



Non-native Tree Species for European Forests -  
Experiences, Risks and Opportunities (FP1403)

## AGENDA

### 7th Joint WG / 7th MC Meeting

COST Action FP1403 (NNEXT)

'Non-native tree species for European forests – experiences, risks and opportunities'

**Ljubljana, Slovenia**

**20 – 21 March 2018**

Start of the WG meeting: Tuesday, 20 Mar. 2018, 08:30

End of the WG meeting: Wednesday, 21 Mar. 2018, 14:00

MC Meeting: Wednesday, 21 Mar. 2018, 14:00 - 16:00

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Core Group Meeting: Monday, 19 Mar. 2018, 09:00 – 13:00

Small Writing Meeting: Monday, 19 Mar. 2018, 14:00 – 19:00

Excursion: Thursday, 22 Mar. 2018, 07:30 – 13:30



**Local Organiser:**

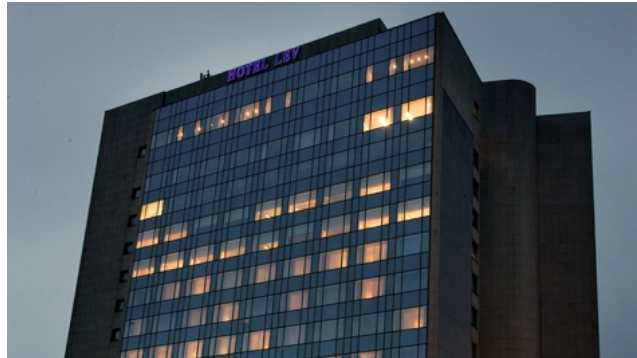
**Robert BRUS, University of Ljubljana, SI ([robert.brus@bf.uni-lj.si](mailto:robert.brus@bf.uni-lj.si))**

**Anna RAMEDER, BOKU University, Vienna, AT ([nnext@boku.ac.at](mailto:nnext@boku.ac.at))**

## Venue

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**Hotel LEV \*\*\*\***,  
Vošnjakova ulica 1  
1000 Ljubljana,  
Slovenia  
T: +386 (0)1 308 7000  
<http://www.union-hotels.eu/en/hotel-lev/>



## Accommodation

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Each participant is responsible for her/his own hotel reservation. Recommended accommodation is **Hotel LEV**. This four stars hotel is located in the city center only 5 min. walk from the railway/bus station and historical city centre and less than 30 minutes' drive from Jože Pučnik international airport.

<http://www.union-hotels.eu/en/hotel-lev/>  
Contact details: [lev@union-hotels.eu](mailto:lev@union-hotels.eu) or +386 1 308 1438.

## Registration 19 and 20 March 2018

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The **Registration** will be open on 19 March **from 18:00 to 20:00** and on 20 March **from 07:00 to 09:00** close to the plenary room to the right from hotel reception desk in the ground floor.

A **registration fee of 60 EUR will be charged in cash at the registration desk**. The registration fee meets the eligible expenses of 3 meals (2 lunches, 1 conference dinner), meaning you will be reimbursed by submitting your Online Travel Reimbursement Request (OTRR) form (meals category not other expenses category in e-COST).

**Day 0**

**Monday, 19 March 2018**

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09:00 – 13:00    **Core Group Meeting** (Participants: Chair, Vice-Chair, WG Leaders, STSM coordinator, GH Administrator)

14:00 – 19:00    **Small Writing Meeting**

Participants: WG Leaders, leaders of manuscripts (nominated by the WG Leaders). *Participation is optional for everyone, but reimbursement for the extra day is only possible for the nominated participants of the writing meeting.*

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18:00 – 20:00    **Registration**

