

The Secretary General

Ref: CG/SG/TL/ms

Strasbourg, 16 July 2008

Dear Mr Milovanovic,

I am pleased to invite you to attend the fourth Council of Europe Forum for the Future of Democracy in Madrid (Spain), on 15-17 October 2008. The Council of Europe will cover your travel and subsistence expenses, according to the rules set in the appendix below.

The Forum is being hosted by the Spanish Government, in co-operation with the City of Madrid.

The Forum, established by the Third Summit of Heads of State and Government of the Council of Europe in Warsaw in 2005, aims to strengthen democracy, political freedoms and citizens' participation through the exchange of ideas, information and examples of best practice. The proposals resulting from its discussions about possible future action will contribute to enhancing the Council of Europe's work in the field of democracy. After its launch meeting in Warsaw in November 2005, the second and third sessions of the Forum were held in Moscow and Stockholm/Sigtuna.

The theme of the 2008 Session of the Forum is "e-democracy". The debates will focus on the use of Information and Communication Technologies (ICTs) for enhancing democratic processes and to create new spaces for information, deliberation, consultation and transaction between government and citizens and between citizens themselves. The Forum will address the opportunities and risks of e-democracy and discuss examples of how ICTs can contribute to inclusive democratic practice alongside traditional forms of political participation.

The 2008 Session will be held in the Municipal Congress Centre of the City of Madrid and will be opened with a plenary session on 15 October at 4 p.m. On the second day, participants will convene in six parallel workshop tracks grouped under the sub-themes "Democratic Governance", "Empowerment" and the "International and Regulatory Context". The concluding plenary session will take place on the morning of 17 October.

/s/

Mr Dobrica MILOVANOVIC
Member of the Institutional Committee of the Congress
Mayor of the Assembly of the City of Kragujevac
Kralja Aleksandra I Karadjordjevica 143/24
3 Trg Slobode
34000 KRAGUJEVAC
Serbia
city_kg@verat.net

The Forum will bring together representatives of public authorities (including parliamentarians and representatives of local and regional authorities) and civil society from the 47 Council of Europe member States and observer States.

A draft programme as well as information on registration and practical arrangements are enclosed. You are asked to notify the Congress Secretariat of your participation **not later than 7 September**. In addition, participants are invited to register individually through the online conference registration system by the aforementioned date. A detailed programme and working documents will be sent to registered participants in due course.

For the Secretary General,

A handwritten signature in black ink, consisting of a large, stylized 'L' followed by a horizontal stroke and a small upward tick at the end.

Tim Lisney

Documents enclosed:

- Draft programme
- Practical information
- Reimbursement form for travel and subsistence expenses
- Rules for reimbursement
- Bank transfer form
- Check-list of justificatives for the payment

Online registration:

<http://www.conference-service.com/ffd-08/welcome.cgi>

APPENDIX

Your travel between your address indicated below and the meeting place and subsistence expenses will be borne by the Council of Europe on the terms specified in the enclosed rules. Please, note that the daily allowance has been set at **172 € in 2008 (50% for hotel accommodation, 15% for each main meal and 20% for miscellaneous expenses)**.

You are kindly requested to arrange your journey by **the most economical route** and to make use wherever possible, of any available reduced fares (Pex, excursion, etc). Your travel expenses will only be reimbursed upon presentation of documentary evidence of the sum actually paid (original invoice, copy of credit card slip, etc.) If an invoice is provided, this must be the original document issued by the Travel Agency or airline that issued the ticket. This evidence of expenditure should be attached to the reimbursement claim form together with the relevant travel tickets (plane, train, etc...). In case of tickets reserved and paid electronically, proof of the sum actually paid is also necessary for reimbursement of travel expenses. All those documents should be returned to the Secretariat at the beginning of the meeting.

If no public transportation is used, travel expenses will be reimbursed according to **article 6.** of the enclosed rules.

Specific travel related risks are covered by an **AIG EUROPE** insurance policy (number **2.004.761**), which provides cover for persons up to their 76th birthday. The following help line **AIG EUROPE Assistance 24** Hours can be called in case of need: **(32) 3 253 69 16**. In addition, insurance has been taken out with the company **AIG (N° 2.004.484)** to cover, if necessary, any temporary and total incapacity to work.

Please find herewith a claims form for reimbursement of travel and subsistence expenses, to be completed and handed to the Secretariat, as soon as possible, on the day of the meeting with copies of travel receipts.

COUNCIL OF EUROPE
CLAIM FOR TRAVELLING EXPENSES
(please use block capitals)

Meeting: Forum for the future of democracy / Forum pour l'avenir de la démocratie CPLRE2 - 2945	
Place of meeting: Madrid, Espagne	Date of meeting: from 15/10/2008 to 17/10/2008

I. DATES OF ATTENDANCE AT MEETING

Budget	Article	Visa
BO	BO000079	240205

<p>The expert was present at the meeting from 15/10/2008 to 17/10/2008 Signed: Tim LISNEY Catherine LIGIER The Secretary of the meeting</p>	<p>Name: MILOVANOVIC Forename: Dobrica President of the City Assembly of Kragujevac Organisation: City Hall Kragujevac Address: Trg slobode 3 Kragujevac, 34 000 Country: Serbia</p>
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II. DETAILS OF JOURNEY

Journey		Means of Transport	Travel costs	
from	to		Currency	Amount

All claims for reimbursement of travel expenses must be accompanied by relevant tickets (or a copy) and invoice.

Comments:

III. ADVANCE PAYMENT

If an advance payment is required on the daily allowance tick box.

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IV. METHOD OF PAYMENT

If meeting takes place in Strasbourg: on the spot in EUROS unless a bank transfer is requested to the account of another Authority (account indicated on the attached bank transfer order form).

If meeting takes place outside of Strasbourg: by cheque or bank transfer to the account indicated on the attached bank transfer order form.

I certify that the amounts stated above are the costs actually incurred for my journey and that I have not claimed the reimbursement of these costs from any other Authority.

Date

Signed