

Form 2 - Foreign travel and associated expenditure approval (occasional travel)

For use by teams not listed in Guide 1 – and therefore without prior agreement of the need for overseas travel. For more guidance, see the Foreign travel, gifts and hospitality policy.

Employees planning to travel:

Employee name(s):	Job title(s):
Brian Shaw	Strategic Lead Education & Skills

Purpose/reason justifying the visit:

Details:

Lead for the Essex Sporting Exchange visit to China for the Nanjing Youth Olympics. This being the culmination of a series of annual exchange cultural visits, encompassing Beijing 2008 and London 2012 Olympics.

Anticipated value / benefit to ECC / Essex:

Details:

The initial exchange programme was supported by cabinet members and has been in existence for the past 8 years. During this time, as this year, schools in both countries have been involved in mutual exchange. This has facilitated excellent cultural understanding and sharing. All Essex pupils this year speak Mandarin. The goodwill between the two areas and the two local authorities has been greatly enhanced and appreciated by both sides.

Details of visit – dates, itinerary, people/organisations to be visited:
Include also potential engagements –state not yet finalised where this is the case.

Details:

14 August (Thursday)

Essex group flying from London to arrive in Shanghai next day

15 August (Friday)

Essex group being collected from Shanghai Pudong International Airport

Sightseeing around 'the Bund' area in Shanghai (TBC depending on flight time)

16 August (Saturday)

Morning:

1. Attending welcome reception at 9am
2. Watching Nanjing No. 1 High School Symphony Group performance
3. Visiting Nanjing Education History Museum and Nanjing No. 1 High School Observatory

Lunchtime: Banquet hosted by Jiangsu Education Association for International Exchange

Afternoon: Sightseeing to Nanjing Folk Museum Gan Residence

Evening: Attending International Youth Olympic Games Opening Ceremony

17 August (Sunday)

Morning: Visiting Nanjing No. 1 High School, Yuhuatai High School and Jiangning Senior High School respectively

Afternoon: Sightseeing in Dongjiao Town, Visiting Nanjing Museum

18 August (Monday)

Morning: Visiting Xianlin Sports Training Centre, Experience table-tennis at Nanjing Sports College

Afternoon: Taking part in sports activities at Jiangning High School

19 – 21 August (Tuesday – Thursday)

Travelling to Suzhou & Wuxi for cultural excursion

22 August (Friday)

Morning: Watching International Youth Olympic Games

Afternoon: Visiting International Youth Olympic Games Cultural Huts

Evening: Attending evening social at Yuhuatai High School

23 August (Saturday)

Whole Day: Essex students and teachers spending time with host families (sightseeing and shopping etc.)

24 August (Sunday)

Sightseeing around 'the Bund' area (TBC depending on flight time),

Essex group flying back to UK

Estimated costs:

Refer to policy for key areas, eg travel, accommodation, hospitality, gifts if required, and so on. Add information needed to give a clear understanding of the visit and likely expenditure.

Item:	Notes:	Cost estimate:
Travel & visa	Outward: Depart from London Heathrow on 14 August at 10:20, arrive at Helsinki at 15:15, depart from Helsinki at 17:05, arrive at Shanghai on 15 August at 07:10 Inward: Depart from Shanghai on 24 August at 09:20, arrive at Helsinki at 14:35, depart from Helsinki at 16.00, arrive at London Heathrow at 17:10. Airline: Finnair	£850
Accommodation	Within the remit of the programme the host country have arranged accommodation. We have supported this over the past two years. Nanjing schools will be providing this for us this year.	£0

Authorised by:

1. Executive Director:

Name	Signature	Date
Tim Cuthbert	T. J. Cuthbert	24/4/14

Comments:

--

2. Chair or Member representative of Member/Officer Foreign Travel Committee:

Name	Signature	Date

--	--	--

Comments:

--

The authorising Member will return this form to the Executive Director to copy to each employee approved to travel. The Executive Director will also retain a copy and forward the original to the Executive Director for Corporate Services.