

Allowance Program To Promote Participation at the 13th International Congress of Educating Cities (Barcelona, 13-15 November 2014)

Why are we proposing these allowances?

- In order to facilitate greater participation at the 13th Congress of those cities having successful initiatives though its economic situation difficult their participation.
- In order to show appreciation for the work of the member cities.
- In order to contribute to the strengthening of the territorial networks as antennae of the Association in the countries/zones where they are active.

What does the allowance comprise?

The payment of the advance Registration Fee for the 13th International Congress, equivalent to € 300. These allowances are in addition to those that the Organising Committee may provide.

How many allowances will be given out?

50 allowances will be given out proceeding from the Funds of Support to Territorial Networks.

What cities will qualify for the allowances? What are the conditions?

- Only member cities that present experiences.
- The project receiving an allowance must be presented by a local government.
- One allowance per city.
- The city must be up to date in its payment of dues to the IAEC (with the exception of 2014).
- Experiences for the 13th Congress must be submitted by the deadline (**April 15th**)
- Acceptance of the experience by the Scientific Committee of the 13th Congress.
- Formal request by the political representative of the interested city expressing the economic difficulties faced in order to attend the Congress.
- The cities on the Executive Committee cannot apply for an allowance.

What criteria will be used for selection?

- Based on the degree of activity and involvement of the city in the Association.
- Transversal experiences that foster citizen participation will be prioritised.
- Transferability of the experience to other cities.
- Innovative experiences will be prioritised.

Procedure /calendar:

- 1- Dissemination of the allowance program amongst the member cities by the Secretariat, the Territorial Networks and the 13th Congress Management Office.
- 2- Interested cities submit their experience proposals to the Scientific Committee of the 13th Congress through the online form (<http://iaec2014.bcn.cat/en/registration/submission-of-experiences/>). At the same time, they submit the petition of Allowance to the Secretariat (See Form here-below). **Until April 15th.**
- 3- Scientific Committee of the 13th Congress accepts/rejects the experience. **April/May.**
- 4- Secretariat evaluates whether the interested city meets the minimum conditions for receiving an allowance. **April/May.**
- 5- Analysis of applications (Secretariat / Territorial Networks). **May-June.**
- 6- Selection of cities awarded allowance. **May-June.**
- 7- Interested cities are informed and information on the process of formalizing the registration is given. **May-June.**
- 8- Report to the organising team of the Congress of the cities given allowances by the IAEC. **May-June.**
- 9- Registration of the city before early registration deadline. **Until June 15th.**
- 10- The IAEC pays the registration fees of the cities given the allowance.

Key dates:

New Deadline of Submission of Experiences: **15 April 2014**

Early registration period: **15 January - 15 June 2014**

Annexe 1

13th IAEC Congress Application Form

For free registration allowance.

Mr/Ms _____ (Name and Surname of the Mayor, Deputy Mayor or Councillor) representative of the City of _____ expresses this City's will to participate at the forthcoming 13th International Congress of Educating Cities which will take place in Barcelona next 13-15 November 2014 and expresses to fulfil the requirements to apply for an allowance.

Signature
(Mayor/ Deputy Mayor/Councillor)

We kindly request you to deliver the Application Form to the:
International Association of Educating Cities - C/ Avinyó 15, 4th Floor
08002 Barcelona- SPAIN
Fax. +34 93 342 77 29
E-mail: edcities@bcn.cat