

**GPF participation in the IUSY Congress  
Montenegro 14/17 February 2018**

**Administrative Note**

**1. GPF Programme**

**February 14**

**11h30** Arrival at Podgorica Airport

**11h50** Departure for IUSY Congress Venue in Budva/ Hotel Splendid

**\*\*\*Auto reservada por IUSY que envía un chofer al aeropuerto que llevara Enrique directamente al Hotel, la persona lo esperara con un cartel.**

**Contacto de Chofer +382 67 642 977, su nombre es Suad**

**February 15**

**10h30** Bilateral Meeting MEP Enrique Guerrero Salom with IUSY Secretary General and IUSY President

**11h30** Bilateral Meeting MEP Enrique Guerrero Salom with Democratic Party of Socialists of Montenegro

**15h00** Meeting with Srdjan Darmanović, Ministry of Foreign Affairs and European Integration of Montenegro (Time TBC)

**16h00** Meeting with Aleksandar Andrija Pejović - Minister of European Affairs (Time TBC)

**February 16h**

**10h30** Opening of the Congress

**11h00** MEP Enrique Guerrero Salom´ speech

18h00 Workshop on Refugees and migration

**\*\*\*\*Interpretations EN ES FR have been provided**

## **2. Travel Arrangements and Hotel accommodation**

Hotel Splendid Conference (Bečići bb, Budva 85310, Montenegro)

**\*\*\*\*Enrique tiene ya una habitación reservada y pagada por el grupo.**

## **3. Transport to and from the airport**

From Podgorica Airport to Budva (place of Congress) Transportation have been provided

From Budva to Podgorica Airport Transportation have been provided

## **4. Financial arrangements and reimbursement of MEP expenses**

Members will be responsible for settling some expenses themselves during the mission e.g.:

- taxis to & from airport (those leaving / arriving in Belgium or your respective home countries)
- other transportation (train from airport to home cities or any other transport expenses upon approval by GPF) linked to this mission.

They will be reimbursed by the S&D Group after the mission.

**Please keep all your original receipts**

- Taxi receipts
- Boarding passes (to be submitted to our ex-ante department to settle invoices from BCD)

Please hand them in with your expenses claims upon your return to Brussels (see financial arrangements herewith enclosed) to:

- Thomas LESENFANTS [thomas.lesenfants@ep.europa.eu](mailto:thomas.lesenfants@ep.europa.eu)
- Office ATR 05L044
- Direct phone + 43202

**Important – this form is necessary for you to get reimbursed and to receive your daily Members' allowance linked to this mission.**

Herewith enclosed you will find the financial rules and the reimbursement forms to be used.

- ***Please note that under no circumstances can the Secretariat staff accompanying the delegation pay for Members' expenses during the mission.***
- ***Members are therefore advised to ensure that they take sufficient funds (cash or major credit cards) to meet all likely costs.***

## 5. Members' allowance

Members are entitled to a daily allowance of 137 euros. MEPs will receive the daily allowance from the S&D Group, once they have sent out their receipts mentioned above to. [thomas.lesenfants@europarl.europa.eu](mailto:thomas.lesenfants@europarl.europa.eu)

## 6. Insurance

Members and staff are covered against illness, accident and the loss of personal belongings by Parliament's insurance policies. Please refer to the "Guide to insurance against accident, theft and loss and to assistance during official journeys for Members of the European Parliament" and the Intranet pages on "Insurance and assistance for staff sent on mission".

## 7. Useful Information

[EU Delegation to Montenegro](#)

## 8. Contact persons prior to departure

### GPF TEAM

Simona RUSSO  
Office: ATR06K 024  
office phone: 0032 2 283 0343  
Personal mobile: +32493885646

## 9. Flight information

**GUERRERO SALOM E.**

**E-Ticket Number: AZ - 055-5104260339**

| Traveller(s)              |        | Amadeus Booking Reference LR7ML5        |                  |               |                     |
|---------------------------|--------|---|------------------|---------------|---------------------|
| GUERRERO SALOM/ENRIQUE MR |        | <a href="#">Fare and Ticket Details</a> |                  |               |                     |
| Date                      | Vendor | Itinerary Details                       | Depart<br>Arrive | Class<br>Type | Status<br>Reference |
| <a href="#">14.Feb</a>    | AZ59   | Madrid (MAD)<br>Rome (FCO)              | 06:10<br>08:35   | Business<br>E | Confirmed<br>ORWLNA |

|                        |        |                               |                |               |                     |
|------------------------|--------|-------------------------------|----------------|---------------|---------------------|
| <a href="#">14 Feb</a> | AZ558* | Rome (FCO)<br>Podgorica (TGD) | 10:00<br>11:20 | Business<br>E | Confirmed<br>ORWLNA |
|------------------------|--------|-------------------------------|----------------|---------------|---------------------|

|                        |        |                               |                |               |                     |
|------------------------|--------|-------------------------------|----------------|---------------|---------------------|
| <a href="#">17 Feb</a> | AZ559* | Podgorica (TGD)<br>Rome (FCO) | 12:20<br>13:40 | Business<br>E | Confirmed<br>ORWLNA |
|------------------------|--------|-------------------------------|----------------|---------------|---------------------|

|                        |      |                            |                |               |                     |
|------------------------|------|----------------------------|----------------|---------------|---------------------|
| <a href="#">17 Feb</a> | AZ60 | Rome (FCO)<br>Madrid (MAD) | 14:30<br>17:05 | Business<br>E | Confirmed<br>ORWLNA |
|------------------------|------|----------------------------|----------------|---------------|---------------------|

## SIMONA RUSSO

| Traveller(s) | Amadeus Booking Reference NQQNXD |
|--------------|----------------------------------|
|--------------|----------------------------------|

RUSSO/SIMONA MRS

[Fare and Ticket Details](#)

| Date | Vendor | Itinerary Details | Depart<br>Arrive | Class<br>Type | Status<br>Reference |
|------|--------|-------------------|------------------|---------------|---------------------|
|------|--------|-------------------|------------------|---------------|---------------------|

|                        |       |                                   |                |              |                     |
|------------------------|-------|-----------------------------------|----------------|--------------|---------------------|
| <a href="#">14 Feb</a> | JP377 | Brussels (BRU)<br>Ljubljana (LJU) | 09:35<br>11:15 | Economy<br>H | Confirmed<br>NQQNXD |
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|                        |       |                                    |                |              |                     |
|------------------------|-------|------------------------------------|----------------|--------------|---------------------|
| <a href="#">14 Feb</a> | JP852 | Ljubljana (LJU)<br>Podgorica (TGD) | 11:55<br>13:05 | Economy<br>G | Confirmed<br>NQQNXD |
|------------------------|-------|------------------------------------|----------------|--------------|---------------------|

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|------------------------|--------|-------------------------------|----------------|--------------|---------------------|
| <a href="#">17 Feb</a> | AZ559* | Podgorica (TGD)<br>Rome (FCO) | 12:20<br>13:40 | Economy<br>M | Confirmed<br>JXNMVL |
|------------------------|--------|-------------------------------|----------------|--------------|---------------------|

|                        |       |                              |                |              |                     |
|------------------------|-------|------------------------------|----------------|--------------|---------------------|
| <a href="#">17 Feb</a> | AZ160 | Rome (FCO)<br>Brussels (BRU) | 15:20<br>17:35 | Economy<br>M | Confirmed<br>JXNMVL |
|------------------------|-------|------------------------------|----------------|--------------|---------------------|