**Day 1**

**Tuesday, 20 March 2018**

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- 07:00 – 08:30     **Registration** (near the plenary room to the right from hotel reception desk, ground floor)
- 08:30 – 09:00     **Welcome address of the local organisers** (B. BRUS)  
**Introduction to the meeting** (E. PÖTZELBERGER)
- 09:00 – 10:45     **Invited Speakers Presentations**  
Hojka Kraigher (Slovenian Forestry Institute, Slovenia) – *Non-native trees in Slovenia and South-eastern Europe*  
Miguel G.C. Ferreira (Direção Regional do Ambiente, Azores, Portugal) – *Non-native trees in the forest sector of the Azores*  
Palle Madsen (University of Copenhagen, Forest & Landscape) – *Non-native trees in Danish forestry*
- 10:45 – 11:15     *Coffee Break*
- 11:15 – 11:30     **Introduction of the Final Achievement Report** (E. PÖTZELBERGER)
- 11:30 – 11:50     **Update Working Groups** (WG Leaders)
- 11:50 – 12:30     **STSM Presentations**
- 12:30 – 13:30     *Light Lunch*
- 13:30 – 13:45     **Introduction of the final conference** (E. PÖTZELBERGER)
- 13:45 – 15:00     **Preparation of the final conference presentations – Introduction: regional differences, Group work (4 groups – 4 levels of perception)**
- 15:00 – 15:30     *Coffee Break*
- 15:30 – 18:00     **WG Sessions**
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- 18:30                *Meeting point in front of the hotel for a walk downtown and to the restaurant.*
- 19:15 – 22:00     **Conference Dinner**

**Conference Dinner    19:15 – 22:00**

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The Conference Dinner will be held at the restaurant Pivnica Union, Pivovarniška ulica 2 (<https://union-pivnica.si/en>).

**Day 2**                      **Wednesday, 21 March 2018**

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08:30 – 09:30      **WG Sessions**

09:30 – 11:00      **Parallel Sessions** on NNT under Climate Change (H. SPIECKER/ H. HASENAUER), Public perception (F. MOHREN)

11:00 – 11:30      *Coffee Break*

11:30 – 13:00      **Plenum discussion on the future of NNT in Europe; Synopsis of the meeting, Outlook**

13:00 – 14:00      *Light Lunch*

*Official closing of the Joint WG meeting*

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14:00 – 16:00      **MC Meeting** (MC Members / MC Substitutes, Science Officer F. ORTELLI)  
(Participation optional for WG Members)

**Day 3 (Optional)**                      **Thursday, 22 March 2018**

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**Field trip** by bus to Douglas fir stands in the Postojna area in the Dinaric Mountains ridge 50 km from Ljubljana.

The participation is optional. An **additional registration** is required per email (robert.brus@bf.uni-lj.si) **until March 8<sup>th</sup>**.

Meeting point: in front of the hotel LEV

Departure time: 7:30am

Return: back to the airport at 13:00 and in the hotel at 13:30

Estimated costs: EUR 10/person

Contact person: Robert Brus (robert.brus@bf.uni-lj.si)

## How to get to the venue/hotel?

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The Meeting will take place at the **Hotel LEV** (<http://www.union-hotels.eu/en/hotel-lev/about-hotel/>)  
Vošnjakova ulica 1  
1000 Ljubljana, Slovenia



### ARRIVING AT LJUBLJANA AIRPORT

**Ljubljana Airport** <http://www.lju-airport.si/en/Main> is located 26 kilometers from the city. Hotel can be reached within a 20-minute ride with taxi, shuttle or bus and should normally cost 7-10 €/person.

### ARRIVING AT THE LJUBLJANA RAILWAY OR BUS STATION

The hotel is located 800m from the station (around 11 min. on foot).

### PUBLIC TRANSPORTATION IN THE CITY

City buses and tickets: <https://www.visitljubljana.com/en/visitors/explore-the-region/traffic-and-transport/city-buses/>

### LJUBLJANA CITY BIKE BIKIKELJ

Rent-a-bike system with 38 stations: <http://en.bicikelj.si/>

### By car or taxi

Hotel LEV offers a garage at Lev hotel, where you can park your car. The overnight parking is 18 EUR.  
Taxi: <https://www.visitljubljana.com/en/visitors/explore-the-region/traffic-and-transport/taxi/>

## How to get to the conference dinner on 20<sup>th</sup> March?

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The Dinner will be held at the restaurant Pivnica Union, (<https://union-pivnica.si/en>) in the city center at around 19:15 (walking distance from the hotel). The address is Pivovarniška ulica 2 (entrance from Celovška street).

## Reimbursement for eligible participants

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- Participants who received an official e-COST invitation with the possibility for reimbursement are kindly asked to submit their OTRR forms via e-COST **within 2 weeks after the meeting**.

