



5TH PARTNERSHIP CONFERENCE BETWEEN GERMAN AND AFRICAN MUNICIPALITIES

20 TO 22 SEPTEMBER 2022

INFORMATION SHEET ON PARTICIPATION BY AFRICAN PARTNER MUNICIPALITIES

Find out how you can take part in the conference in Germany together with your partners. This leaflet provides you with all the important information on:

- Conditions for attendance at the conference by municipal partners from Africa
- Items organised and paid for directly by Engagement Global
- Items which the German or African municipalities have to organise/provide themselves, or pay for up front
- Everything you need to know about procedures, flight bookings, visa documents, working meetings and (travel) expense reimbursements

Your attendance at the conference in Dresden

Two delegates from each African municipality and two from each German municipality will be able to attend. However, please contact us if a larger delegation seems appropriate in your case.

Primarily, we are inviting delegates from the partner municipalities to attend. Civil society or other actors are also welcome, as long as the individual concerned is connected with the partnership.

As this is a partnership conference, we can only invite persons from African municipalities if at least one delegate from the German partner municipality also attends.

We encourage you to put together as diverse a delegation as possible, comprising both women and men as well as people from the working level and the management level.

Working meeting in the German partner municipality

Your joint attendance at the conference will be **either preceded or followed by a 2-to-5-day working meeting** in your German partner municipality. This means that either before or after the conference, the participants from the African municipalities will travel on to their German partner municipality.

The working meeting will give you an opportunity together with your partners to further develop your partnership, attend local meetings, and plan or extend new projects.

At the working meeting you will continue working on the specific themes of your partnership.



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Your joint expression of interest

If you would like to attend the conference together with your partners, including a working meeting, **we kindly request the German municipality to submit a written expression of interest (no set form).**

→ **When?** By 15 April 2022 at the latest

→ **To whom?** → ndellaanne.ba@engagement-global.de

→ **How long?** Keywords will suffice, and one A4 page is enough for us

Please consult with your partners and outline the following points in the expression of interest:

- Objectives, motivation and content of the working meeting
- Rough schedule of the working meeting as well as information on the total duration of stay by the African partners
- Please provide the names, job titles and contact details (email & phone) of the participants who will be travelling from the African partner municipality. Please briefly explain the role of each person within the partnership

ITEMS ORGANISED AND PAID FOR DIRECTLY BY ENGAGEMENT GLOBAL

Flight booking

Once your expression of interest is approved, the flights will be booked by Engagement Global or an event agency after 15 April 2022. We will book cancellable economy class tickets. After the African participants return home, we will require their original flight boarding passes. In exceptional cases, you can send us a photo or scan of the original boarding pass.

Provision of selected documents to support visa application

To support your visa application, Engagement Global, in cooperation with an event agency, will provide all participants from Africa with the following documents, and will be happy to advise you.

Documents provided by Engagement Global to support your visa application:

- Flight ticket (round trip)
- A letter of invitation including confirmation of the period of your stay (conference + working meeting), together with confirmation that all costs will be covered
- Booking + proof of (liability, health and accident) insurance for the period of the conference and working meeting
- Proof of accommodation during the conference in Dresden
- Letter from the Federal Ministry for Economic Cooperation and Development, which can support the visa process
- Information about the organiser and the conference
- Information sheet with tips on how to make your visa application as uncomplicated as possible

Documents to be provided by the delegates for their visa application:

- Completed visa application form plus two passport photos, proof of vaccination and proof of civil status
- If applicable, also: salary slips for the last three months plus contract of employment, reference from employer, covering letter from the employer with travel plan and itinerary, additional letter of invitation from the partner municipality
- **Delegates should also contact the German embassy in their country to find out which documents they need to take care of themselves**

Meals and accommodation during the conference

For your accommodation we have already made a block booking of hotel rooms for all participants. The hotel is located in Dresden city centre, within walking distance of the conference centre.

We will also provide full catering during the conference – breakfast at the hotel plus all other meals during the conference.

Reimbursement of the following expenses (COVID-19)

We will cover the costs of all participants from Africa for a PCR test before departure, and before re-entry (if required). The delegates must first pay these costs up front.

We cannot pay costs for vaccinations, but we can pay costs of up to EUR 80 for travel to a vaccination centre in your home country in Africa or a neighbouring country. Please bring your original receipts to the conference, where we will reimburse these expenses directly in cash (in euros). Should you become infected with COVID-19 during your stay in Germany, your costs will be covered by the group insurance policy.

Visa fees & travel to the embassy and airport

For all participants who will be travelling from Africa, Engagement Global will cover your visa fees, costs of travel to the appointment for the visa application at the German embassy (there and back), and costs of travel to the airport (there and back). Delegates must pay these costs up front. The costs can be reimbursed in cash (in euros) during the conference upon presentation of the original receipts. „In addition, there is the possibility of paying daily allowance for the journey to the embassy or airport (more on this on p. 5).

Accommodation and transport costs during the working meeting

We will cover your costs for overnight accommodation during the work meeting as well as transport costs within Germany pursuant to the German Federal Travel Expenses Act (BRKG). These must be paid up front by the German municipality, which can reclaim them using the travel expenses form. We will cover costs for the following journeys: airport > conference > working meeting > airport.

YOUR RESPONSIBILITY AS A PARTICIPATING PARTNERSHIP – YOUR NEXT STEPS –

Before the conference

Visa appointment and visa application by delegates

As an invited partner from Africa, to apply for your visa you should make an appointment yourself at the German embassy in your country. The appointment should take place no earlier than May 2022 and no later than 30 June 2022. Once the deadline for the expression of interest (15 April 2022) has passed, the event agency will send you all the documents required from our side to support your visa application (see list on p. 3).

