



## Music4Rom

### Fifth Partnership Meeting

DLV 9

Project number: **543170-LLP-1-2013-1-BE KA1-KA1MPR**

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**Practical Information for the Partners  
attending the Meeting and the on-line  
Conference**



## **Music4Rom 5<sup>th</sup> Partnership Meeting Barcelona 5-9 October 2015:**

### **PRACTICAL INFORMATION**

#### ARRIVAL IN BARCELONA

##### **Barcelona-El Prat Airport:**

Barcelona-El Prat airport has two large terminal buildings: T1 and T2. Barcelona Airport follows the criteria of terminal use by airlines, regardless of the destination or origin of the flight, so flights may depart/arrive from either of the two terminals.

Upon arrival at the airport, the passenger must go to the terminal out of which the airline he/she is flying operates. We recommend that you check in with sufficient time in advance in order to avoid unforeseen problems.

##### **How to reach the city-centre from Airport Barcelona El Prat:**

##### **By BUS:**

**Aerobus** is the bus service that connects the Airport with the centre of Barcelona leaving every 5/10 minutes, every day of the year. In approximately 35 minutes can go or return to either of the Airport Terminals (T1 or T2) comfortably and economically, without having to change stations or stops.

The route covers 3 or 4 stops in the city (Pl.Catalunya; Gran Via – Urgell; Pl. Universitat; Pl. Espanya).

Fares:

Single ticket: 5,90 euro

Return ticket: 10,20 euro

More info: <http://www.aerobusbcn.com/index.php/en.html>

##### **By TRAIN:**

The train is only recommended if you arrive to Terminal 2 (in Terminal 1 there is no train). However we strongly recommend to take the bus or a taxi.

Train stops: Paseo de Gracia and Sants-Estació

Fare: ticket of zone 2

**By TAXI:**

There are taxi ranks opposite the arrivals areas of terminal T1, the Barcelona-Madrid shuttle, and terminals T2 A and T2 B. Fares to the airport include a supplement of 4.20 euro.

Fare: 30 - 40 euro

## LOCAL TRAVEL BY METRO

**Timetable**

Monday to Thursday: 5:00 - 24:00 h

Friday: 5:00 - 02:00 h

Saturday: 05:00 – open all night

Sunday: open until 24:00 h

**Link to the full screen version of the Metro:**

[http://www.tmb.cat/ca/c/document\\_library/get\\_file?uuid=c8996f6c-8ad5-4d21-b59b-faf9fcee80&groupId=10168](http://www.tmb.cat/ca/c/document_library/get_file?uuid=c8996f6c-8ad5-4d21-b59b-faf9fcee80&groupId=10168)

## MEETING VENUE

**The meeting will take place in two different spaces: the 6th and 7th, we will meet at Unió**

**Romani's premises:** [www.unionromani.org](http://www.unionromani.org)

**Address:** C/ Peracamps, 2 bis, bajos. 08001 Barcelona - [Ref. A in the map below](#)

Unió Romani is located at El Raval is a neighbourhood in the Ciutat Vella district of Barcelona. The area, especially the part closest to the port, was also informally known as Barri Xino or Barrio Chino, meaning "Chinatown". El Raval is one of the two historical neighborhoods that border La Rambla, the other being the Barri Gòtic, and contains some 50,000 people.

El Raval has changed significantly in recent years and due to its central location has become a minor attraction of Barcelona. It currently has a very diverse immigrant community (47.4% of its population was born abroad), ranging from Pakistanis and Indonesians, to a more recent Eastern European community, especially from Romania. It is home to many bars, restaurants, and night spots.





<http://www.hotel-mimic.com/>

Fares: Double Room from 119,24 euro

**TRYP Barcelona Apolo Hotel\*\*\*\***

Distance from the meeting venue: 400 metres – 5 minutes walking

Address: Avinguda Paral·lel, 57-59, Barcelona / Phone: +34 933 43 30 00

<http://www.tryphotels.com>

Fares: Double Room from 135 euro

**Onix Liceo Hotel\*\*\*\***

Distance from the meeting venue: 300 metres – 4 minutes walking

Address: Carrer Nou de la Rambla, 36, Barcelona / Phone: +34 934 81 64 41

<http://www.onixliceohotel.com>

Fares: Double Room from 162,68 euro

**Serhs del Port\*\*\***

Distance from the meeting venue: 220 metres – 3 minutes walking

Address: Avinguda Paral·lel, 40, Barcelona / Phone: +34 932 30 85 00

<http://www.hotelserhsdelport.com/>

Fares: Individual Room from 110,30 euro Double Room from 115,60 euro

**BCN Port Hostel\*\***

Distance from the meeting venue: 300 metres – 4 minutes walking

Address: Avinguda Paral·lel, 15, Barcelona / Phone: +34 933 24 95 00 or +34 646 97 15 57

<http://hostalbcnport.com/>

Fares: Double Room from 100 euro

**BCN Nuevo Triunfo\*\***

Distance from the meeting venue: 550 metres – 7 minutes walking

Address: Carrer de Cabanes, 34, Barcelona / Phone: +34 934 42 59 33

<http://www.hotelnuevotriunfo.com/>

Fares: Individual Room from 94,72 euro Double Room from 129,17 euro

## INFORMATION RELATED TO JUSTIFICATION OF COSTS

As it is stated in the Budget of the Project the maximum **daily subsistence cost** per person is 227 euro.

