



University Educators for Sustainable Development (UE4SD) Project Partner Annual Meeting

Thursday, October 2, 2014
Prague, Czech Republic

Era Svět, Jungmannovo náměstí 767, Prague 1

We are delighted to invite all partners involved in the Erasmus funded project *University Educators for Sustainable Development* (UE4SD) to attend the first Annual Meeting in the Czech capital on 2 October 2014. This document provides information on the project Annual Meeting, including details of the programme, venue, accommodation, financial issues and hosts.

Further information related to the COPERNICUS Alliance (CA) Conference to be held right after the project meeting on 3 October is provided in the CA Conference Brochure. Please note that the EU project can fund 1 member from each partner institution to attend both the Annual Meeting and CA Conference (2 nights). Partners have been allocated a budget for this meeting and are responsible for booking and pre-paying their travel and subsistence.

Purpose of the Annual Meeting

This will be the first time all 55 project partners will be assembled in one location, so it is a grand opportunity to discuss progress on the project to date, results of the mapping exercise, project management and administration, hear the perspectives of representatives from all four regional hubs, and discuss next project stages and potential involvement in the CA Conference.

This is a unique chance to network with a large number of experts involved in the sustainability transition of universities and in particular the theme of competences for Education for Sustainable Development (ESD). It is the first time higher education representatives and champions of ESD from so many European countries (33), including non-EU states from the Balkans and beyond, will gather together to discuss and shed more light on an area of ESD in higher education that has remained relatively neglected until now. The potential benefit is huge in terms of building momentum to drive the sustainability transition agenda forward.

Annual Meeting Programme

Venue: Era Svět, Jungmannovo náměstí 767/6, Prague 1

9:00 Registration and coffee

9:30 Welcome and Introduction - *Prof Daniella Tilbury, UE4SD Project Director, UK*
Including an outline of progress and activity in Year 1

10:00 Speed dating exercise – *Prof Daniella Tilbury & Dr Alex Ryan, UK*

10:30 Mapping the field – the State of the Art
Overview of findings and discussion – *Marlene Mader and Dr Clemens Mader, Germany/Austria*

11:00 Coffee break

11:30 Mapping the field – the Regional Maps – *facilitated by Dr Clemens Mader, Germany/Austria*

East Region Report *by Dr Jana Dlouhá, Czech Republic*
West Region Report *by Marlene Mader, Germany/Austria*
South Region Report *by Prof Javier Benayas, Spain*
North Region Report *by Dr Alex Ryan, UK*
Audience discussion and questions

12:30 Management and financial reporting – *Gideon Capie, UK*

13:00 Lunch

14:00 Country level findings and discussions:

- Breakout session I - *facilitated by Prof Gerd Michelsen, Germany*
Countries presenting: Austria, Belgium, Czech Republic, Croatia, Denmark, Italy, Lithuania, Poland, Spain
- Breakout session II - *facilitated by Dr Mercè Junyent, Spain*
Countries presenting: Bosnia and Herzegovina, Cyprus, Germany, Hungary, Latvia, Serbia, Sweden, Portugal
- Breakout session III - *facilitated by David Alba, Spain*
Countries presenting: France, Ireland, Macedonia, Malta, Norway, Romania, Slovakia, Switzerland
- Breakout session IV - *facilitated by Marlene Mader, Germany/Austria*
Countries presenting: Albania, Bulgaria, Estonia, Greece, Netherlands, Slovenia, Turkey, UK

15:00 Coffee break

15:15 Plenary of country group discussions

15:30 UE4SD monitoring and evaluation - *David Alba and Jesus Granados, Spain*

16:00 Next steps - Leading Practice publication - *Dr Jana Dlouhá and Jiří Dlouhý, Czech Republic*

16:30 UE4SD communication strategies and platforms - *Jiří Dlouhý, Czech Republic*

16:45 Next steps - Online Platform of resources - *Dr Alex Ryan and Prof Daniella Tilbury, UK*

17:15 Summary of the day and closure - *Andrew Barton, Czech Republic*

18:00 Regional hubs informal gathering (TBC)

