



**Mid-term meeting of the
ECPGR Steering Committee
Višegrad, Bosnia and Herzegovina
31 May – 2 June 2016**

Second circular

Dear Colleagues,

It is my pleasure to inform you that the arrangements for your participation in the meeting are being completed. Please find attached the revised draft agenda.

Logistic details

Please find attached a draft table with hotel bookings and your flight details as well as a draft list of participants. We kindly ask you to check your details and inform us by return about corrections to be made or missing data.

Please note that all information regarding the meeting will be available from the following web page: <http://www.ecpgr.cgiar.org/about-ecpgr/steering-committee/14th-sc-meeting/>

On this web page you can find the agenda, draft list of participants and information on the logistics. The background documents for the meeting are also available from this web page. We kindly ask you to print the documents you need for the discussions. Please note that hard copies will not be provided at the meeting.

Programme

Monday 30 May	17:00-20:00	Arrival of participants <i>(according to table for local transport)</i> Registration in hotel lobby <i>no dinner organized</i>
Tuesday 31 May	08:00-08:30 08:30-17:00	Registration Meeting <i>A group picture will be taken before lunchtime</i> <i>no dinner organized</i>
Wednesday 1 June	09:00-18:30 20:00	Meeting Social dinner
Thursday 2 June	08:30 – 09:30 09:30 - 12:30 13:00 - 14:00 15:00 - 18:00	Meeting Departure from hotel lobby at 09:30 Study tour on the Drina river. Lunch Meeting <i>no dinner organized</i>
Friday 3 June		Departure of participants <i>(see table for local transport)</i>

Venue

Hotel "Andrićgrad"
Ul. Kralja Petra 1 bb
73240 Višegrad
Bosnia and Herzegovina
Tel/fax: (387) 58630430, (387) 66703722
Email: info@andricgrad.com
Web: <http://www.andricgrad.com/en/>

Accommodation

A single room has been booked for each participant (funded and self-funded) at the above hotel. We will provide for the payment of the accommodation for the ECPGR funded participants for the nights related to the ECPGR workshop. The expenses for any further night should be paid by the participants directly to the hotel.

Please kindly note also that you should settle the payment for any extra expenses directly with the hotel (drinks, phone calls etc.). The hotel accepts cash and the following credit cards: Master Card, Maestro, Visa and Visa Electron.

Self-funded participants should provide for the payment of their accommodation directly with the hotel. The cost of a single room, breakfast and taxes included is KM 40.00 (VAT included) per night (equivalent to Euro 20.45).

Registration

Participants can register for the workshop on Monday 30 May from 17:00-20:00 in the hotel lobby. For those arriving late, registration is possible in the morning of Tuesday 31 May from 8:00-8:30 (before the start of the workshop).

Internet and wireless

Free wifi is available in the whole hotel area.

Meals and coffee breaks

Coffee and lunches will be provided during the days of the meeting. For the dinners the following arrangements have been made:

Dinner on 30, 31 May and 2 June: no dinner will be organized and participants are free to go to a restaurant nearby. In the hotel area of Andrićgrad there are a restaurant, a pizzeria and a local food shop offering traditional *cevapi* and local pies. More restaurants can be found in Višegrad town at 5-10 minutes walking distance. There is also a nice hotel near the Mehmed Paša Sokolović Bridge with outdoor space. In the bigger restaurants you can pay with credit cards or local currency.

The cost of an average meal in restaurants is about €10-15, drinks €1-3. Pizza € 3-5 and in local shops you can buy pies and *cevapi* at very low cost.

Dinner on 1 June: a dinner will be provided at Pub "Kod Švejka" (At Švejk), close to the hotel. All participants are welcome to join the dinner. The expenses for self-funded participants are included in the workshop package (see below).

Local currency

Please note that the local currency is **BAM (Bosnian Convertible Marka)**. Restaurants, shops etc. do not accept cash Euro and you should therefore change some money for your dinners (except for 1 June) and your personal expenses. Majority of shops and restaurants accept credit cards.

