



**1st MEETING OF THE AEWA EUROPEAN GOOSE MANAGEMENT
INTERNATIONAL WORKING GROUP**
14 – 16 December 2016, Kristianstad, Sweden

INFORMATION FOR FUNDED DELEGATES

Your participation to the 1st Meeting of the AEWA European Goose Management International Working Group will be organised and funded by Aarhus University in cooperation with the UNEP/AEWA Secretariat.

The meeting itself will take place on Wednesday the 14th to Friday the 16th of December 2016 at the Quality Hotel Grand in Kristianstad, Sweden.

Please note that as the meeting is being hosted by the Swedish Environmental Protection Agency (SEPA) and the participation of funded delegates is being organised by SEPA, no daily subsistence allowance (DSA) will be paid to funded delegates.

Your costs will be covered as described below.

Travel

Travel to the meeting will be organised and provided by Aarhus University supported by the UNEP/AEWA Secretariat. Following your registration to the meeting, you will be contacted by the AEWA Secretariat regarding your travel arrangements. The booking of flights for funded participants will be made by Aarhus University.

Travel to Kristianstad is planned for Tuesday the 13th of December and departure from Kristianstad is planned for Friday the 16th of December in the early afternoon, following the post-excursion lunch.

Please note that the most convenient airport is Copenhagen International Airport in Denmark. Thus your flights will most likely be to and from Copenhagen. From Copenhagen airport there is a direct train connection across the bridge to Sweden and to Kristianstad. Aarhus University will provide you with electronic return tickets for the train via email before the meeting (similar to e-tickets for flights).

NOTE: If you would like to travel on other dates, you will be requested to cover any possible higher cost of the flight ticket. Please also note, that Aarhus University will only cover your hotel accommodation in Kristianstad for the period 13th – 16th of December 2016 (unless, of course, your departure is not possible until the 17th of December due to international flight schedules).

Accommodation

Hotel rooms (single occupancy) will be booked for all funded delegates following your registration at the meeting venue (Quality Hotel Grand in Kristianstad) for three nights (13th – 16th December 2016). More information on the hotel arrangements and how to get there are included in the general fact sheet for all participants.

Please note that by pre-registering you are making a binding commitment to attend the meeting. Should you have to cancel your participation for any reason (and if you are not replaced by a colleague), please do so in writing to the AEWa Secretariat (jolanta.kremer@unep-aewa.org) before the 12th of November.

After that, cancellations of the hotel rooms will no longer be possible free of charge and you will be required to pay the full amount due to the hotel (2.553 SEK / ca. 264 EUR) and, in addition, a 500 SEK / ca 52 EUR cancellation fee charged by the Swedish Environmental Protection Agency.

Meals

Breakfast will be provided at your hotel. The Swedish Environmental Protection Agency will provide lunches for all participants on the meeting days (14th-16th of December), as well as a dinner on the evening of the 15th of December.

In addition, Aarhus University will provide funded participants with a lump sum of 800 SEK in total to cover meal costs in addition to the meals provided directly by the Agency.

Visa applications and expenses

The Swedish Environmental Protection Agency and the UNEP/AEWA Secretariat will assist you with your visa application.

Following your registration, the Secretariat will arrange for a letter of invitation from the Agency as well as for a diplomatic verbal note from the UNEP/AEWA Secretariat to support your application. Please apply for your visas as soon as possible. Depending on your country of origin, there can be up to a one month waiting period for an appointment at the respective Swedish embassy. The issuance of the actual visa can also take several weeks. Please check the website of the local Swedish Embassy for more information on the visa requirements (valid passport, current photo(s), proof of health insurance etc.).

The cost of your visa will be reimbursed in cash against a receipt during the meeting by Aarhus University. Only costs for which you have a receipt will be covered. Please send information about the costs of your visa to the AEWa Secretariat (email: jolanta.kremer@unep-aewa.org) in advance so that the reimbursement can be arranged accordingly.

Please note that you will need to apply for a Schengen visa, as your travel route to Kristianstad will likely require transit travel through Denmark (i.e. Copenhagen airport) before entering Sweden.

NOTE: If you expect higher expenses – for example due to national/international travel related to applying for your visa – please contact the UNEP/AEWA Secretariat to clear these higher costs BEFORE starting the application process. Otherwise, the reimbursement of your visa costs cannot be guaranteed.

Contact

Please contact Ms. Jolanta Kremer at the UNEP/AEWA Secretariat if you have any questions or require any assistance: jolanta.kremer@unep-aewa.org