

**NoDARS Project Steering Group Meeting
Fourth Meeting
Stockholm, Sweden
22 May 2017**

Reference	NoDARS PSG 4/Info 1
Title	Practical information for participants
Submitted by	PHAS and NDPHS Secretariat
Summary/Note	Please note that the meeting will be held from 12:00 to 17:00 to allow the participants to arrive on the same day.

CONTACT INFORMATION

NDPHS Secretariat

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Host

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MEETING VENUE

Public Health Agency of Sweden
Meeting Room Virum
Nobels väg 18
171 82 Solna
Sweden

CONFIRMATION OF PARTICIPATION

Kindly confirm your participation in the 4th meeting of the NoDARS Project Steering Group by **4 May 2017** by **using the on-line registration form**, which is available on the NDPHS website at: http://www.ndphs.org/?mtgs,nodars_psg_4_stockholm.



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ACCOMMODATION

The Host has made a group reservation at Elite Palace Hotel, which is not far from the Public Health Agency of Sweden.

Elite Palace Hotel
Sankt Eriksgatan 115
113 43 Stockholm
+46 08-566 217 00

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

One representative per Project Partner is eligible for travel and subsistence allowance for the PSG 4 meeting (but **only within the cost foreseen in the project budget**).

The participants who would like to benefit from the travel and subsistence allowance are kindly requested to do the following **before** the meeting:

1. Get acquainted with the NDPHS Travel Claims System, if not done so far

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, if not done so far

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.

In addition, the following rules apply:

1) Travel

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

The following travel allowances **for economy tickets** are available **per international trip including all travel costs** (e.g., flight tickets, cost of a trip from home to the airport at the home country and vice versa, cost of a trip from the airport to the meeting venue and vice versa):

- Smolensk – Stockholm – Smolensk: 2 x 530 = 1060 EUR;
- Turku – Stockholm – Turku: 2 x 155 = 310 EUR;
- Riga – Stockholm – Riga: 2 x 160 = 320 EUR;
- Oslo – Stockholm – Oslo: 2 x 155 = 310 EUR;
- Warsaw – Stockholm – Warsaw: 2 x 195= 390 EUR;
- Berlin – Stockholm – Berlin: 2 x 150 = 300 EUR.



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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 **use the registration form to submit to the NDPHS Secretariat your proposed flight itinerary by 4 May 2017 so that the NDPHS Secretariat can book and pay for your flight tickets in advance.**

2) Subsistence allowance, including accommodation

The project estimated budget foresees that only one person per Project Partner will receive one per diem (two persons travelling longest will receive 1.5 per diems, if their trips last at least 1.5 days) and will stay in a hotel for one night. If some funding becomes available due to lower than expected total cost of the event, **the available amount can be used to increase the per diems for other participants who will have travelled longer than 1 day.** This, however, will need to be discussed with the NDPHS Secretariat **after the event and before the travel claim is submitted.**

If a Project Partner would like to delegate more than one person or the delegate would like to stay longer than foreseen in the project budget, the respective organization or the delegate will need to bear all respective expenses itself. It should also contact the Host representative to check if this is in line with their planning regarding on-spot matters (the size of the meeting room, the number of participants benefitting from sponsored lunches, etc.).

Per diem for the Project Steering Group meeting in Stockholm is calculated as follows:

- Recommended daily subsistence allowance of 97 EUR. The daily subsistence includes money for local trips (except for those to/from the airports at the home country and the country of destination as these belong to the travel costs). Since the local host and/or hotel offers free breakfast and lunch, this figure (EUR 97) is lowered by 15% for breakfast, 30% for lunch giving a **daily subsistence allowance of 53 EUR.**
- **Hotel ceiling of 145 EUR/day.**

The Host has preliminarily booked accommodation for all participants of the workshop at the Elite Palace Hotel. The NDPHS Secretariat will pay hotel bills (for one night only) of the eligible participants directly to the hotel.

MEALS DURING THE MEETING

Lunch and refreshments during the meeting will be offered free of charge by the Host.

TRAVEL INFORMATION

Travel from Stockholm Arlanda Airport to the Public Health Agency of Sweden

- **By flight bus (flygbuss) Arlanda–Liljeholmen (recommended!)**

Outside terminal 5 at Arlanda airport bus stop 2 there is a bus that goes from Arlanda to Liljeholmen. The price is 119 SEK (ca. 13 EUR) one way and 215 SEK (ca. 23 EUR) round trip (buy your ticket before you get on, you can do it at www.flygbussarna.se and get discounted



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price). When traveling from the airport you should get off at the stop “Karolinska Institutet” which is right next to the Public Health Agency of Sweden. The trip should take around 40 minutes and the bus leaves three times every hour.