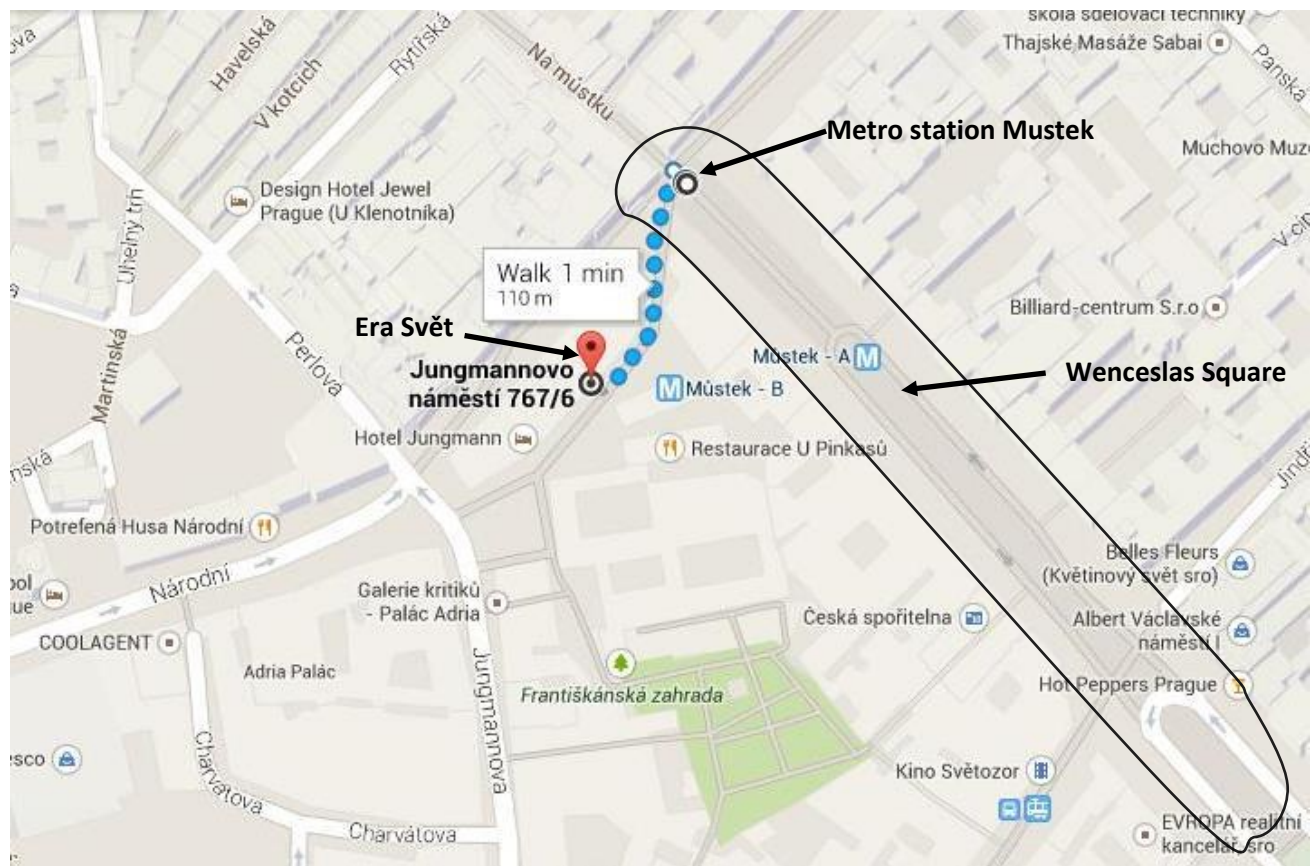
Annual Meeting Venue

The Annual Meeting will take place at a corporate meeting venue, Era Svět, operated by one of the largest Czech banks and located in the centre of the city's historic core. Catering will be provided by a catering company, but there is also a coffee bar at your disposal inside the premises.

