# Responsibilities of a host organisation of an activity organised by CDN

Local host group - as project responsible organisation - has the following responsibilities:

- To **nominate 2-3 persons** from their organisation that will be in constant communications with CDN and responsible for specific area of work related to preparation, implementation and follow up of the event. These people should speak English, be available during the entire project period by email and phone and dedicated to successful realization of the event:

- One person as a <u>Technical coordinator</u> – This person is responsible for all the technical issues related to preparation at the host country, expressed in the following points.

- Second person should be the <u>assistant</u> of this coordinator so they are able to perform all the tasks successfully and stay in regular communications with CDN and the prep team.

- Third person is the <u>Programme coordinator</u> – This person is responsible for all the programme related issues. It is their task to be active part of the prep team, coordinate together with CDN the work of the prep team, moderate the communications, follow the preparation plan and develop the program of the event. Program coordinator is as well responsible for the reporting on the activities performed by the prep team, event activities and the follow up. Names and contacts of these persons should be available to CDN at latest 3-4 months prior to activity start.

- To **arrange the accommodation, meeting place (plenary), meals and refreshments** for the prep team meeting and for the event itself. These arrangements should be done in accordance with budget of the event and actual needs of the group as well as

in the agreement with the CDN and the prep team. When deciding on these issues there should be, apart from the finances, have in mind: vegetarian/vegan options available at the menu and hotel should not be in the city centre (not too far but also not too close to it, in order to avoid people going away during event).

- To find the **co-funding** of the event, if possible. Local host group is responsible for applying for additional financial support for the project. CDN's Secretariat will provide the support in this process as well make fundraising efforts itself.

- To provide CDN with all the **original receipts** (prove of expenditure) for any costs that have occurred during preparations and are agreed to be part of the budget. In case project host can not provide CDN with the original receipts (prove of expenditure) CDN is not obligated to reimburse such cost.

No written agreements or payments should be done for these arrangements until CDN and the prep team communicate written agreement to project host to perform so. CDN is not responsible for any action taken by project host without such written agreement!

- To arrange the entire **visa and local travel** related issues for the participants. These arrangements are related to providing of information of which countries need visa, how can they obtain them and where, writing and sending invitation letters to participants that need visa and if need talking to the foreign ministry or embassy in support of visa for participant. As well project host should provide a list with data and/or links to web sites or documents that are helping the participants to arrange their traveling in the cheapest way possible.

This refers to arranging **local transport** for participants during arrival, departure and, if planned, field trip/excursion.  Arrival service (pick up) can be done either through giving a clear information in advance to participants of how to reach the lodging place or having a meeting point in the city centre or by waiting for the participants at their arrival point (in case it is noteasy or cheap to find your own way to the lodging place).

Departure should be organised as well in the same manner as arrival.

- To arrange all the **technical needs** of the prep team, CDN, participants or the event itself. This is related to the planned activities and specific needs of the participants (dietary, vegetarian, vegan, disability etc.) Technical needs of the seminar will be communicated by CDN at latest one month prior to activity start and it is duty of project host to fulfill the requests in this list. In case it is not possible to fulfill any requirement, local host has to inform of such the prep team and CDN and ask for a change, latest 3 weeks prior to activity start.

# RIGHTS OF THE HOSTS

The local host organisation as project host organisation has the following rights:

-To promote this activity at local level (in the country where the organisation is situated) as its international activities in cooperation with CDN. Any document sent out by project host has to have the logo of CDN and the web site.

- To organise side activity during the event that will support the interest of their organisation. This activity has to be prior approved by the prep team and CDN.

- To organise media event and use the presence of CDN Executive Committee, based on prior approval by CDN.

# RESPONSIBILITIES OF CDN

- To provide the host with all possible technical support for the event (based on the possibilities of CDN office - visa, formal letters, communication, travel arrangements, equipment etc).

- To provide e-support to communication (mailing lists, phone conferences, web site information).

- To make a clear list of requirements related to accommodation, transportation, meals, material and equipment and communicate it at latest one month prior to activity starts to local host.

- To be available for support during the three weeks prior the activity and seven days after it. CDN Office will be available via phone, e-mail and Skype based on their regular working hours (10h-18h, Monday to Friday), and 24-hour availability and presence at the location from day before the activity starts to the day after it ends.

- To manage the finances of the activity, perform all necessary transfers and payments, and make the final financial report.

- To provide the activity budget with the required amount for successful realization.

- To provide the host with financial means for the payments of the agreed and budgeted costs of the activity or directly pay for the costs in question.

- To compensate the host costs that have occurred during the preparations, realisation or follow up based on the activity's budget and prior approval of the spending by CDN.