

**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)

<b>1. Title of Conference</b>	Kiel Week and International City Forum 2016
<b>2. Organising Body</b>	Kiel City Council
<b>3. Location</b>	Kiel, Germany
<b>4. Date(s)</b>	17 – 20 June 2016
<b>5. Councillor(s) recommended to attend</b>	The Lord Mayor (Elect), Councillor Lindsley Harvard, will be attending, but Authority for Attendance is not required as within the European Union.
<b>6. Employee(s) recommended to attend</b>	Peter Barnett Head of Library, Health and Information Services  An officer from Democratic Services, Resources Directorate  Authority for Attendance is required to accompany the Lord Mayor.
<b>7. Cost per person, including travel, etc</b> (Note: If total cost is less than £100.00, formal Cabinet/Cabinet Member approval is not required).	Flights only (inc. baggage and seat reservations)  £190 per person  The City of Kiel covers the cost of accommodation, meals and internal transfers for the group.  £50 Travel insurance for the Group  £200 subsistence for the group for incidental expenditure.
<b>8. Is participation at this event as part of a group</b>	Yes
<b>9. If so, how many people IN TOTAL will be attending the event as part of that group</b>	Number: 3
<b>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.</b>	N/a

<b>11. Source of Funding (FIS Code) 10582</b>	Lord Mayor's Hospitality Budget for Lord Mayor and 2 Officers.
<b>12. What are the reasons for attendance and what benefits to the City Council are expected from attendance</b>	<p>Coventry, being a twin city of Kiel since 1947, has received its annual invitation for the Lord Mayor to attend Kieler Woche (Kiel Week) and the International City Forum. This year's topic is entitled "Strategies for integrating migrants and refugees in the community".</p> <p>Peter Barnett, Head of Libraries, Health and Information Services will deliver the presentation. He will have the opportunity to network with delegates from other European cities to better understand how they integrate their migrants and refugees in to their communities.</p> <p>The visit will help to maintain the close relationship with the city administration of Kiel which continues to be very active.</p> <p>Other events include the city being represented at the Official Opening Ceremony of Kieler Woche alongside Kiel's other twin and sister cities.</p> <p>At the time of the visit the Lord Mayor's Administrator will also be based in Kiel as part of a 2 week internship opportunity from 12<sup>th</sup> - 25<sup>th</sup> June 2016.</p> <p>During the visit discussions will be commencing on the programme of events to mark the 70<sup>th</sup> anniversary of the Coventry/Kiel twinning links in 2017.</p> <p>Completed By/Signed: Jane Barlow Date: 26<sup>th</sup> January 2016</p>
<b>13. Is this conference part of an overall project involving further visits in the future?</b>	YES
<b>14. Recommendation of Cabinet Member/ Cabinet/Chair of any other City Council Committee</b>  <b>(a) Are you satisfied that there is a genuine reason for attendance and genuine benefit for the Council?</b>	YES/NO  YES/NO
<b>(b) Will Councillor attendance affect the</b>	YES/NO

<p><b>decision-making processes of the Council?</b></p> <p><b>(c) Is attendance recommended?</b></p>	<p>YES/NO</p> <p>Signed: Date:</p>
<p><b>15. Cabinet Member's recommendation</b></p>	<p>YES/NO</p> <p>Signed: Date:</p> <p><i>[Signature]</i> 27/10/16</p>
<p><b>16. Leader's recommendation</b></p>	<p>YES/<del>NO</del></p> <p>Signed: Date:</p> <p><i>[Signature]</i></p>
<p><b>17. Person responsible for booking conference following approval of attendance</b></p>	<p>Name: Jane Barlow, Principal Private Secretary to the Lord Mayoralty</p> <p>Resources Directorate</p> <p>Telephone No: (024) 7683 3047</p>

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