Address:

Era Svět

Jungmannovo náměstí 767 Prague 1,
Czech Republic



Accommodation in Prague

Hotel rooms have been pre-reserved for the Annual Meeting and CA Conference in a number of hotels in Prague ranging in price and location. **Please make your booking in one of these hotels before the 30th of June using the code “CUEC”** (stands for Charles University Environment Center, who is the host of the meeting). Accommodation costs are to be covered individually from partners' UE4SD budget and are the sole responsibility of the participants.

Reserved hotels in Prague:

Hotel	Prices per night (incl. breakfast)	Distance to the conference venue	Number of rooms reserved (CUEC)	Contact
Hotel Krystal	25 – 40 €	25 min public transport, 10 min walk	35	http://www.prague-hotel-krystal.cz/
Hotel Anna	50 – 65 €	5 min public transport, 5 min walk	15	http://www.hotelanna.cz/en/
Rezidence Dlouhá 17	60 – 80 €	10 min walk	24	http://www.rezidencedlouha17.cz/EN/EN_index.html

Apart from these selected hotels, there are numerous other hotels in Prague for you to choose from.

Registration

To register to this event, please complete the following online form before **15th July 2014**:

<https://www.czp.cuni.cz/dotaz/index.php/594955/lang-en>

Please make sure that you register through this link and not the one provided in the CA Conference Brochure which is for external stakeholders.

No fees will be charged for the Annual Meeting or CA Conference. However, in order to cover catering costs (coffee and lunch for both events), we will ask all partners to pay 30 EUR in cash during the registration on Thursday 2 October. An individual receipt will be provided by the catering company. Please see below more information related to project costs.

Travel and Subsistence Costs

The EU project can fund 1 member from each partner institution to attend both the Annual Meeting and CA Conference (2 nights) in the Czech Republic. Partners have been allocated a budget for this meeting and are responsible for booking and pre-paying their travel and subsistence. The expenses from this trip as well as other project activities will be reimbursed to all partners after the second reporting period in October 2014. Please bear in mind that the project will only fund 75% of the total costs. Partners need to source the remaining 25%. Please find below some financial guidelines related to the cost of these meetings:

- Subsistence Costs (including accommodation and local travel)

Subsistence covers accommodation, meals and all local travel costs while at the place of destination abroad. Reimbursement is based on the existing internal rules of your organisation, which may be on an actual cost (reimbursement of receipts) or daily allowance basis. In both cases, the maximum rate allowable for subsistence in the Czech Republic as set by the Commission is 195 EUR/day. Proof of attendance and overnight accommodation will be also required in both cases. If your organisation uses set rates please let us know what these are for the Czech Republic.

IMPORTANT NOTE: Lunch and coffee breaks will be provided on Thursday 2 and Friday 3 October by a catering company in the respective venues. Partners will be asked to pay 30 EUR in cash during the registration on Thursday to cover the cost of the catering for BOTH days. An individual receipt will be provided by the catering company.

If you are claiming on actual costs, we will require copies of all receipts for accommodation, food and local travel. Items of spend that have no receipts will not be eligible when claiming. You should keep the original receipts.

- Travel Costs

Travel costs should be claimed on the basis of actual real costs. A maximum budget of €350 per person, per trip abroad, has been allocated for this travel. The cost for a journey should include all costs for travel from the point of origin to the point of destination (and back again) and may include visa fees, travel insurance and cancellation costs. You are required to use the cheapest means of travel offering best value for money.

To reimburse your travel expenses, we will require copies of all tickets and receipts, including original boarding passes. Items of spend that have no receipts will not be eligible when claiming.

Getting to your hotel and the meeting venue from the hotel

Important note: if you are travelling by public transport always buy a ticket for CZK 24 (lasts for 30 min) or CZK 32 (lasts for 90 min) and validate it on the machines in trams, buses and at the top of metro escalators – tickets inspectors frequently check tickets in the city centre. A ticket is valid for all forms of public transport within Prague city limits (NOT including the Airport-Train Station Express bus service run by the railway company “CD”). You can purchase tickets for Prague public transport either from news agents or yellow vending machines.

