

CONFERENCES/SEMINARS
AUTHORITY FOR ATTENDANCE

THIS FORM TO BE USED FOR COUNCILLORS (FOR ATTENDANCE BOTH IN AND OUTSIDE THE U.K.) AND FOR EMPLOYEES (OUTSIDE THE U.K. ONLY OR, IF ACCOMPANYING A COUNCILLOR, INSIDE THE UK)

1. Title of Conference	Commemoration of 70 th Anniversary of the Destruction of Dresden
2. Organising Body	Dresden City Council
3. Location	Dresden, Germany
4. Date(s)	12 – 15 February 2015
5. Councillor(s) recommended to attend	The Lord Mayor, Councillor Hazel Noonan will be attending, but Authority for Attendance is not required as within the European Union.
6. Employee(s) recommended to attend	Principal Private Secretary to the Lord Mayoralty - Authority for Attendance is required to accompany the Lord Mayor.
7. Cost per person, including travel, etc (Note: If total cost is less than £100.00, formal Cabinet/Cabinet Member approval is not required).	Flights only (inc. baggage and seat reservations) £240 per person (as at 05.01.15 and dependant on availability of this flight) The City of Dresden covers the cost of accommodation, meals and internal transfers for the group. £200 subsistence for the group for incidental expenditure.
8. Is participation at this event as part of a group	Yes
9. If so, how many people IN TOTAL will be attending the event as part of that group	Number: 5
10. Is there anyone travelling with the Member, officer or group in relation to whom any of the costs of travel, accommodation or any other expense will be paid for by a Member or officer. If "YES" please state number.	Mr Christopher Noonan, Consort to be funded personally by the Lord Mayor. In addition, The Bishop of Coventry The Dean of Coventry Director of Reconciliation, Cov Cathedral are also invited and attending and the costs will be met by him personally.

<p>11. Source of Funding</p>	<p>Lord Mayor's Hospitality Budget to fund Lord Mayor and officer - 11754</p> <p>The Lord Mayor will fund the costs of the Consort personally.</p>
<p>12. What are the reasons for attendance and what benefits to the City Council are expected from attendance</p>	<p>Coventry has been twinned with Dresden since 1958 – a long and very established twinning link. For many years there have been exchange visits between the two cities.</p> <p>2015 marks the symbolic 70th anniversary of the bombing of Dresden and a number of commemorative events have been organised. Coventry, as well as Dresden's other sister cities, have been invited to attend.</p> <p>One event includes the presentation of the Dresden Prize (equivalent to Coventry's Peace Prize), the recipient for 2015 being HRH The Duke of Kent to recognise his work towards Anglo-German reconciliation.</p> <p>Completed By/Signed: Jane Barlow Date: 5th January 2015</p>
<p>13. Is this conference part of an overall project involving further visits in the future?</p>	<p>NO</p>
<p>14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee</p> <p>(a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?</p>	<p>YES/NO</p> <p>YES/NO</p>
<p>(b) Will Councillor attendance affect the decision-making processes of the Council?</p> <p>(c) Is attendance recommended?</p>	<p>YES/NO</p> <p>YES/NO</p> <p>Signed: Date:</p>
<p>15. Cabinet Member's recommendation</p>	<p>YES/NO</p> <p>Signed: Date:</p>
<p>16. Leader's recommendation</p>	<p>YES/NO</p>

	Signed:  Date: 7/1/2015
17. Person responsible for booking conference following approval of attendance	Name: Jane Barlow, Principal Private Secretary to the Lord Mayoralty Department: Resources Directorate Telephone No: (024) 7683 3047

THIS FORM SHOULD NOW BE RETURNED TO THE DIRECTOR OF CUSTOMER AND WORKFORCE SERVICES (Room 59)

FOR CUSTOMER AND WORKFORCE SERVICES DIRECTORATE'S USE ONLY

Decision APPROVED / NOT APPROVED	Cabinet Member/Cabinet Date:
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Notification to:	<u>YES/NO</u>	<u>DATE</u>
(a) Officer responsible for booking conference		
(b) Councillor attending		
(c) Member of Management Board		
(d) Members' Services		
(e) Committee Officer		

Date report back obtained	
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Date of meeting of Scrutiny to receive report back	
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