Money can be changed at the airport or at the local Bank offices and exchange office in Andrićgrad nearby the hotel. There are many exchange offices with a fixed rate of 1 euro = 1,9558 KM.

Travel dates

Participants are requested to book their flights to and from **Sarajevo airport**.

Participants are expected to arrive at Sarajevo airport on **Monday 30 May 2016** (or according to your schedule). The meeting will start in the morning of **Tuesday 31 May 2016** and will be concluded on **Thursday 2 June 2016**. Please book your departure flights for **Friday 3 June 2016**.

Flights

Participants are strongly encouraged to book their own plane ticket, the cost of which will be reimbursed after the meeting. Please note that Bioversity International is not responsible for providing travel and health insurance, which remains the responsibility of the participant.

Local Transport

Participants arriving by plane to Sarajevo airport

The local organizers arranged for the local transport by coach from the airport to the hotel in Višegrad. On the attached table you will find the details regarding the pick-up times. Return to the airport will also be arranged for 3 June or according to your schedule.

Meeting point at the airport: At the Information desk, there will be a person with the sign "*ECPGR Višegrad, Bosnia and Herzegovina 31 May – 2 June 2016*".

Participants arriving by car

The Hotel is located in 73240 Višegrad, Bosnia and Herzegovina. A large parking space with video surveillance is available.

Very important

Please let the local organisers know in time if there are any delays or changes in your flights.

Please note that arrangements for obtaining a visa if/when necessary are the participants' responsibility. We can, however, provide an official letter of invitation, to facilitate the issuance of a visa, if this is required.

Contact details

For any problems you may have during your travel, please find hereby the contact details of the local organisers:

Gordana Đurić	00 387 65 520 139
Nataša Pašalić	00 387 65 584 549
Marina Antić	00 387 65 639 006
Brane Savković	00 387 65 713 439

Reimbursement of travel costs for ECPGR-funded participants

Reimbursement of travel costs for those participants making their own bookings will take place after the workshop upon receipt by Bioversity International of the plane, train and bus tickets or the invoice issued by your travel agency. The expenses for accommodation and local transport will be paid by ECPGR/Bioversity International. In order to process your reimbursement without any delay, please complete in full the attached Reimbursement Form and return it to Bioversity by post after the workshop (or deliver it during the workshop to ECPGR staff) together with your original travel and visa receipts. For participants with prepaid tickets, please note that you can obtain your reimbursement of the local travel costs and visa expenses in cash Euro by contacting ECPGR staff at the workshop.

Please note that we will reimburse your **expenses for lunches and dinners** together with your travel reimbursement after the meeting. The reimbursement will be **Euro 25.00** for a dinner and **Euro 20.00** for a lunch.

Workshop package for self-funded participants

Self-funded participants should pay for their local expenses in cash on the first day of the workshop during registration or during the first coffee break. There will be someone from the local organizers collecting the money and issuing the receipt. You can pay in cash Euro.

The cost of the full workshop package is **Euro 73.00**. (For participants with earlier departure dates the local organizers will charge only the costs for the days of attendance).

The expenses are as follows:

- Lunch with one drink **Euro 14.00**
- Coffee breaks **Euro 2.00** per refreshment
- Social dinner, including three drinks **Euro 21**
- The study tour on Thursday 2 June is free
- The cost for local transport is included in the meeting costs since you are traveling together with other meeting participants. In case you will have a different flight schedule, the local organizers can arrange for your local transport and charge you the cost of **Euro 30** one way.

The workshop package does not include the cost for accommodation. Self-funded participants should provide for the payment of their accommodation directly with the hotel.

The cost of a single room, breakfast and taxes included is KM 40.00 (VAT included) per night (equivalent to Euro 20.45). The hotel accepts cash and the following credit cards: Master Card, Maestro, Visa and Visa Electron.

Please do not hesitate to contact me (l.maggioni@cgjar.org) should you require further clarification.

I look forward to meeting you in Višegrad.

Yours sincerely,



Lorenzo Maggioni
ECPGR Secretary