

**Project Steering Group
Second Meeting
29 September 2014**

**Training on the implementation of evidence-based HIV and AI prevention
30 September – 2 October 2014
(plus an additional training day for participants from
St. Petersburg and Kaliningrad on 3 October 2014)**

St. Petersburg, Russia

Reference	PSG 2/Info 1 and Training 1/Info 1
Title	Practical information for participants
Submitted by	Regional NGO "Stellit" and the NDPHS Secretariat

CONTACT INFORMATION

NDPHS Secretariat

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The Host

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MEETING VENUE AND ACCOMMODATION

Novotel Saint Petersburg Centre hotel
Mayakovskogo 3A
191025 Saint Petersburg
Russian Federation
Tel.: (+7) 812/3351188
<http://www.accorhotels.com/gb/hotel-5679-novotel-saint-petersburg-centre/index.shtml>

CONFIRMATION OF PARTICIPATION

Kindly confirm your participation by **by 5 September 2014 by filling out the appropriate on-line registration form:**

- If you intend to participate in the Project Steering Group Meeting, please register at: http://www.ndphs.org/?register,mtgs,hiv_psg_2_st_petersburg;
- If you intend to participate in the training, please register at: http://www.ndphs.org/?register,mtgs,hiv_project_training_1_st_petersburg;
- **If you intend to participate in both above events, please register on both pages!**



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INFORMATION ABOUT TRAVEL, ACCOMMODATION AND SUBSISTENCE ALLOWANCE AND THE NDPHS TRAVEL CLAIMS SYSTEM

The following Project Partners are eligible for travel and subsistence allowance for the workshop:

- The Secretariat of the Northern Dimension Partnership in Public Health and Social Well-being (the NDPHS Secretariat) – 1 person;
- Regional NGO Stellit, St. Petersburg + 7 experts from St. Petersburg;
- Kaliningrad Regional Non-Governmental Youth Organization “Young Leaders Army” (YLA) + 6 experts from Kaliningrad;
- Social AIDS Committee + 2 experts from Poland;
- Baltic HIV Association + 2 experts from Latvia;
- National Institute for Health and Welfare (THL) + 2 experts from Finland.

The following rules apply:

1) Travel

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

The following travel allowances are available **per international trip including 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):

- Stockholm – St.Petersburg – Stockholm: 320 EUR;
- Kaliningrad – St. Petersburg – Kaliningrad: 320 EUR;
- Warsaw – St. Petersburg – Warsaw: 430 EUR;
- Riga – St. Petersburg – Riga: 300 EUR;
- Helsinki – St. Petersburg – Helsinki: 225 EUR.

Please **promptly approach the NDPHS Secretariat with your proposed flight itinerary so that the NDPHS Secretariat can book and pay for your flight tickets in advance**. Please consult the Steering Group Meeting’s and Training’s Preliminary timetables before you plan your travel. The Steering Group Meeting is going to start on 29th September at 10.00, the Training is going to start on 30th September at 10.00 and to be finished on 2nd October at 16.00 for participants from Poland, Finland and Latvia and on 3rd October at 16.00 for participants from St. Petersburg and Kaliningrad. If there is absolutely no possibility to stay within the set limit, the respective participant is requested to contact the NDPHS Secretariat before tickets are bought.

2) Accommodation

The Host has preliminarily booked accommodation for all participants of the Steering Group Meeting and the Training. Please note that you are eligible for project co-financing for the following amount of days of accommodation (the NDPHS Secretariat will pay for accommodation of the eligible participants only):

- Up to 3.5 days can be paid for the representative of the NDPHS Secretariat;
- Up to 5 days can be paid for the Steering Group members who will also attend the Training (1 person from Kaliningrad Regional Non-Governmental Youth Organization “Young Leaders Army” (YLA), 1 person from Social AIDS Committee, 1 person Baltic HIV Association and 1 person from National Institute for Health and Welfare (THL));
- Up to 4 days can be paid for experts from Poland, Latvia and Warsaw who will take part in the Training (2 experts from each country);



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- Up to 5 days can be paid for experts from Kaliningrad who will take part in the training (6 persons).

