## 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 U.K.)

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<tbody>
<tr>
<td>1. Title of Conference</td>
<td>Commemoration Events and International Congress on Cultures of Remembrance in Dresden</td>
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<tr>
<td>2. Organising Body</td>
<td>City of Dresden</td>
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<td>3. Location</td>
<td>Dresden, Germany</td>
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<tr>
<td>4. Date(s)</td>
<td>12th – 15th February 2020</td>
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<tr>
<td>5. Councillor(s) recommended to attend</td>
<td>Lord Mayor, Councillor L Bigham Deputy Leader, Councillor A S Khan</td>
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<td>6. Employee(s) recommended to attend</td>
<td>Manager of Members Services</td>
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| 7. Cost per person, including travel, etc (Note: If total cost is less than £100, formal Cabinet/Cabinet Member approval is not required) | Return airfare costs (as at time of completing form)  
+ £250 Economy Class per person  
+ £200 Currency for incidentals  
The City of Dresden will provide accommodation, meals, and transport. |
| 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 | 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. | Yes – Mr Kerry Bigham, Lord Mayor’s Consort |
| 11. Source of Funding (FIS Code) | Lord Mayor’s Hospitality Budget – 10660 |
12. What are the reasons for attendance and what benefits to the City Council are expected from attendance

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.

An invitation has been received from Dresden to attend events associated with the 75th anniversary of the bombing of Dresden in the Second World War.

One of the main events is the International Congress on Culture of Remembrance, which takes place from 12th to 15th February. At this event, the Lord Mayor has been asked to make an active contribution and take part in discussions on the 14th February entitled “Working towards a peaceful future through co-operation and friendship – how history strengthened the bonds between Dresden and its partner cities”.

13. Is this conference part of an overall project involving further visits in the future?

NO

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 attendance and genuine benefit for the Council?

YES/NO

(b) Will Councillor attendance affect the decision-making processes of the Council?

YES/NO

(c) Is attendance recommended?

YES/NO

Signed:
Date:

15. Cabinet Member’s recommendation

YES/NO

Signed:
Date:

16. Leader’s recommendation

YES/NO

Signed:
Date:
| 17. Person responsible for booking conference following approval of attendance | Name: Julie Wheeler, Member Services Manager  
Place Directorate  
Telephone No: 024 7697 1619 |
| --- | --- |
| Decision  
APPROVED / NOT APPROVED | Cabinet Member/Cabinet  
Date: |
| Notification to:  
(a) Officer responsible for booking conference  
(b) Councillor attending  
(c) Member of Management Board  
(d) Members' Services  
(e) Committee Officer | YES/NO  
DATE |
| Date report back obtained |  |
| Date of meeting of Scrutiny to receive report back |  |