage of my organisation, a blog or a presentation for other members of my organisation.

I agree to comply with the rules set up by the organisers and the venue. In particular, I agree with the strict drug policy and the anti-discrimination/bullying policy of the organisers. I understand and agree that failure to comply with the rules might lead to expulsion from the project. I understand and accept that in case of expulsion, all cost will be covered by myself.

I understand that the budget provided by the donor is limited and that the standard of food and accommodation is mirroring the budget. I understand that on these kind of projects I will typically be expected to share room with more people.

I understand that the food will be provided by local providers and that the food therefore might be mainly locally inspired. I understand that any special needs can only be meet if the organisers receive a notice about my needs in good time and no later than 10 days before the beginning of the event.