3) Subsistence allowance

As a rule, **the subsistence allowance includes meals, local trips and any other expenses related to the participation in the meeting.** The foreseen in the project budget subsistence allowance for a trip to St. Petersburg is **77 EUR/day for participants from Finland, Latvia and Poland and 40 EUR/day for participants from Kaliningrad.** These figures do not include the cost of: (i) travel (see item 1 above); (ii) accommodation (see item 2 above); (iii) the meals to be provided free-of-charge during the meeting.¹ In case the payable amount per day automatically calculated in the NDPHS Travel Claims system is higher than the above figures, the participants will need to discuss possible payment of the difference with their own organizations as the NDPHS Secretariat can not pay a higher amount than that agreed in the project budget. In such a case you are kindly asked to write in your on-line travel claim (in section “Additional information” the following text: *“I understand and accept that the NDPHS Secretariat can not pay to me a per diem higher than 77 EUR/day [PARTICIPANTS FROM KALININGRAD SHOULD WRITE: 40 EUR/day] which is consistent with the project budget.”*

Please note that you are eligible for project co-financing for the following amount of days of per diem (the NDPHS Secretariat will pay per diems to the eligible participants only):

- Up to 3.5 days can be paid for the representative of the NDPHS Secretariat;
- Up to 5 days can be paid for the Steering Group members who will also attend the Training (1 person from Kaliningrad Regional Non-Governmental Youth Organization “Young Leaders Army” (YLA), 1 person from Social AIDS Committee, 1 person from Baltic HIV Association and 1 person from National Institute for Health and Welfare (THL);
- Up to 4 days can be paid for experts from Poland, Latvia and Warsaw who will take part in the training (2 experts from each country);
- Up to 5 days can be paid for experts from Kaliningrad who will take part in the training (6 persons).

If a participant wishes to stay in St. Petersburg longer than this, the respective part of expenses shall be covered by the participant himself/herself or his/her organization.

ACCOMMODATION

The rooms are pre-booked at the Novotel Saint Petersburg Centre Hotel (see above).

Accommodation costs for all eligible participants will be paid by the NDPHS Secretariat directly to the hotel.

¹ If the Project, 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 in case the hotel is paid for directly by the NDPHS Secretariat. Four breakfasts and four lunches must be deducted from the per diem for Steering Group members for the day of the Steering Group meeting and 3 days of the Training, three breakfasts and three lunches must be deducted from the per diem of the experts from Finland, Poland and Latvia taking part in the training for days of training, four breakfasts and four lunches must be deducted from the per diem for experts from Kaliningrad taking part in the training for days of training.



Participants are kindly asked to confirm their participation and the length of stay at the hotel no later than **5 September 2014**.

MEALS

Refreshments and lunches will be offered by the Project free of charge on 29 September for Steering Group members, on 30 September – 2 October for training participants from Kaliningrad, Finland, Poland and Latvia and on 3 October for training participants from Kaliningrad.

MEETING DOCUMENTS

Documents for the Project Steering Group Meeting are/will be available for downloading at http://www.ndphs.org/?mtgs,hiv_psg_2_st_petersburg. Documents for the training can be downloaded from http://www.ndphs.org/?mtgs,hiv_project_training_1_st_petersburg. Participants are kindly requested to bring their own copies to the event.

PERSONAL INVITATION FOR VISA

Participants who are in need for a visa to enter St. Petersburg are kindly requested to apply for tourist visas in their countries.

Both insurance (up to 76 EUR per person) and visa fee (up to 40 EUR per person) can be paid from the project budget.

