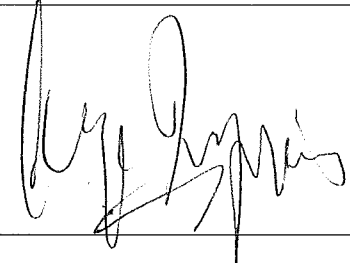


CONFERENCES/SEMINARS
AUTHORITY FOR ATTENDANCE

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	Annual General Meeting – Cities at a Crossroads																			
2. Organising Body	Eurocities																			
3. Location	Prague, Czech Republic																			
4. Date(s)	20-22 November 2019																			
5. Councillor(s) recommended to attend	Cllr Abdul Salam Khan, Deputy Leader																			
6. Employee(s) recommended to attend	Val Birchall, Head of Sport, Culture & Destination																			
7. Cost per person, including travel, etc (Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required)	<table border="1"> <tr> <td>Accommodation</td> <td>£200</td> </tr> <tr> <td>Travel</td> <td>£235</td> </tr> <tr> <td>Total per person(A)</td> <td>£435</td> </tr> <tr> <td>Visit support costs</td> <td></td> </tr> <tr> <td>Subsistence</td> <td>£100</td> </tr> <tr> <td>Insurance</td> <td>£nil</td> </tr> <tr> <td>Visa</td> <td></td> </tr> <tr> <td>Sub-total expense (B)</td> <td>£100</td> </tr> <tr> <td>Total cost(A+B)</td> <td>£535</td> </tr> </table>		Accommodation	£200	Travel	£235	Total per person(A)	£435	Visit support costs		Subsistence	£100	Insurance	£nil	Visa		Sub-total expense (B)	£100	Total cost(A+B)	£535
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8. Is participation at this event as part of a group	No																			
9. If so, how many people IN TOTAL will be attending the event as part of that group																				
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																			
11. Source of Funding (Cost Code)	11100																			
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance	The Deputy Leader recently approved a framework of international priorities including an application for Coventry to join the																			

	<p>Eurocities network of major cities, as a means to supporting our work in economic development, culture and migration. The AGM event will include formal receipt of the membership and attendance at the annual conference for which the theme is Cities at a Crossroads. The event includes a closed political session with other city leaders, as well as useful content in relation to tourism. Attendance will help to maintain significant partnership relationships (including with European twin cities), supporting our work on economic development, innovation, mobility, sustainability, social affairs and culture. It will enable us to learn from good practice and promote Coventry as a destination, particularly in the build up to City of Culture.</p> <p>Signed:</p> <p>Date: 6 November 2019</p>
<p>13. Is this conference part of an overall project involving further visits in the future?</p>	<p>Yes. Commitment to Eurocities will involve Members and Officers in a series of activities including study visits, international partnership projects and information sharing on the topics above.</p>
<p>14. Recommendation of Leader</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:</p> <p>Date:</p>
<p>15. Cabinet Member's recommendation</p>	<p>YES/NO</p> <p>Signed:</p> <p>Date:</p>
<p>16. Leader's recommendation</p>	<p>YES/NO</p> <p>Signed:</p> <p>Date:</p>
<p>17. Person responsible for booking conference following approval of</p>	<p>Name:</p> <p>Department:</p>

attendance	Telephone No:
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**THIS FORM SHOULD NOW BE RETURNED TO
THE DIRECTOR OF RESOURCES (Room CH 59)**

FOR RESOURCES 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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