

CONFERENCES/SEMINARS AUTHORITY FOR ATTENDANCE
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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 U.K.)

1. Title of Conference	Urban Innovation Actions- UIA Experts Kick off meeting	
2. Organising Body	Urban Innovation Action-European Funding	
3. Location	Brussels	
4. Date(s)	3 rd July 2018	
5. Councillor(s) recommended to attend	NA	
6. Employee(s) recommended to attend	Peter Barnett and Sunairah Miraj	
7. Cost per person, including travel, etc (Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)	Delegate Fee	£0
	Accommodation	£ 143
	Travel	£ 323
	Other (specify)	N/A
	Total	£466
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: two from Coventry plus two reps from each of the 16 cities taking part in this round of funding.	
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	NO Number: n/a	
11. Sources of Funding (Budget Code)	10569	
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance?	The Council has been awarded €420,000 (£ 375,000) to co-ordinate the delivery of an innovative programme of initiatives facilitating and appreciating the contribution of refugees and migrants. Whilst the Council is the lead authority, the project covers the West Midlands Region and has been supported by the Combined Authority and Birmingham and Wolverhampton Councils (who have specific roles).	

	<p>In total this will bring €720,000 (£642,857) to the City Council to build on the existing capacity and infrastructure of the city, as well as funding for various projects with voluntary sector partners locally and across the West Midlands. The total value of EU funding is €4,280,640 (£3,822,000).</p> <p>The attendance of the head of service and project co-ordinator will ensure that we are able to establish effective and constructive relationships and working arrangements with the recently appointed MiFriendly Cities UIA Expert.</p> <p>The expert will assist in delivery of the project, providing a wide set of skills and experience in European migration related projects. Coventry will work with the other cities who make up this funding round to establish "the challenges of the implementation of innovation" and continue work to develop systems and processes to enable us to fully deliver the programme and effectively co-ordinate the funding as the accountable body.</p> <p>The Council will be managing the project finances, producing audits reports and managing administrative processes for ourselves and partners participation. There will be an opportunity to ask questions of the new UIA expert, EU officials administering the programme and other participants to ensure that the requirements for capturing and sharing knowledge and learning are accomplished satisfactorily.</p> <p>The cost of attendance at this and any other associated events will be covered by the grant funding.</p> <p>Completed by: Peter Barnett Date:6/06/2018</p>
13. Is this conference part of an overall project involving further visits in the future?	YES
14. Recommendation of Cabinet Member / Cabinet / Chair of any other City Council Committee	YES / NO
(a) Are you satisfied that there is a genuine reason for the attendance	YES

and genuine benefit for the Council?	
(b) Will Councillor attendance affect the decision-making processes of the Council?	YES / NO – n/a <u>YES</u> / NO
(c) Is attendance recommended?	Signed: [Redacted] Date: 15/6/18
15. Cabinet Member's Recommendation	<u>YES</u> / NO Signed: [Redacted] Date: 18/6/2018
16. Leader's Recommendation	YES / NO Signed: [Redacted] Date: 18/6/2018
17. Person Responsible for booking conference following approval of attendance	Name: Sunairah Miraj Department: Migration Telephone No: 02476 832214/ 07525 908667

THIS FORM SHOULD NOW BE RETURNED TO THE DEPUTY CHIEF EXECUTIVE (PLACE)
(ROOM CH 59)

FOR RESOURCES DIRECTORATE'S USE ONLY

Decision APPROVED / NOT APPROVED	Cabinet Member / Cabinet Date: 18/6/2018
Notification to: (a) Officer responsible for booking conference (b) Councillor attending (c) Member of Management Board (d) Members' Services (e) Governance Services Officer	YES / NO Date
Date report back obtained	
Date of meeting of Scrutiny to receive report back	