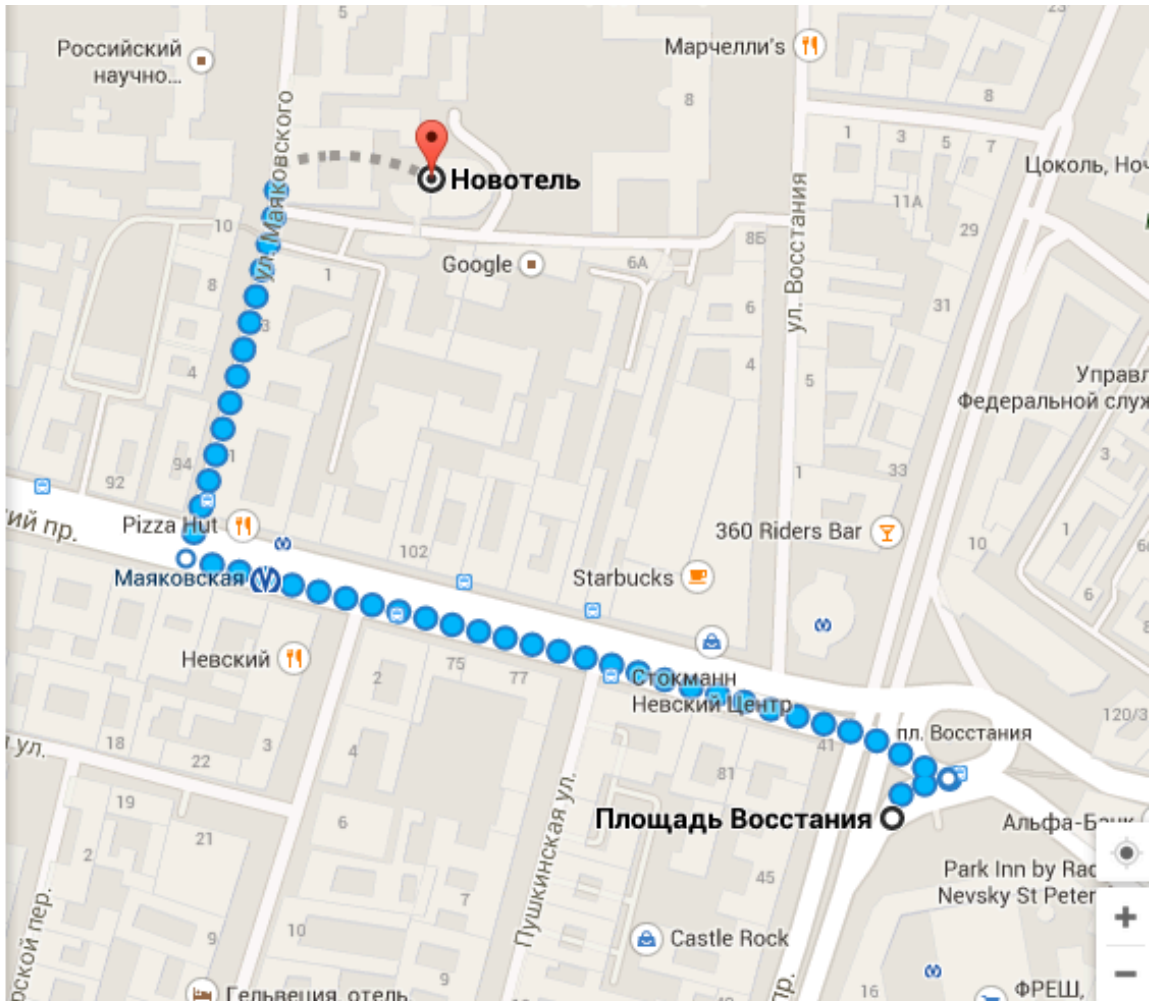
TRAVEL INFORMATION

The trip from the airport to the Novotel Saint Petersburg Centre Hotel costs as follows:

- Taxi: approx. 20 EUR;
- We recommend to take the local bus 39 or shared taxi K39 from the Airport to “Moskovskaya” («Московская» in Russian) railway station. The bus leaves from platform 2 at Terminal 1 and platform 21 at Terminal 2. Tickets can be bought from the bus driver (0.5 – 0.7 EUR/person). Take the blue line of the metro to the “Parnas” («Парнас» in Russian) direction, go out at “Technologicheskii Institut – II” («Технологический институт» in Russian) – 5 stops. Change to the red line and go 3 stops in “Devyatkinno” («Девяткино» in Russian) direction, go out at “Ploschad Vosstaniya” («Площадь Восстания» in Russian). Tickets could be bought inside the railway station (0.6 EUR/person). You may get to the hotel using the map provided further down:



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