The average price return journey varies for each partner depending on their country of origin. Please check the budget of the project.

### **a) Travel costs**

Travel costs for staff taking part in the project are considered eligible, provided that they are in line with the partner's usual practices on travel costs. Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities.



Reimbursement must be based on real costs, regardless the means of travel chosen (rail, bus, taxi, plane, hire car, etc.). Partners are required to use the cheapest means of travel (e.g. use Apex tickets for air travel and take advantage of reduced fares, where this is not the case then a full explanation should be provided).

The travel cost for a journey should include all costs and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and cancellation costs.

Expenses for private car travel (personal or company cars), where substantiated and where the price is not excessive, will be reimbursed as follows (whichever is the cheapest):

- either a rate per km in accordance with the internal rules of the organisation concerned up to a max of EUR 0.22;
- or price of a rail, bus or plane ticket. Only one ticket shall be reimbursed, independently of the number of people travelling in the same vehicle.

For hired cars (maximum category B or equivalent) or taxis: the actual cost where this is not excessive compared with other means of travel (also taking account of any influencing factors e.g. time, excessive luggage). Reimbursement takes place independently of the number of people travelling in the same vehicle.

Supporting documents that partners must keep to justify the expenses:

- tickets (plane, train, bus, etc.) and invoices (hotels, restaurants, travel agency);
- boarding pass;
- for car journeys: declaration stating the city of departure and arrival, the calculation method with unit rate and number of units, dates and names and activities concerned;
- list of participants duly signed with clear identification of the activity/purpose of the trip, dates, names and functions of the participants in the project (e.g. partner, expert, volunteer, subcontractor);
- proof that the payments have been made by the partner and are recorded in the accountancy.

## **b) Subsistence costs**

Subsistence costs for staff taking part in the project are eligible under this budget heading.

Reimbursement must be based on the existing internal rules of the partner organisations, which may be on the basis of actual costs (reimbursement of receipts) or daily allowances. In any case, those costs cannot exceed the maximum rates published in the LLP Guide (as stated for the meeting in Barcelona are 227 euro). Any surplus will be considered as ineligible. The rate to be applied is the one from the destination country e.g. the country in which accommodation costs are incurred. Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities.

In either case, proof of attendance and overnight accommodation will be required to substantiate the costs declared.

Subsistence rates cover accommodation, meals and all local travel costs (but not local travel costs incurred to travel from point of origin to point of destination).

The maximum number of days that can be claimed is the number of working days + 1. A full day normally includes an overnight stay. In duly substantiated cases, a full day's allowance without an overnight stay may be allowed with a pro rata reduction for accommodation (costs limited to 50% of the maximum rate).

Contacts during the days of the meetings	Office: +34 934 127745 Mobile: Anna Palacios (+34 616018638)
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**Looking forward to meeting you in Barcelona**

**UNIÓN ROMANI Team**

## **Music4Rom**







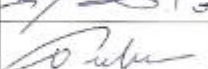
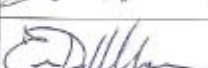


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## **5<sup>th</sup> Meeting Signatures Report**

## Music4Rom

5th partnership meeting Barcelona 6 October 2015

Organization	Name of attendee and mobile number	Signature
IYMF	Marianna Poncelet	
IYMF	Cinzia Laurilli	
Art-Activ Romania	Mihaela Zatroanu	
ERIO	Tim Vandenbulcke	
EPT Slovenko	Lenka Orsagova	
EPT Slovenko	Michaela Csakova	
Mus-E Napoli	Giuseppe Parente	
The Mosaic	Paolo Cremona	
The Mosaic	Teresa Delio Monaco	
Unión Romani	Pedro Casameiro	
Unión Romani	Anns Paisolob	

5th partnership meeting Barcelona 7 October 2015

Organization	Name of attendee	Signature
IYMF	Marianne Poncelet	
IYMF	Cinzia Laurelli	
Art-Activ Romania	Mihela Zeteanu	
ERIO	Tim Vandenbulcke	
EPT Slovenko	Lenka Orsagova	
EPT Slovenko	Michaela Csakova	
Mus-E Napoli	Giuseppe Parente	
The Mosaic	Paolo Cremona	
The Mosaic	Teresa Dello Monaco	
Unión Romani	Pedro Casameiro	
Unión Romani	Anna Palacios	

5th partnership meeting Barcelona 8 October 2015

Organization	Name of attendee	Signature
IYMF	Marianne Poncet	
IYMF	Cinzia Laurelli	
Art-Activ Romania	Mihaela Zatreanu	
ERIO	Tim Vandenbulcke	
EPT Slovenko	Lanka Orsagova	
EPT Slovenko	Michaela Csalova	
Mus-E Napoli	Giuseppe Parente	
The Mosaic	Paolo Cremona	
The Mosaic	Teresa Dello Monaco	
Unión Romani	Pedro Casameiro	
Unión Romani	Anna Pelacios	

## **Pictures of the Meeting and of the On-line Conference**







