

1. External Partnerships Travel Plan 2018-19

Summary Table

Details	
Table A – ACC Memberships	£27,500
Table B – ACC Projects	£12,600
Table C – Project Development & Transnational Partnerships	£13,500
TOTAL	£53,600

A. Travel 2018/19 relating to ACC memberships - memberships approved by committee

Country	Event	Dates	Justification	Officer Involvement	Member Involvement	Budget
Belgium	HyER Board Meeting	x1 per month 12 Trips	HyER Board meetings and associated meeting with HyER and the various Director Generals. ACC holds Presidency.	One Officer	Yes	£10,000
Netherlands	Clean bus Conference	18-19 March 2018	The Lord Provost is invited to be a key note speaker and all costs are covered by the organisers and the officer costs will be covered by the HyTransit Project	One Officer	Yes	Nil
Belgium	Energy Cities Annual General Meeting	18-19 April 2018	ACC is a Board Member it is therefore compulsory that Board meetings are attended.	One Officer	Yes	£1,000
Europe	North Sea Commission General Assembly	12-14 June 2018	ACC Membership	Two Officers	2 members	£3,000
Europe	North Sea Commission Smart Regions Group	4 meetings per year – likely to be August 2018, November 2018, January 2019, March 19	ACC Membership	One Officer	Yes	£3,000

Country	Event	Dates	Justification	Officer Involvement	Member Involvement	Budget
Europe	CPMR General Assembly 2018	17-19 October 2018	ACC Membership	One Officer	Yes	£1,500
Europe	North Sea Commission Transport Group	4 meetings – likely to be August 2018, September 2018, January 2019, February 2019	ACC membership	One Officer	Yes	£3,000
Europe	CPMR thematic Groups – Brexit, Energy	8 meetings	ACC Membership	One Officer	Yes	£6,000
					Total	£27,500

B. Project Travel 2018/19 within existing project budgets - approved by Committee

Country	Event	Dates	Justification	Officer Involvement	Member Involvement	Cost
Europe	Hy V Lo City Project	4 meetings	Project Partner	Two Officers	No	£4,000
Europe	Jive 1	4 meetings	Project Partner	Two Officers	No	£4,000
Europe	HyTrEc 2	8 meetings	Project Lead and as partner	Three officers	Yes but just for 1 annual meeting	£12,800
					Total	£24,800*

* Note:

- For FCHJU projects 100% of the costs are recovered
- For HyTrEc 2 projects 50% of the costs are recovered for the partner part of the project and 100% of costs on the project lead costs
- Making these estimated adjustments, this represents therefore a cost to the Council of £12,600
- Assuming service base budget remains the same and therefore this would be funded within that

C. Project Travel 2018/19 relating to partnership/project development - allocated within service budget assuming base budget remains the same

Country	Event	Dates	Justification	Officer Involvement	Member Involvement	Budget
Europe	Fuel Cell Hydrogen Joint Under Taking (FCHJU)	4 meetings	Hydrogen project development and input in coming EU funding calls by the FCHJU	One Officer	No	£3,000
Europe	Compliance workshops organised by various funding bodies for EU Funded projects	4 meetings	The need to compile with EU funding regulations that are required for the various funding bodies to meet EU Audit rules	One Officer	No	£3,000
Various Venues	Project development and funding (Horizon 2020, Interreg and other EU funding events)	10 meetings	To attend project development workshops throughout the year as necessary to develop future applications	One Officer	No	£7,500
					Total	£13,500