Getting to your hotel from the airport

Airport to Hotel Krystal

If you are flying to Prague and you want to take public transport to Hotel Krystal, then [this map indicates how to do so](#) (the best option is to take bus no.119 from outside Arrivals to the bus stop at Divoká Šarka, cross the road to the circular tram stop and then take any tram two stops to Nad Džbánem, and finally it is a five minute walk to the hotel). If you take a taxi from the airport, it should not cost more than CZK 300 or take any more than 10 min. If you require a receipt, make sure you get an official piece of paper – do not accept any handwritten notes. The hotel is a tall brown building.

Airport to Residence Dlouhá 17 hotel

If you don't take a taxi, then take bus no.119 from the airport all the way to Dejvicka metro station (final stop). Travel by the green metro line A to Můstek metro station, walk down one level to the yellow metro line B and take another metro in the direction of Černý most to metro station Náměstí republiky. From there it is a 10min walk to Residence Dlouhá 17. [See this map](#). Alternatively, you can catch tram no.26 from Dejvicka to Dlouhá třída (8 stops) and then walk 5min to your hotel. [See this map](#).

Airport to Hotel Anna

If you don't wish to travel by taxi, then follow the same instructions as above to get to Dejvicka metro station. Take the metro all the way to Náměstí Míru metro station on the yellow metro line B, then walk 7min to your hotel [along this route](#).

To your hotel from the train station

City to Hotel Krystal

If you arrive in the city, take the metro (green 'A' line) to the final stop at Dejvicka, then ride the escalator in the same direction as the metro you arrived upon. Keep walking straight after the escalator and go up the steps to the tram stop marked 'Divoká Šarka'. Take any tram 8 stops to the tram stop 'Nad Džbánem'. It is then a 5-minute walk to Hotel Krystal [along this route](#).

City to Rezidence Dlouhá 17

If you arrive by train at the main train station and you don't want to take a taxi, then exit the station and turn right and walk five minutes to the tram stop where you board tram no.26 or no.5. Disembark after 4 stops at Dlouhá třída, then walk 5min to your hotel [along this route](#).

City to Hotel Anna

The main train station is a 25min walk from Hotel Anna along [this route](#). Or you can take a metro from the train station on the C (red) line one stop to Muzeum and then change to the A (green) line and travel one stop to Náměstí Míru metro station and finally walk 7min to your hotel [along this route](#).

To the meeting venue

Hotel Krystal to meeting venue

Take any tram 8 stops from the tram stop 'Nad Džbánem' to the Dejvicka metro station. To get to the conference venue at Era Svět, Jungmannovo náměstí 767, take the metro on the (green) A line to Můstek. The venue is only a 1 minute walk away.

Rezidence Dlouhá 17 to meeting venue

The meeting venue is a pleasant 15min walk through to the old town. [Follow this map](#).

Hotel Anna to meeting venue

The venue is a 30min walk from Hotel Anna along [this route](#), or you can take a the green metro line from the stop Náměstí Míru after walking 7min there from your hotel [along this route](#) to the metro stop Můstek (one stop). The venue is only a 1 minute walk away. See the map above.

Host of the Meeting

The host of the Annual Meeting and CA Conference is **Charles University in Prague**. This is one of the oldest universities in the world (founded in 1348), it is a core UE4SD partner and member of CA. Currently it has over 53,000 students - roughly a sixth of all students in the Czech Republic – enrolled in more than 300 accredited degree programmes.

The **Charles University Environment Center** is primarily a research-focused branch of Charles University and comprises three departments: environmental economics, indicators and environmental education. It is the latter department which will coordinate the Annual Meeting and CA Conference. Its staff members will be happy to answer any questions during your stay in Prague:

Jana Dlouhá



Jiří Dlouhý



Dana Kapitulčinová



Andrew Barton



Martin Zahradnik



Eduard Petiška



The University of Gloucestershire team coordinating UE4SD:

Daniella Tilbury

Project Director:

project leadership and management, academic input



Gideon Capie

Funding Manager:

financial management and reporting



Alex Ryan

Academic Coordinator:

– academic input and work package lead for online platform



Barbara Rainbow

Project Administrator:

communications, administration and logistics

