

# Policy and Sustainability Committee

10.00am, Tuesday, 23 May 2023

## International Travel 2023/24 - Place

Executive/routine Wards Council Commitments	Routine All
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### 1. Recommendations

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- 1.1 Policy and Sustainability Committee is asked to:
  - 1.1.1 Note the international travel for officers in the Place Directorate which has been agreed under delegated authority due to urgency; and
  - 1.1.2 Agree the remaining international travel for officers within the Place Directorate in 2023/24.

#### Paul Lawrence

Executive Director of Place

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# Report

## International Travel 2023/24 - Place

### 2. Executive Summary

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- 2.1 This report sets out the proposed international travel for officers in the Place Directorate in 2023/24. The report notes that a small number of visits have already been approved under delegated authority due to urgency and seeks approval for the remaining travel activities to be progressed.

### 3. Background

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- 3.1 On [21 November 2019](#), the Council approved a process for International Travel and Conferences. The Council:
- 3.1.1 Agreed that all international travel by officers or elected members (in their role as a representative of City of Edinburgh Council) be considered and approved by the Policy and Sustainability Committee;
  - 3.1.2 Noted that the Council Business Travel and Accommodation Guidance was being reviewed with a view to reducing the overall carbon impact of the Council's international travel; and
  - 3.1.3 Agreed that preference be given to rail travel except where time considerations made it impossible.
- 3.2 A report on the overall carbon impact of international travel was considered by Committee on [21 March 2023](#).

### 4. Main report

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- 4.1 Appendix 1 sets out the international travel requests for officers within the Place Directorate to attend meetings, events or study visits in 2023/24 which would require international travel.
- 4.2 A small number of these travel activities were approved under delegated authority through the Council's Committee Terms of Reference due to the urgency of the decision required.

## **5. Next Steps**

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- 5.1 If approved, arrangements will be made for the travel outlined. The carbon impacts associated with this travel will be submitted as part of the Council's Public Bodies Duties Climate Change Reporting, which is completed annually.

## **6. Financial impact**

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- 6.1 The travel activities listed in Appendix 1 note where external funding has been secured or will be sought.
- 6.2 The remaining costs will be met from service area revenue budgets in 2023/24.

## **7. Stakeholder/Community Impact**

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- 7.1 The Council's process for International Travel and Conferences has been developed with a view to reducing the overall carbon impact of the Council's international travel, with preference being given to rail travel, where possible.
- 7.2 In identifying the mode of travel identified in this report, consideration has been given to rail travel but in some cases, the time taken where direct rail services do not exist are prohibitive to enabling these visits to take place.
- 7.3 The carbon impacts associated with this travel will be submitted as part of the Council's Public Bodies Duties Climate Change Reporting, which is completed annually.

## **8. Background reading/external references**

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- 8.1 None.

## **9. Appendices**

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- 9.1 Appendix 1 – International Travel Requests for 2023/24 from Place Directorate

## Appendix 1 – International Travel Requests for 2023/24

Item	Purpose of Travel	Number of Travellers	Destination	Dates (if known)	Mode of Travel (where known)	Additional Information
1	European Festivals Association, Festival Cities Summit	1	Girona, Spain	23 - 26 April 2023	Air	<p><b>Approval was provided under urgency provisions.</b></p> <p>This summit brings together festival cities from across the Europe to work together on issues within arts, festivals and festival stakeholders.</p>
2	Cultural Course Delegation	1	Beijing and Shanghai, China	29 May 2023 – 2 June	Air	<p><b>Externally funded</b></p> <p>This delegation to Beijing and Shanghai has been arranged for representatives from the city's Festivals and Cultural Venues.</p>
3	Study Visit on Climate Adapted/ Green Blue Neighbourhoods	4	Copenhagen, Denmark	6 – 7 June	Air	<p>This study visit is being arranged to Copenhagen to understand from their experience (both positive and negative) of already designed and built successful city wide green blue infrastructure in an urban context. Council officers from four project teams have been invited to participate in the tour.</p>
4	Echarge4drivers Workshop	1	Barcelona, Spain	29 June 2023	Air, no direct train	<p><b>Approval was provided under urgency provisions.</b></p> <p>EU funded workshop focused on Electric Vehicle charging and innovation. First of a series of three workshops, with external funding</p>

						available to contribute to the cost of attendance at each event .
5	ERASMUS Project Meeting – Story Valley	1	Brussels, Belgium	29 – 31 August 2023	Train	<p><b>Externally funded – condition of funding that representatives attend project meetings.</b></p> <p>Story Valley project, delivered in partnership with Edinburgh College, Book Festival, Storytelling Centre, City of Literature. Uses storytelling to improve literacy in further education students in creative industries.  <a href="https://www.storyvalleyacademy.com/">https://www.storyvalleyacademy.com/</a>.</p>
4	Echarge4drivers Workshop	1	Berlin, Germany	September/October	TBC	See note above on item 4.
5	Echarge4drivers Workshop	1	Luxemburg/Brussels	September/October	TBC	See note above on item 4.
6	ERASMUS Project Meeting - FabConnectHER	1	Leeuwarden, Netherlands	October 2023	Air, no direct train	See note above on item 5.
7	European Festivals Association Congress	1	Berlin, Germany	November 2023	Air, no direct train	EFA's annual congress on creating Europe of the future: how culture and festivals can create better futures for cities and their citizens.
8	Erasmus Project Meeting - FabConnectHER	1	Leon, France	February 2023	Air, no direct train	See note above on item 5.
9	Edinburgh as a Festival City Masterclass for Breda University	1	Breda, Netherlands	Not known	Not known	<p>Invitation to present to Breda University's master's programme and to discuss possible co-operation in the future.</p> <p>Travel arrangements still to be determined.</p>

10	MIPIM 2024	2 – 3	Cannes, France	12 – 15 March 2024	Not yet confirmed	MIPIM is an annual real estate, conference and networking event. In previous years, Edinburgh has participated as part of Team Scotland (co-ordinated by the Scottish Government). In anticipation of a request for Edinburgh to participate in a Team Scotland delegation in 2024, approval in principle is requested.
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