

Form 1 - Foreign travel and associated expenditure approval (teams with prior approval)

For use by teams listed in the Guide. For more guidance, see the Foreign travel, gifts and hospitality policy.

Employees planning to travel:

Employee name(s):	Job title(s):
Peter Manning	Head of International Trade
Ge Jing	International Trade Coordinator

Purpose of the visit:

Details:

Cllr Sue Lissimore will have a full schedule of pre-prepared and targeted meetings to:

- Promote inward investment opportunities direct to senior managers of major Jiangsu businesses
- Promote the East of England as a key inward investment location for the Life Science Sector
- Chair an ECC led conference highlighting the key sector offers in the Life Science Sector in the East of England
- Promote further links between universities and key institutions in the Life Science Sector

Anticipated value / benefit to ECC / Essex:

Details:

The Economic Growth Strategy highlights the role that the Essex-Jiangsu link plays in attracting new inward investment to Essex and helping Essex businesses to find new export markets. The strong inter-governmental links provide Essex County Council and Essex businesses with privileged access to senior decision-makers in Jiangsu. On this visit we will target meeting with businesses considering outward investment and those seeking to buy Essex technologies. The relationship also helps achieve other ECC Corporate objectives through exchanges in the fields of culture, education and tourism.

Details of visit – dates, itinerary, people/organisations to be visited:

Include also potential engagements – state not yet finalised where this is the case.

Details:

Draft Itinerary – Not yet finalised

25th March – 28th March – Peter Manning traveling ahead to work with China colleagues in Nanjing office

Saturday 29th March

09.25 Delegation arrive in Shanghai

PM Group dinner to discuss the weeks activity

Sunday 30th March

Rest Day

Monday 31st March

AM Visit to Nanjing University

PM East of England Life Science Conference

EVE Meeting with Jiangsu High Tech Industr

Tuesday 1st April

AM Visit Life Science Companies

PM Meeting to discuss on going links with Jiangsu Science and Technology Department

PM Meeting to discuss on going links with the Jiangsu Academy of Agricultural Science

EVE Transfer to Taizhou

Wednesday 2nd April

AM Meeting to discuss on going links with Taizhou Medical City

PM Visit to potential investor company

EVE Transfer to Suzhou

Thursday 3rd April

AM Meeting to discuss on going links with Suzhou Biobay

PM Visit to Suzhou Biobay

Friday 4th April

AM Delegate's meetings

PM Transfer to Shanghai

Saturday 5th April

AM Transfer to Airport

11.00 Depart Shanghai

Estimated / Indicative 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	Economy Flights x 3 @600ea	£1800.00
Accommodation	(incl. breakfast) Cllr Sue Lissimore: 7 nts @ av. £95 = £665 1 x Officer 7 nts @ av. £95 =£665 1 x Officer 11nts @ av. £95 = £1045	£2375.00
Subsistence	Some meals will be provided by our hosts. In addition: <u>Cllr Lissimore</u> Lunch x 4 @£10 ea. = £40 Dinner x 4 @£20 ea. = £80 <u>1 Officer (7 nights)</u> Lunch x 4 @ £10ea. x2= £40 Dinner x 4 @ £20ea x2 =£80 <u>1 Officer (11 nights)</u> Lunch x 8 @ £10ea. x2= £80 Dinner x 8 @ £20ea x2 =£160	£360.00
Customary gifts to exchange		£120
Visas	For 2 people	£250
Transfers	1. <i>To and from airports</i> Breakdown of transfers: To Heathrow out (3persons) x 2 taxi £229 From Shanghai airport Cllr Lissimore & 1 Officer £88 1 x Officer £88 To Shanghai return Cllr Lissimore £88 & 2 Officer From Heathrow on return Cllr Lissimore £135 & 1 Officer 1 Officer £94 2. <i>Surface travel by train/bus/taxis</i> Estimated at 5 rail/bus journeys @£20.00pp ea x3 = £300 Estimated at 15 local China taxi journeys @ £1.50 ea = £22.50	£1044.50
Incidentals	(e.g. bottled water, other minor expenses)	£30

Authorised by:

See policy for level of authorisation required.

Name	Signature	Date
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ANDREW COOK		6/2/14
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Comments:

The authorising Director/senior officer will return a copy of the form to each employee approved to travel, retain a copy themselves, and forward the original to the Executive Director for Corporate Services. Where an employee accompanies a Member, this form will also be submitted to the Member/Officer Foreign Travel Committee.