

Good to know!

for planning your participation in the project

“Energiewende Twinning Towns”

Please find below information regarding your participation in the project “Energiewende Twinning Towns”. If you have further questions, please contact our contact person (see below).

1. Kick-off and final event

Who organizes travel to and from the kick-off and closing event?

The arrival and departure for the kick-off and closing event in Berlin is organized and booked individually by the municipalities. Each community may send four participants (if you are a two-partner alliance). The costs for the return trip per event may not exceed 200€ per person for participants from Germany and 350€ per Person for participants from other European countries. This budget includes travel costs within Berlin and to/from the airport in the home country. You are free to choose your means of transport. If you exceed the budgets mentioned please contact us before booking. We would be pleased to assist you. Please keep the original bills for reimbursement and attach them to the travel reimbursement form.

Who is responsible for booking accommodation at the kick-off and final event?

One to two overnight stays for four persons per municipality are financed (if you are a two-partner alliance), depending on the respective travel duration. The accommodations are booked by the project office in consultation with the participants.

2. Organization of the Workshop

When and where does the workshop take place?

The workshops should take place in the second half of 2019 or in the first half of 2020. The exact scheduling for the workshop will be arranged between your municipality, your partner municipality and the project office in Berlin. The participating communities can choose in which of the twinning towns the workshop should take place.

How to get there?

Again, the journey is organized individually by the members of the delegation. Please do not exceed the maximum travel expenses of 350 Euro per person, including the transfer to/from the airport in the home country and transfer within the host town. Please contact the project office in advance,

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if you have problems to stay in the budget. You are free to choose your means of transport. Please keep the original bills for reimbursement and attach them to the travel reimbursement bill.

Who organizes the workshop space and catering?

The host city is responsible for the organization of the workshop space, including the necessary equipment (e.g. projector, flipchart) and preparation (seating, materials etc.). The catering (lunch and dinner on the workshop day) should also be selected and booked by the city. The costs of max. 35 Euro per person for a maximum of 25 persons will be refunded by the project office. Please keep the original bills for reimbursement.

Who is responsible for the workshop-accommodation?

The project covers three nights per person for a maximum of four persons from the visiting twinning town (in case you are a two-partner alliance). Accommodation should not exceed 100€ per person per night. The project office will book the accommodation in consultation with the host town. If suitable, the host town may arrange the accommodation in consultation with the project office. Again, the budget may not exceed 100 Euros per night and original bills must be kept.

Who can join your delegation?

The total number of participants is limited to a maximum of four persons from the visiting town (in case you are a two-partner alliance). We recommend inviting stakeholders from civil society and local companies as well. In consultation with the project office you may invite additional participants but the project cannot cover the additional costs.

Is it possible to extend the stay in the twinning town?

You are free to extend your stay in the twinning town if your travel costs do not exceed the budget of 350 Euros per person. Additional costs e.g. for more expensive flights due to change of dates or more nights of accommodation must be covered by the participants themselves.

Moderation of the workshop

At least one person from the AEE and the HVGP will accompany and moderate the workshop.

Length of the workshop

The workshop is a two-day event.

3. Topics of the Workshop

What topics can be discussed in the Workshop?

The workshop should focus on renewable energies, but the specific topics may be chosen by the twinning towns. It is useful to integrate the strengths

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of the hosting town and to consider concrete and feasible projects. The project office will assist you in defining the workshop topics.

Is it possible to invite external experts?

Yes, it is possible to invite external experts to the workshop. The travel expenses and accommodation will be refunded by the project office.

Should there be an excursion?

It is possible that the hosting town organizes an excursion to a good-practice site. The excursion should be relevant for the content of the workshop and should not take up more than four hours including transfer to and from the site. The costs for the excursion cannot be funded by the project.

Workshop-Reports

The project office will accompany the workshops and publish a workshop-report after the projects, which will be made available to the participants in English afterwards.

Contact:

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