

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

For use by teams not listed in Guide 1 who do not have 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):
Luciana de Almeida	Energy & Low Carbon Project Development Officer
Tom Day	Head of Energy and Low Carbon Programme

Purpose/reason justifying the visit:

Details:

We would like to ask approval for 2 members of staff to attend a meeting in Berlin, Germany, on the **17th and 18th of May 2022**. This relates to an EU-funded project called “2IMPREZS”, a partnership of 10 European and British organisations. This the first partnership meeting that Essex will be participating since we joined this partnership in December 2021. **Travel costs are fully funded by the EU grant and our participation is mandatory.**

Anticipated value / benefit to ECC / Essex:

Details:

2IMPREZS is a recognised EU partnership funded by the Interreg North Sea Region (NSR) Programme. Since 2017 the project has been accelerating the implementation of energy saving measures in schools through “Energy challenges” – a method that tackles the whole spectrum of energy efficiency measures (behavioural, technical, and financial approaches) in schools and it is replicable and scalable in any area. 125 schools across Europe and UK have participated so far in these challenges, saving an average 30% on energy bills, engaging over 55,000 pupils in the process and reducing carbon emissions.

Essex County Council was invited to join the project extension which started in December 2021 and will finish in June 2023. The aim of the extension was to engage more schools in the programme area (North Sea Region) and develop digital tools. These tools will incorporate modes of technology enhanced learning (TEL), such as Augmented Reality/Virtual Reality (AR/VR), creating deeper immersive educational experiences in the schools participating.

Benefits for ECC in participating in this partnership include:

- Acquiring the skills and resources to deliver the “Energy challenges” programme across Essex schools

- Revenue savings - reduction on operational costs (energy bills) in Schools participating in the programme
- Contributes to ECC strategic aims – Everyone’s Essex:
 - **Green communities:** We will work with communities and businesses, providing advice and support to enable and empower local action to reduce greenhouse gas emissions and build climate resilience.
- Contributes to delivery of ECAC recommendations:
 - 50% Essex schools retrofitted to net zero by 2025 and 100% by 2030

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

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

Details:

Meeting taking place on the **17th and 18th of May 2022** – 2 full-days to allow comprehensive discussions, planning and knowledge exchange. Meetings will be hosted by one of the partner in the project in Atene KOM offices, in Berlin - Address: Invalidenstraße 91, 10115 Berlin, Germany

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. Show actual costs where known. Where actual costs are not available in advance, please give estimates and then update the actual costs upon your return – see below.

Item:	Notes:	Cost - £ estimate:	Cost - £ actual:
Train journey to London (inward)	Kelvedon & Cambridge to London (average £30 each)	60	
Train – inward London to Berlin (16 th May)	Eurostar to Brussels and ICT to Berlin	130	
Flight – return (18 th evening)	BER-STN - £15 each	30	
Accommodation (Hotel selected by host close to meeting Venue)	Two-night stay 161,32 EUR per person per night 322 EUR per person = 644 EUR and £544	544	
Other minor expenses and local train journeys		50	
Total (fully funded by the EU grant)		814	

Authorisation to travel:

The Executive Director will copy this form to each employee approved to travel. The Executive Director will also retain a copy and forward the original to the Executive Director for Corporate and Customer Services. If actual costs are not known before travel, please resubmit the updated form upon your return to the Executive Director, who will repeat the above process.

Executive Director:

Name	Signature	Date

Comments:

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Prior approval of travel plans and budget is also required by the relevant Committee – see policy.

Approval of actual costs by Executive Director (after travel):

Name	Signature	Date

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