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To sending organisations with partners in Ghana, Togo, Benin, Cameroon, Senegal and the Ivory Coast

### **Official Invitation to the Partner Conference in Togo, Lomé 21st to 25th October 2018**

**Registration Deadline: 26<sup>th</sup> August 2018**

Dear partners in West Africa, dear colleagues, dear representatives of sending organizations,

We are pleased to officially invite you to the first weltwärts partner conference in Lomé, Togo from 21st to 25th October 2018. The members of partner organisations in Ghana, Togo, Benin, Cameroon, Senegal and Côte d'Ivoire are invited to apply for participation.

The aim of the conference is to provide the active stakeholders in the weltwärts program with a platform for mutual exchange and networking and to strengthen the dialogue between the various program participants.

The overall topic of the conference is the importance and effectiveness of the weltwärts program. Herein, the focus lies on the effectiveness of the program within the perspective of the local actors as well as on the effectiveness in the context of the Sustainable Development Goals (SDGs). All partners in West Africa are invited to exchange their views on the effectiveness of the voluntary service with the level of the program's steering committee - at the places of assignment, within in the local structures and also after the volunteers' return. Finally the participants are invited to discuss and elaborate on goals for the future.

We expect a high level of initiative and motivation from the participants. Therefore, we highly encourage participants to contribute actively to the program of the conference by conducting a workshop, short presentation etc. It is recommended, that the topic of your contribution is connected with the overall topic of the conference, but this is not mandatory.

## **General information:**

### **Accommodation:**

Accommodation will be in single rooms. We reserve the right to host participants in double rooms due to changing circumstances.

### **Application & Selection of Participants:**

Only one person per organization can participate. The participants should be directly related to the voluntary service within their organization. The concerned countries should be presented equally and due to their involvement in the weltwärts program. Number of participants is limited. The diversity of partners and places of assignment should be represented by the selection of participants. Please make sure to fill the registration form with detailed information.

### **Additional Stay in Togo:**

You are allowed to extend your stay in Togo for five extra days – if it is within this time frame your travel costs from your place of departure to Lomé will be covered. An extension above five days implicated that costs for travel cannot be covered.

If you would like to extend your stay in the conference hotel, we kindly ask you to make any further arrangements with the hotel independently.

### **Binding Registration:**

Number of participants is limited. After your application has been accepted, your attendance at the conference is binding. If you cannot attend the conference (e.g. due to emergencies or illness), please inform us as soon as possible, so that the placement can be given to another applicant.

### **Costs & Reimbursement of Costs:**

Costs of food and lodging, the conference participation costs as well as transportation to and from the conference hotel are covered. There will be no daily allowance.

Travel costs will be reimbursed with presentation of the original tickets. Spare receipts will not be accepted. Taxi costs cannot be covered.

### **Language:**

The conference will be held in French. There will be a translation for English-speaking participants though. Please indicate if you need a translation in your application form.

### **Travel arrangements for participants from Togo, Ghana and Benin:**

Participants from Ghana, Togo and Benin should book their tickets of public transport by their own. Keep the original tickets to assure the reimbursement of your travel costs.

### **Travel arrangements for participants from Senegal, Ivory Coast and Cameroon:**

Participants from Senegal, