

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):
Florent Andre	Project Manager for BLUEPRINT to a Circular Economy
Leah Martin	Programme Communications Lead for BLUEPRINT to a Circular Economy
Lily Chambers	Programme Communications Officer for BLUEPRINT to a Circular Economy
Gabriella Asara	Senior Circular Economy Officer for BLUEPRINT to a Circular Economy
Rosalyn Murphy	Senior Circular Economy Officer for BLUEPRINT to a Circular Economy
Hannah Ramsey-Smith	Senior Circular Economy Officer for BLUEPRINT to a Circular Economy
Tasha Heath	Circular Economy Officer to BLUEPRINT for BLUEPRINT to a Circular Economy
Katy Chambers	Sustainability & Resilience Manager

Purpose/reason justifying the visit:

Details:

The purpose of this trip is to attend a Steering Group (SG) meeting for the project **BLUEPRINT to a Circular Economy project**, an EU funded project in which ECC is the lead partner.

All the employees planning to travel are EU funded support staff on the project.

The reason for all funded staff to attend is based on different members of the team leading on different areas of the project, and therefore will engage with the various partners during the planned sessions to discuss specific aspect of the project related to objectives within their specific area.

The funding body requires the project to hold a SG meeting every 6 months, and as per the partnership agreement signed with the funding body, attendance to SG meetings is mandatory for all partners.

ECC's BLUEPRINT budget has £25,000-worth of allocated funding for SG meeting travel, and all cost from this trip will be reimbursed by the EU grant funding.

The SG meetings enable all partners to meet, which is crucial to build stronger relationships to

support the delivery of this complex project, as being able to discuss the project's activities in person will enable us to make faster and better-informed decisions to drive the project forward. The project has already gone through the CMA process.

Anticipated value / benefit to ECC / Essex:

Details:

The BLUEPRINT Project is helping to position ECC as a circular economy leader. Our outputs support ECC's Levelling Up agenda by creating green jobs, enabling sustainable growth, minimising waste, mitigating the impacts of climate change and engaging young people.

All ten project partners are represented in SG meetings, where decisions are made on cross-cutting issues around strategy, coordination and administration, ensuring that there is strong cross-border collaboration throughout the project.

Soft benefits of the SG meeting include building stronger relationships to support the delivery of this complex project. It also enables partners to build better connections and stronger networks, which encourages more open, honest and helpful communication moving forward.

These SG meetings support with the delivery of all project objectives, which ECC are responsible for as a Lead Partner.

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

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

Details:

Whole trip: 8-10 March 2022

Meeting: Whole day 9 March, AM 10 March

Travel: 8 March and PM 10 March

Itinerary: London to Paris to Caen;

Organiser: ESITC Caen, one of our French partners on the project;

Other organisations attending: Kent County Council; PECT; Anglia Ruskin University; Brighton and Hove City Council; EcoWise; Neoma (France); UniLaSalle (France), UPJV (France) – All partners of the BLUEPRINT Project.

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	Chelmsford to London return £37 per person, for 5 people		£185
Travel	Tonbridge to London return £37 per person, for 1 person		£37
Travel	London to Paris return £104 per person, for 6 people Estimated cost based on timing	£624	
Travel	Paris intra travel return €3.90 per person, for 6 people		£19.60
Travel	Paris to Caen return €20 per person, for 6 people		£100.5
Accommodation	Best Western Royal Hotel Caen 2 nights, incl. breakfast. £168.6 per person for 2 nights - For 6 people		£1011.6
	Total	£19977.70	

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
Andrew Cook		27/01/2022

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