Forwarding of delegates' flight data

Once you have decided to jointly attend the conference (including a working meeting), and have successfully submitted an expression of interest (by 15 April 2022), we will then start booking the flights. For this purpose, from mid-April 2022 onwards an event agency will ask all participants travelling from Africa to submit a scan of their passport (JPEG or PDF format) and travel/flight details. Once all delegates have completed the return journey, we will then need their original boarding passes back.

Organisation of the working meeting by the German municipality

The costs incurred during the working meeting must be paid in advance by the German partner municipality, and can be reimbursed afterwards in accordance with the BRKG and upon presentation of the original receipts.

→ **Transport:** As host, the German partner municipality will organise the transport of all participants of the partnership within Germany: to the conference in Dresden, to the working meeting and to the departure airport. We kindly ask the German municipalities to pick up their African partners from the airport themselves.

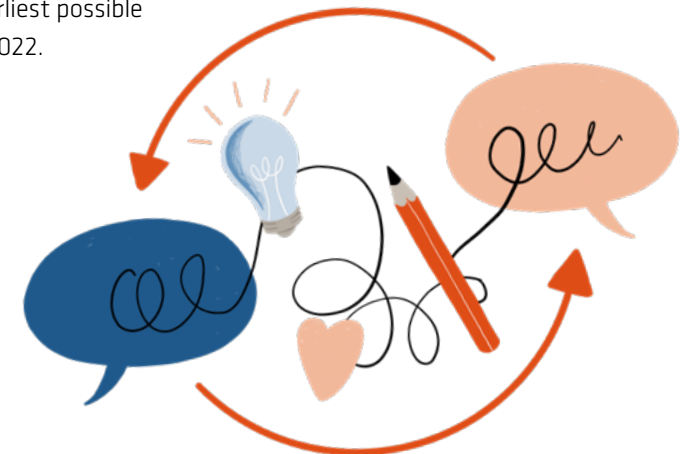
→ **Hotel:** As host, the German partner municipality itself will arrange overnight accommodation for the delegation during the working meeting.

→ **Food and drinks:** Costs for catering for the partnership during the working meeting must be paid by the German municipality and cannot be reimbursed. N.B.: Engagement Global cannot pay per diems!

→ **For all expenses you incur in advance:** Please read carefully the information sheet on travel expenses pursuant to the Federal Travel Expenses Act (BRKG). Any derogations must always be discussed with us and approved by us in advance.

Organisation of any private stays of up to 5 working days by the delegates

Any private stays by participants prior to or following the work meeting must be organised and paid for by the delegates themselves, and may not extend beyond a maximum period of 5 working days before the beginning or after the end of the official business. This means that the last possible return flight date is 6 October 2022 and the earliest possible arrival date is 5 September 2022.



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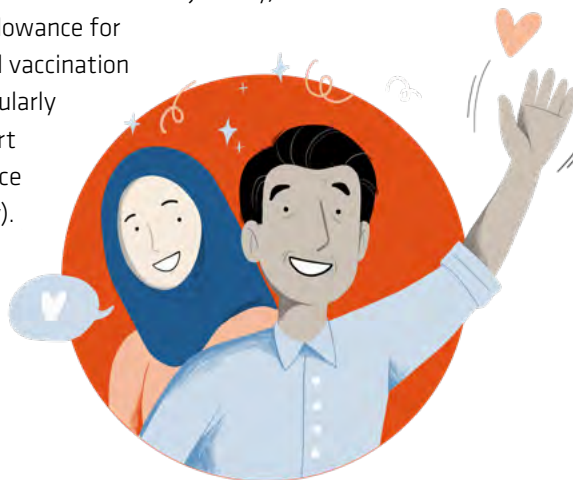
YOUR RESPONSIBILITY AS A PARTICIPATING PARTNERSHIP – YOUR NEXT STEPS –

During the conference

Reimbursement of visa and PCR costs/vaccination travel costs and travel to the airport in your home country

We kindly request all participants from Africa to bring with them to the conference in Dresden the original receipts for visa fees and costs for travel to the German Embassy. We can then reimburse these expenses in cash (in euros) in Dresden. The same applies to the costs for a PCR test (if required) and, if applicable, for travel to a vaccination centre in your home country or a neighbouring country. Please note that the requirement of a PCR test for entry/exit must be documented (e.g. by official sources such as the German Federal Foreign Office). Travel costs to the airport can also be paid upon presentation of the original receipt, and you will receive the same amount for the return journey in advance (based on the receipts for the outward journey).

We are also able to pay a daily allowance for the days of travel to the visa and vaccination centres and, in the case of particularly long journeys, travel to the airport (the amount of the daily allowance differs depending on the country).



After the conference

Submission of a short report on the working meeting by the German municipality

On behalf of the partnership, the German municipality must prepare a short report on the outcome of the working meeting, and submit this to us no later than 3 weeks after the joint working meeting (i.e. no later than 27 October 2022). We will send you a 1-page template for a short summary in advance. The German municipality's expenses for the working meeting cannot be reimbursed before the short report is submitted.

(Travel) expense claim

We require the original boarding pass or, in exceptional cases, a photo/scan of this from all participants who have travelled from Africa.

The costs incurred in connection with the working meeting (transport & accommodation) that were advanced by the German partners, can be submitted to Engagement Global after the conference using the travel expense form, which we will provide you with in advance. The German municipality should send us the signed travel expense form by post, together with all original receipts that we can reimburse. To avoid queries, please add brief explanatory remarks for any items that are not self-explanatory. Please send us the travel expense claim by no later than 30 October 2022.

For further information on the conference, please contact

Servicestelle Kommunen in der Einen Welt

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