



YOUNG LEADERSHIP TRAINING

PRACTICAL INFORMATION

BRUSSELS, BELGIUM
29-30 SEPTEMBER 2022

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FLIGHT, ACCOMMODATION & GETTING AROUND BRUSSELS

We invite you to book your own roundtrip travel; EFA will cover up to EUR 350 (flights, train and bus in economy class). The program will start early in the morning on 29th September, hence book a travel ticket for the 28th September.

EFA will cover up to three nights' accommodation (28 September – 1 October). After your application has been reviewed, we will be contacting you and to request your exact arrival and departure date. Attendance to the full training on 29-30 September is expected. You may depart on the 30th after the programme concludes at 14.30 or anytime on 1 October.

EFA will provide you a BRU Pass to access public transports (metro, bus, tram), 49 museums, reduced costs on tourist attractions, shops, restaurants, and guided tours.

REIMBURSEMENT

All expenses have to be justified by original receipts, scanned together with the EFA reimbursement form and sent via email to finance@efanet.org. In addition to the scans, we will still need to receive the original form and receipts via post. Please send them to the following address:

The European Federation of Allergy and Airways Diseases Patients' Associations (EFA)
35 Rue du Congrès
1000 Brussels
Belgium

 <p>EFA European Federation of Allergy and Airways Diseases Patients' Associations</p> <p>EFA Expenses and Reimbursement policy</p> <p>Finance</p> <p>EFA will reimburse reasonable travel, accommodation and out-of-pocket expenses while travelling on EFA business/training, unless these are covered by someone else, such as in the case of European Member Agencies or a Corporate partner. Reimbursement of members in connection of EFA events is specified for each event, such as one or more delegates from a member organization, whether trial members are reimbursed, nothing for travel cost and if no reimbursement is available for example but the procedure and principles below for eligible costs and claiming reimbursement is always the same. *Note you're forwarding this policy to a - help EFA in good financial management and staying in touch with us -> finance@efanet.org</p> <p>REIMBURSEMENT FORM</p> <p>General reimbursement rates and conditions apply as set early as possible in order to get good rates. On long-haul intercontinental flights health taxes/precedence and premium economy or equivalent can be used for comfort.</p> <p>Travel regular train first class and Eurostar and other high speed trains economy class or premium economy for comfort/availability provided that the price is reasonable.</p> <p>Taxi reimbursement of 0,30€/km or if the travel is national (in your country) you can use the official government rate of the country. Please indicate the departure city and number of kilometers in the form. A maximum of 300€ will be reimbursed. The reimbursement will in no case exceed the equivalent first class rail fare, if available.</p> <p>Travel class EFA uses public transport. Tax can be used only in case of very early, late or consuming overnight travelling, or in case of reduced mobility or health issue. Please justify any use of taxi directly on the reimbursement form so that we don't have to check you with this question.</p> <p>Other person's expenses these may include additional insurance in addition to your regular one or other expenses, we do know in advance!</p> <p>If you need for personal reasons EFA to book your travel directly, don't hesitate to ask!</p> <p>Submission</p> <p>Food and drink EFA reimburses reasonable food & beverages while travelling when these are not included in the event/travel. In EFA events, we offer meals to our participants.</p> <p>Hotel hotel in EFA business is usually booked and paid directly by EFA. If not, we reserve 100 - 150 euro per night including breakfast and city tax for reimbursement. Accommodation is 3-4 star, depending on quality/availability versus price that varies from country to country.</p>	 <p>EFA European Federation of Allergy and Airways Diseases Patients' Associations</p> <p>Conversion rate and commission</p> <p>Any expenses made in another currency than Euro need to be converted in EURO. For conversion use the rates at the official EC website that includes the rates for any currency and a converter: http://www.ec.europa.eu/economy_finance/db_converters/index_en.htm. Commission and exchange charges will also be considered. finance@efanet.org, efanet@efanet.org, efanet@efanet.org</p> <p>Submission</p> <p>Please use the EFA reimbursement form attached, unless you have agreed with us that you can invoice for the cost. One form per meeting (i.e. AGM) or budget item (i.e. X project). All expenses have to be justified by original receipts. You can send us in advance those by email, together with the expense claim form for that reimbursement. EFA is driven to save paper, but unfortunately in Belgium original receipts are still required.</p> <p>The sooner you send the expense claim the sooner it will be reimbursed. In any case, expenses need to be sent within the accounting year.</p> <p>Payment</p> <p>We strive always to pay within 20 days. If you need a quick reimbursement, please tell us.</p> <p>Honorarium</p> <p>In case of preparing for and attending a meeting at EFA representative where honorarium is involved, this can be directed to your own organization, EFA or shared among the two. Especially if you are a staff member of that organization who has to cover your salary or a volunteer having to take time off to work for EFA.</p> <p>Contact details:</p> <p>EFA 35 Rue du Congrès – 1000 Brussels, Belgium Office phone number: +32(0)2772712 Email: finance@efanet.org www.efanet.org</p>
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FACTS ABOUT BELGIUM

