

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):
John Meehan	Head of Sustainability & Resilience
Rosalyn Bayes	Senior Sustainability & Resilience Officer
Aleksandar Bogdanov	Environment Project Officer

Purpose/reason justifying the visit:

Details:

The purpose of the visit is to attend a SPONGE 2020 partnership meeting in Delft, Netherlands from 31/03/2020 to 03/04/2020. Sponge is an EU-funded partnership between Dutch, British and Flemish local authorities and water authorities, running from June/16 to December/20*. In order to fully participate in this partnership and deliver the activities agreed ECC officers need to attend 2 project meetings per year. Three officers are required to participate in this meeting:

- John Meehan – Member of the Project Steering Group.
- Rosalyn Bayes – Communications lead
- Aleksandar Bogdanov – Project coordinator

**Project extension from July 2020 to December 2020 has been requested. The meeting in Delft is going ahead regardless of the outcome of the extension request.*

Anticipated value / benefit to ECC / Essex:

Details:

- Project expenditure is **£718,000** but **94%** of the **total project cost** is funded by external partners.
- Approximately **£363,000** is Interreg 2 Seas contribution, Basildon Hospital contribution is **£133,000**, Environment Agency contribution is **£96,500**, Anglian Water contribution is **£80,000** and Essex County Council contributes **£45,500**.
- Expenditures relating to officers attending EU meetings are **60%** funded by Interreg 2 Seas.
- It contributes to ECC strategic aims “*Help create great places to grow up, live and work*” and priority 2 “*Help to secure sustainable development and protect the environment*”.
- The works delivered as part of this project **will increase resilience to surface water flooding** in a Critical Drainage Area within South Essex, an area within the **top 10** at risk from pluvial flooding nationally.

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

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

Details:

Dates of meeting: 09:00am, Wednesday 1st April 2020 to 12:00pm, Friday 3rd April 2020

Location: Hoogheemraadschap van Delfland, Phoenixstraat 32, 2611 AL Delft, Netherlands

Draft agenda: To be finalised.

This is the last partner meeting before the end of project conference at the [Climate Adaptation Week](#) (part of the [Climate Adaptation Summit](#)) scheduled for October 2020 in Rotterdam. Topics that will be discussed include:

- **Annual Progress Report 2020**
- **Project outputs and deliverables** – status and anything outstanding
- **Budgets / spending status**
- **Preparations for project close**
- **Communications and promotion of Final Conference**
- **Site visit**

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:
Travel	3 x flights London to Amsterdam (return) 3 x train tickets Amsterdam Schiphol Airport to Delft (return)	£75pp £225 total £25pp £75 total Total: £300	
Accommodation	3 nights hotel accommodation per person.	£75pp/night £675 total	
Public transport and subsistence	Trains to/from London airports, public transport within Delft, food/drink while travelling.	£50pp £150 total	
TOTAL	60% of the expenditure will be recovered by the EU grant.	£1,125 (total before grant) £450 (cost to ECC after grant)	

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
Mark Carroll		17 th February 2020

Comments:

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