

## URBACT III Guidance Note – 3 March 2020

### Meeting cancellation due to Covid-19 Virus

We received several questions from Lead Partners, National URBACT Points and First Level Controllers about how to handle the impact of the COVID-19 virus on scheduled project meetings. This note provides some recommendations specific to the URBACT programme.

We recommend that you:

- assess the situation based on up to date recommendations from the World Health Organisation (WHO), national embassies, national health organisations and partner organisations.
- cancel meetings or avoid travelling exclusively if there is an official travel ban or travel warning for the region concerned by the trip or if a partner organisation restricts travels and/or meetings or for other justified medical conditions.
- apply preventive measures as suggested by the WHO and similar organisations and to discuss them also with the partner organising the meeting, for example by making hand sanitisers available at the meeting venue.

Should the meeting be cancelled, postponed or if partners/stakeholders could not attend for the reasons as mentioned above or other justified medical conditions, we recommend you:

- to consider together with the partners involved whether carrying out the meeting by other means such as videoconferences is a suitable option in order to minimise the impact on the project workplan.
- to consider rescheduling the meeting taking into account the additional budget that this may require.
- to seek reimbursement (eg. for venue, catering, travel tickets) as quickly as possible and in line with contractual terms. For any unrecoverable costs already incurred we would suggest that you consult the First Level Controller for your project to seek advice on what evidence they will require. According to the URBACT Programme rules, irrecoverable costs could be declared eligible by the First Level Control if this situation is considered a result of unforeseen external circumstances and justification is documented.

If you have any further questions, please get in touch with your usual contacts in the [URBACT Joint Secretariat](#).