

# **Allowance Program To Promote Participation at the 13<sup>th</sup> 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 15<sup>th</sup>**)
- 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 13<sup>th</sup> Congress Management Office.
- 2- Interested cities submit their experience proposals to the Scientific Committee of the 13<sup>th</sup> 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 15<sup>th</sup>.**
- 3- Scientific Committee of the 13<sup>th</sup> 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 15<sup>th</sup>.**
- 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**

## **13<sup>th</sup> 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 13<sup>th</sup> 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, 4<sup>th</sup> Floor  
08002 Barcelona- SPAIN  
Fax. +34 93 342 77 29  
E-mail: edcities@bcn.cat