In this way we have enough time to check the eligibility of your expenses and ask the COST office for derogations' approvals, if needed. In any case, the OTRRs which are incomplete or submitted later than 30 days after the end date of the meeting will not be considered.

- Make sure you **sign the attendance list on every attended day** of the meeting, as this is a prerequisite for the reimbursement of your expenses. Please look actively for the LO or GH to sign the list!

### Eligible expenses

(for more see Vademecum November 2017: <http://www.cost.eu/download/COSTVademecum>)

The participants are entitled to get reimbursement, if they choose the **most economical means** of transportation and make their travel arrangements **as early as possible** upon receipt of their official invitation to the event.

#### Travel derogation

If you are planning to travel to or from countries other than that where the approved meeting is being held and the residence country registered on your e-COST profile, you must provide a written justification and comparative quotes listing the most economical means of travel close to the dates of the meeting for the expectant journey (from country of residence to country of the meeting and return) at least 1 month before the meeting. Participant can never be reimbursed for more than the cheapest means of travel substantiated on the submitted comparative quotes and never more than the amount that was actually paid for the travel ticket in question.

#### Long distance travel

is currently defined by COST as **CROSS-BORDER travel** (= when a participant travels across national borders from the country they are residing directly to where the approved COST meeting is being held).

##### - Flight expenses

Only economy class flight tickets can be reimbursed. Full itinerary is required. **Tickets must be booked as soon as possible and as cheap as possible**. In any case, the airfares cannot exceed EUR 1200. Travel cancellation, luggage or medical insurance are non-eligible expenses.

##### - Long distance Car travel expenses (crossing national borders) and parking

Up to a maximum distance of 2,000 km at EUR 0.20 per km can be claimed by eligible participants. EUR 0.30 per km can be claimed when two or more eligible participants are travelling to the meeting (please give the names of other eligible participants in the e-COST). Only the driver can be reimbursed. Proof of distance is required. Parking->receipts required for timeframe that coincides with the meeting.

##### - Long distance Train or bus expenses (if crossing national borders)

First and second-class train tickets are eligible to be reimbursed (supplements for fast trains and sleepers are eligible expenses).

**Local transport** = travel options that start and finish within one country's national borders – specifically not travelling across national borders

- **Public transport expenses:** bus, shuttle, train, metro and tram travel within one country



If the amount claimed is equal or less than EUR 25 → no receipts are required, but the details of the relevant journey must be detailed on your e-COST claims. If the amount claimed is more than EUR 25 → receipts, invoices are required.

- **Taxi**

The use of taxi is eligible for reimbursement when no other means of public transport is available or when travel is required between 10pm and 7am on the dates of travel, up to a maximum of EUR 80 for the entire trip. Required info on the receipt: date and time of travel, name of the service provider, full price of the journey.

- **Local Car travel expenses** (within one country)

- **Parking expenses**

Submission of receipts/invoices is required. An eligible participant can only claim for parking expenses incurred for the timeframe that coincides with the approved activity.

**Meals**

Meal expenses are reimbursed against flat rates only (EUR 20 per meal). A maximum of up to 2 meals per day are eligible (lunch and dinner) up to 1 day before and 1 day after the approved meeting with the actual travel times always taking precedence over the 1 day rule.

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| When a participants' travel starts (when they leave their residence/institution) | When a participants' travel ends (they arrive back at their residence) |
| Before 12:00 = 2 meals   | Before 12:00 = No meals provided                                       |
| After 12:00 = 1 meals  | Before 19:00 = 1 meal  |
| After 19:00 = No meals provided  | After 19:00 = 2 meals  |

When a participant travels to or from a meeting destination numerous day before and/or after the approved meeting took place, the meal allowance calculation is applied using the actual travel timings as if the participant travelled one day before and one day after the approved meeting.

**Accommodation**

Reimbursement of expenses for accommodation is based on a flat rate of **EUR 80 per night**. No receipts are required. The maximum number of nights is equivalent to the number of attended meeting days plus 1 night (3 nights for 2 attended meeting days).

**Day 0 – Writing meeting:** only nominated participants are eligible to be reimbursed for the extra day (nominated by WG leaders).

**SEE YOU IN LJUBLJANA!**