Currency	Euro (€)	Credit cards and debit cards from major banks are accepted for payments. These cards can also be used for cash withdrawals in ATMs. It is also possible to exchange foreign currencies and travel checks into Euros.
Time	CEST	Belgium time is one (1) hour ahead of Greenwich Mean Time (GMT +1)
Languages	Dutch, French, German	Given that Brussels is an international city, English is widely spoken.
Electricity	220v	The plug/socket system is a two pin round pronged plug used across much of Europe.

WEATHER

September is one to the best periods to visit Belgium. The average minimum temperature in Brussels in September is 10.4°C. It rains on average a total of 11 days. You can expect very pleasant temperatures during the day. The average maximum daytime temperature lies around 19.8°C. The sun will occasionally show itself. Medium weight clothing is recommended plus rainwear.

Min Temperature	10 °C
Max Temperature	19 °C
Chance of Rain	37%
Rainy Days	11

CLOTHING & FOOTWEAR

We recommend that you bring clothing that is comfortable for Brussels, such as waterproof coats and comfortable walking shoes, and layers as the temperature can vary throughout the day and from one day to the next.

For visiting the EU institutions, you do not need to dress formal (i.e. a suit). However, keep in mind that we will have a photographer at events so be sure to wear clothing you feel happy with for pictures.

SAFETY AND SECURITY

Although Brussels is in general a safe city to visit, there are of course some exceptions and so it is always best to take certain precautions.

Around Grand Place and the city centre, you should pay extra attention to pickpockets. Many tourists are present around Mannekin Pis heading out towards Parc de Bruxelles, and it is advised to take caution especially at night. In addition, the roads are generally narrow with heavy traffic so take care when crossing the streets. Even in cases of one-way streets, it is important to look both ways before crossing since cyclists are able to use all streets in both directions.

If you hold citizenship from an EU country, you can access Belgium's healthcare services by using a European Health Insurance Card, issued in your home country. More information can be found [here](#).

If you do not hold citizenship from an EU country, you may need to take out appropriate travel insurance to cover any medical bills or appointments if necessary, during your stay in Belgium.

Police, Fire and Ambulance number: 112

112 is a number available everywhere in the EU, free of charge, and can be called via a landline or a mobile. Contact details for more specific problems that you may encounter during your stay in Brussels can be found [here](#).

MEDICATIONS

Please bring with you all the medication and health devices you will need for the visit.

CURRENCY, CREDIT CARDS AND BANKS

The monetary unit of Belgium is the EURO (€). As a method of payment, credit and debit card are widely used. Some places might charge a fee when accepting foreign credit cards as payment.

While credit/debit cards are very popular, there are still many places in Brussels that do not accept credit cards. Since you can never be sure which places these are, be sure to always carry a small amount of cash. For quick withdrawal on credit and debit cards, banks will usually have an ATM machine opened 24/7.

Most banks are open from 09:00 to 16:00/16:30 Mondays to Fridays, and a few are open on Saturdays. Many smaller branches close for an hour at lunch time (usually 13:00 to 14:00). Some banks also offer late night hours on Thursday's until 18:00.

Note: EFA will be covering the cost of your necessities including accommodation and food for the duration of the stay. However, there will be free time for you to explore and do optional activities for which you may want to have some money on hand, either in cash, card or both.

TIPPING

Service and VAT are invariably included in prices in Belgium and tipping is never required. However, if you are very pleased with the provided service, Belgians are generally not offended if they are offered a tip, including tour guides. However, for tours at the European Institutions, this is not advised.

