

**Project Steering Group  
Third Meeting  
Klaipeda, Lithuania  
10 October 2013**

<b>Reference</b>	PSG 3/Info 1
<b>Title</b>	Practical information for participants
<b>Submitted by</b>	Secretariat

### **CONTACT INFORMATION**

#### **NDPHS Secretariat**

Ms. Silvija Juscenko  
Senior Adviser  
NDPHS Secretariat  
Slussplan 9  
103 11 Stockholm  
Sweden  
Phone: +46 760219544  
E-mail: [silvija.juscenko@ndphs.org](mailto:silvija.juscenko@ndphs.org)

#### **The Host**

Ms. Viktorija Ričkutė  
Project Coordinator  
Klaipėda City Public Health Bureau  
Taikos str. 76  
LT - 93200 Klaipėda  
Lithuania  
Phone: +370 61512609  
Email: [viktorija.r@sveikatosbiuras.lt](mailto:viktorija.r@sveikatosbiuras.lt)

### **MEETING VENUE**

#### **OLD MILL HOTEL**

Address: Žvejų str. 22 (cf. Annex 1)  
LT - 91241 Klaipėda  
Lithuania  
<http://www.oldmillhotel.lt/en/>

### **CONFIRMATION OF PARTICIPATION; REGISTRATION FORM**

Kindly confirm your participation by **23 September 2013** using the on-line registration form, available at: [http://ndphs.org/?mtgs,adpy\\_psg\\_3\\_klaipeda](http://ndphs.org/?mtgs,adpy_psg_3_klaipeda).

### **INFORMATION ABOUT TRAVEL, ACCOMMODATION AND SUBSISTENCE ALLOWANCE**

Considering that only international trips can be supported, **the following Project Partners are eligible** for travel and subsistence allowance for this meeting:

- NDPHS Secretariat;



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- Stockholm County Council (Centre for Epidemiology and Community Medicine (CES));
- Icelandic Centre for Social Research and Analysis;
- Nynäshamn Municipality;
- Swedish Council for Information on Alcohol and Other Drugs;
- Turku University of the Applied Sciences;
- Federal Research Institute for Health Care Organization and Information of MoH&SD of Russia;
- Fund of Overcoming of Demographic Crisis

Furthermore, due to limited funding, **only one person per above-mentioned organisation is eligible for this support** (unless otherwise agreed in advance with the NDPHS Secretariat).

Funding is available for three types of expenditure: 1) travel costs, 2) accommodation and 3) subsistence costs. The travel and subsistence costs will be reimbursed based on a submitted claim. **The travel claims shall be submitted online.**

**The participants are kindly requested to do the following before the meeting:**

**1. Carefully read information at**

<http://ndphs.org/?travelclaims,page,about> and <http://ndphs.org/?travelclaims,page,guidelines>;

**2. Register personal account in the NDPHS Accounts System.**

All participants who wish to benefit from the financial support are required to submit, **within 2 weeks of traveling**, a travel claim for approval using the [NDPHS Travel Claims System](#). The originals of supporting documents, including but not limited to the originals of their boarding passes are to be submitted in accordance with the instructions in the NDPHS Travel Claims System. No supporting documents are required to claim the subsistence allowance.

In addition, the following rules apply:

**1) Travel**

Only **economy class** travel is eligible for support.

The travel allowance is **400 EUR per international trip and includes all travel costs** (e.g., flight tickets, bills for travel from the point of departure at the home country to the place of destination and from that place back to the home country). If there is absolutely no possibility to stay within this limit, the respective participant is invited to contact the NDPHS Secretariat before tickets are bought. Please approach the NDPHS Secretariat with your proposed flight itinerary so that it can book and pay for your flight tickets in advance.

**2) Accommodation**

The hotel ceiling for accommodation during stay in Lithuania is **115 EUR/day**. Only up to two days can be paid in connection with the meeting. If a participant wishes to stay in Lithuania longer than two days, the respective part of expenses shall be covered by the participant or his/her organization. The NDPHS Secretariat will pay for accommodation of eligible participants.



