

EUROPEAN
U R B A N
INITIATIVE

Peer Review

28-29 June 2023, Thessaloniki

Financial support and terms for reimbursement



Co-funded by
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Région
Hauts-de-France

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1. FINANCIAL SUPPORT

Financial support is offered to peer review participants. The financial support is provided in the form of lump sums¹ that are paid directly to each participating urban authority (city under review and peers). The expenses covered are staff costs (only for peers), travel costs and a per diem (covering accommodation and subsistence).

The table below provides an overview of the financial support available for peers.

Cost	Peer ²
Staff costs	Up to 5 days (2 days for participating in the peer review event, and 3 days for preparatory activities)
Travel costs	Yes
Per diem	2 days (plus 1 travel day)

Only urban authorities can request reimbursement from EUI.

The lump sum is payable to the participating urban authorities after the approval of the Reimbursement Form by EUI PS. The lump sum is dependent on the location of the event, the distance between the hosting city and the other participating cities, and the number of staff involved from the Urban Authority that are listed in the Reimbursement Form.

The financial support covers the following expenses:

- Staff costs: Peers are entitled to receive a fixed amount of EUR 350 per working day. Peers may claim up to five working days per peer review covering the 2 days of the peer review plus 3 days for preparatory activities.
- Travel costs: The travel costs of each peer can be reimbursed. The reimbursement consists of a lump sum including unit for distance band between the hosting city and the peer city concerned. For distances above 400km, the lump sums are calculated on the basis of the following EC provided list of [unit cost amounts per distance band](#). For distances below 400km, the lump sum is calculated by adding together the “[intra Member State return journeys](#)” amounts for the Member states of the hosting city and the one of the participating city concerned. If the travel is within one Member state, only the amounts for “intra Member state return journey” can be reimbursed.
- Per diem: A per diem for each traveling peer can be reimbursed. The per diem is a daily rate that covers accommodation, subsistence and local transportation of the participating cities. The per diem covers the two-day duration of the peer review event plus one day to cover the necessary travel time to the hosting city. The [per diem amounts](#) are based on the European Commission Per diem rates - 25/07/2022.

¹ A lump sum takes the form of a single payment of money. In the case of EUI capacity building activities, the lump sum is a form of simplified cost option and is payable after the submission and approval of the Reimbursement Form by the EUI PS.

² For peer reviews, peers apply individually while representing the urban authority. Two peers from the same urban authority may be involved in the same peer review event, if justified.

Note:

- Participants are responsible for booking their own travel and accommodation arrangements.
- For peers, reimbursement is carried out only upon approval of Reimbursement Form, following cross-checking of the list of participants attending the Peer Review event by the EUI PS.
- Payments are made into the bank account of the peer urban authority. Complete bank account details are required in the Reimbursement Form, along with supporting documents proving the account is the one of the Urban Authority.

2. REPORTING AND TERMS OF PAYMENT

2.1 REPORTING PROCEDURE

The peer review activities will be implemented by EUI PS in close collaboration with peers (as they are the key component for a successful peer review).

The peers are expected to communicate with EUI PS and the peer review experts on a regular basis. By participating in the activity, they commit to carry out all steps described in the guidance for the Call for Peers.

The reporting of the activity will be carried out after the peer review event.

For peers, payment is triggered following a cross-check by EUI PS of the participants listed in the Reimbursement Form against the list of participants that attended the peer review, and the proper submission of the Reimbursement Form after the date of the event. If the reporting requires correction or completion, EUI PS will request ad-hoc corrective or complete actions to the peer. If the reporting is not completed, or still unsatisfactory after requests for correction/completion have been sent by EUI PS, the peer will not receive reimbursement, or benefit from promotional opportunities from EUI PS (e.g. invitation to participate in capitalisation studies, or invitations to speak in capacity building events etc) or benefit from a fast-track application for city-to-city exchanges. If the request for reimbursement is not completed 80 days after the end of the event, or if the peer has not participated in the event (e.g., not on the list of participants whose presence were confirmed), then the peer will not receive reimbursement.

2.2 TERMS OF REIMBURSEMENT

The reimbursement of costs incurred during a peer review by peers will be carried out by EUI PS, provided that all tasks are completed at the expected quality. The reporting procedure will lead to payment of the approved amounts to the peers based on the on-time submission and following the approval by EUI PS of the Reimbursement Form.

The Reimbursement Form template to be used will be provided to the peers after the peer review event. Besides information on the eligible costs of their participating representatives (employees of the urban authority or other relevant invited stakeholders), the peer(s) will provide the bank account data of their urban authority on the Reimbursement Form. Payment to the urban authority of the peers shall be made by EUI PS no later than 80 days from the date of the approval of their Reimbursement Form.

3. HOW TO GET ASSISTANCE

EUI PS staff are ready to assist applicants to the call for peers with any questions they may have related to the call. Applicants are invited to contact the EUI-PS at the following email address: capacitybuilding@urban-initiative.eu.

4. KEY DATES

- **28-29/06/2023** – date for the Thessaloniki peer review
- **17/09/2023** – deadline for submitting the Reimbursement Form