TRAVELING TO BELGIUM

COVID19

All information, developments, and advice about Belgium and COVID-19 can be found at the website of the [info-Coronavirus.be](https://www.info-coronavirus.be). Two weeks prior the event EFA will inform you about the COVID situation in Belgium.

TRAVEL REQUIREMENTS

Foreign nationals who visit Belgium must carry valid travel documents or identity cards that are accepted for border crossing. Please note that residence permits are not valid documents for travelling across borders.

In order to be valid, a travel document or identity card, of non-EEA (European Economic Area) /EFTA (European Free Trade Association) citizens, must:

- be valid at least 3 months beyond the departure date
- have been issued in the last 10 years
- a visa – if you are subject to the Belgian visa regime

Visas may be granted for business trips, tourism, private reasons (family and friends), official visits, short-term studies, and for political, scientific, cultural, sports, or religious events. If you are applying for a visa, please notify EFA as soon as possible so that we can support you in the process.

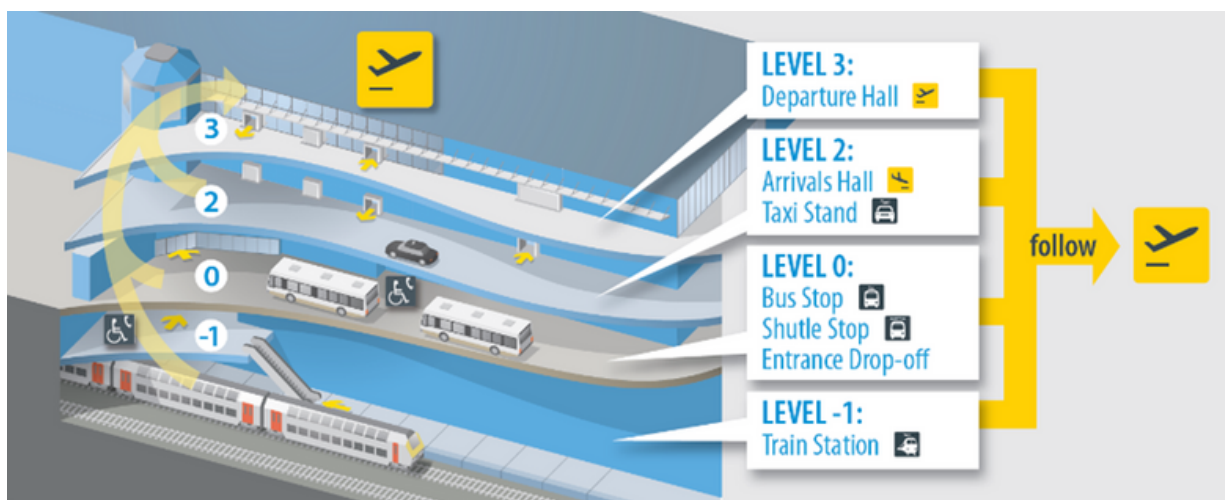
[More Information](#)

GETTING TO BRUSSELS

Located at the centre of Europe, Brussels is accessible by air, train, bus, car and ferry.

Brussels has two airports:

- Brussels-National Airport or Zaventem is about 20 km from the city centre of Brussels. From the airport, you can reach the city centre by a direct train, which takes about 20 minutes and costs EUR 3,20 (standard fare) for a single ticket. A return ticket to the airport costs EUR 9,20 due to an airport tax. A total of 8 trains per hour run to and from Brussels on weekdays. Of those, 2 trains take you to the European district (Schumann station). At 5.24 am, the first train arrives at Brussels Airport and that rhythm continues until about midnight. In the weekend there are 5 trains per hour to Brussels until about 23.00 hours Sunday evening. After that the trains run less frequently. You will find the train station directly under the Departure and Arrival Halls of the airport (level -1). The escalator or lift will take you directly to the platform (or into the airport).



- Brussels South Charleroi Airport is located about 50 km from the city centre of Brussels. From the airport, you can reach the city centre by the Brussels City Shuttle, which takes approximately 45 minutes and costs EUR 31,00 roundtrip. Information on the airport and how to get there can be found [here](#).

SEE YOU IN BELGIUM!

EMERGENCIES CONTACTS

Eleanor Morrissey
Communication and Policy Officer
+32 490499579

Markaya Henderson,
Projects and Patient Engagement Officer
+32 497129412

Alessandra Percuoco,
Events and Programme Officer
+32 491915897