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### 3) Subsistence allowance

The subsistence allowance for a trip to Lithuania is **68 EUR/day**. Only up to two days can be paid in connection with the meeting. If a participant wishes to stay in Lithuania longer than two days, the respective part of expenses shall be covered by the participant or his/her organization. **The subsistence allowance includes meals, local trips and any other expenses related to the participation in the meeting.** If a Community Institution, an administration or an outside organization covers the costs of meals, accommodation and/or subsistence, this must be mentioned in the *Travel, accommodation and subsistence claim* (indicating the number of meals/overnight stays provided). In such cases the daily allowance will be reduced accordingly (by 30% for each meal provided and by 15% for breakfast). No bills are required to claim the subsistence allowance.

### HOTEL RESERVATION

Participants are kindly asked to make their **own** hotel reservations. It is recommended that participants stay at the following hotel, which is also the venue of the 3<sup>rd</sup> ADPY PSG meeting.

**Hotel name: OLD MILL HOTEL**

Address: Žveju str. 22, Klaipėda (cf. Annex 1)

Phone: +370 698 73901/ +370 46 219 215

E-mail: [info@oldmillhotel.lt](mailto:info@oldmillhotel.lt)

<http://www.oldmillhotel.lt/en/>

### TRAVEL INFORMATION

#### Travel from Palanga Airport to Klaipėda

**Taxi:** normally taxis are waiting outside the Palanga Airport.

**Time:** approx. 30 minutes

**Price:** 100-120 LTL (29-34 EUR)

**You can order a taxi from Palanga to reach the hotel by calling the following numbers:**

+370 601 97 699

+370 600 56 535

+370 601 11 885

+370 460 48 000

**Bus:**

**Time:** approx. 45 minutes

Palanga Airport – Klaipėda Bus Station		
Departure	Arrival	Price
12:10	12:55	10LT/~3 EUR
14:43	15:25	10LT/~3 EUR
16:05	16:50	10LT/~3 EUR
18:30	19:15	10LT/~3 EUR



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## Travel from Vilnius Airport to Klaipėda (Approx. 4-5 hours)

### Minibus:

Vilnius Airport – Klaipėda (Shopping center “Akropolis”)		
Departure	Arrival	Price
00:30	4:30	65 LT/ 19 EUR
10:15	15:00	65 LT/ 19 EUR
19:00	23:10	65 LT/ 19 EUR
22:15	02:30	65 LT/ 19 EUR

To travel with a minibus, you have to buy a ticket online at <http://www.airport-express.lt/vilnius/index.php>, save and print the ticket. For more information please visit: <http://www.airport-express.lt/vilnius/prices.php?lang=en&back=1>.

In Klaipėda you can order a taxi to reach the hotel by calling the following numbers:

+ 370 46 345 345  
+ 370 46 311 211

**NB. Please note that you can pay only in litas (LT) for transport services. Please ensure that you have enough currency before your trip.**

### MEALS DURING THE MEETING

Coffee will be served during the meeting.

Lunch will be served at hotel’s restaurant around 13.00 (**at the participants’ own discretion and expense**).

### PERSONAL INVITATION FOR VISA

Participants who are in need of an invitation for a visa to enter Lithuania are kindly requested to contact the Host (cf. the contact details further up).