- **By train to city centre and then by bus (not recommended)**

You can travel between the Arlanda Airport and Stockholm by a commuter train (takes 38 min and is a cheaper option; more information at www.sl.se) or an Arlanda Express train (takes 20 min and is a more expensive option; more information at www.arlandaexpress.se). After you arrive at Stockholm Central station you will need to switch to a metro and travel to St. Eriksplan (by a green line) and then bus 3 or 77 and get off at the stop “Thorax”.

- **By taxi**

Please note that taxi trips will be reimbursed only under special circumstances and if agreed with the NDPHS Secretariat in advance.

Several Taxi companies go to the Public Health Agency of Sweden and a trip should cost around 500 SEK (ca 52 EUR). Depending on traffic it could take around 30 minutes.

Travel from Stockholm Arlanda Airport to the Elite Palace Hotel

The airport buses to Arlanda depart 200 meters from Elite Palace Hotel at bus stop Norra Stationsgatan.

Travel from the Elite Palace Hotel to the meeting premises at the Public Health Agency of Sweden

The Public Health Agency of Sweden can be reached by bus from a station close to Elite Palace Hotel.

Recommended bus is 3 or 73. Ask at the Hotel for easy directions.

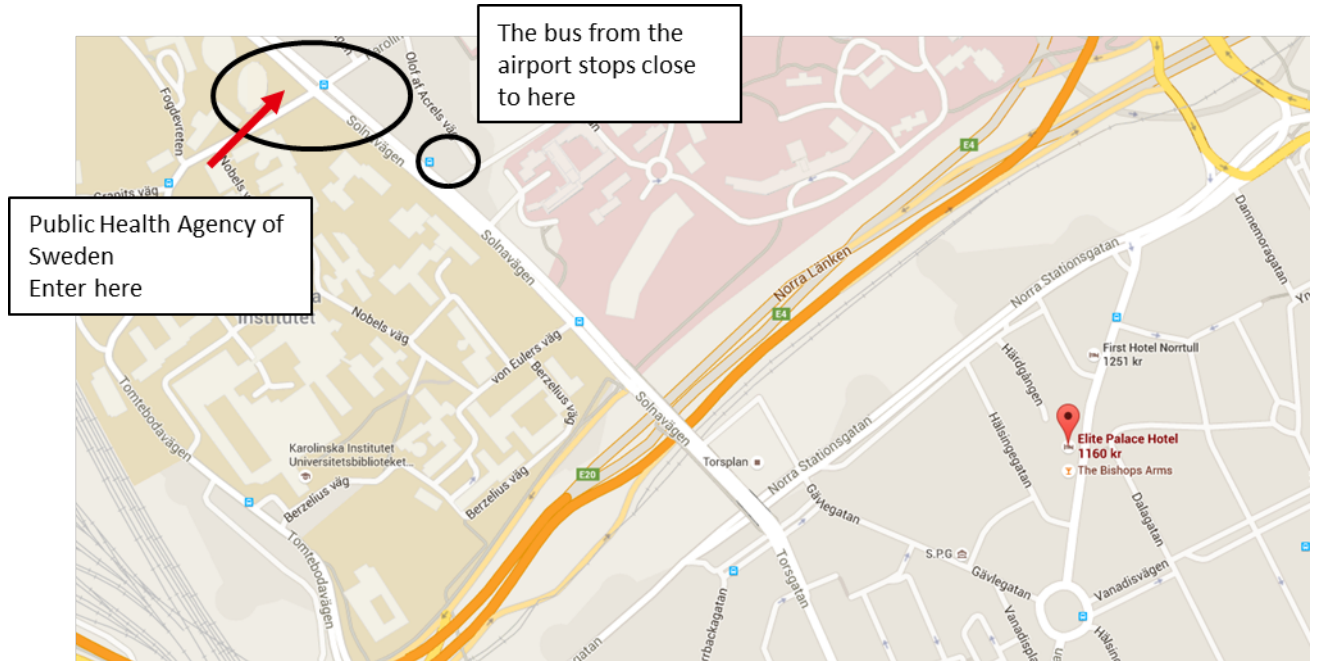
MEETING DOCUMENTS

All documents submitted to the meeting are/will be available for downloading at: http://www.ndphs.org/?mtgs,nodars_psg_4_stockholm. Participants are kindly requested to bring their own copies to the meeting. Files for presentation during the meeting (such as ppt presentations) should be sent to the NDPHS Secretariat for posting on the NDPHS website at least two work days before the meeting.



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