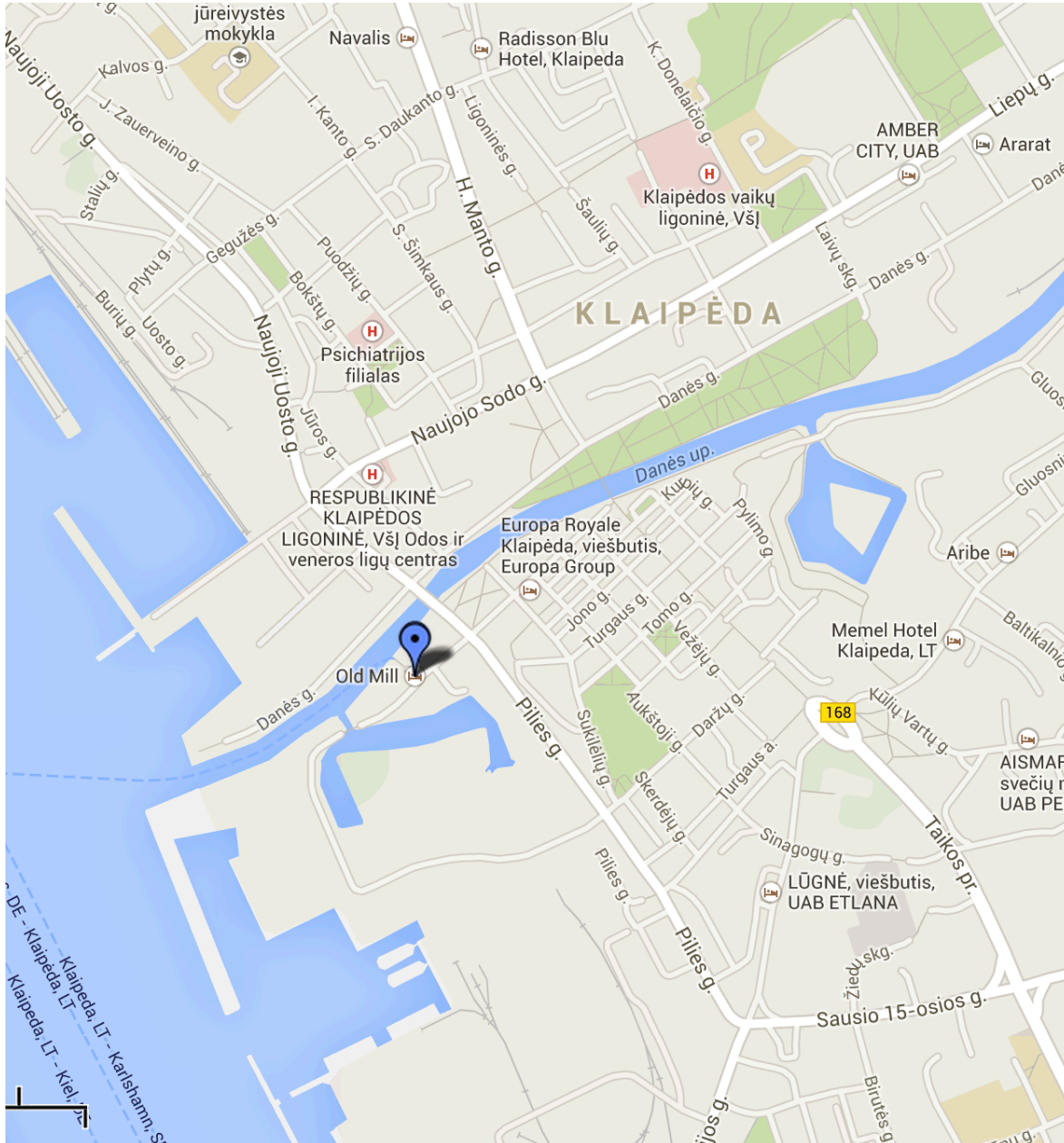
### MEETING DOCUMENTS

All documents submitted to the meeting are/will be available for downloading at: [http://www.ndphs.org/?mtgs\\_adpy\\_psg\\_3\\_klaipeda](http://www.ndphs.org/?mtgs_adpy_psg_3_klaipeda). Participants are kindly requested to bring their own copies to the meeting.



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## ANNEX 1 – LOCATION OF THE EVENT PREMISES AND HOTEL



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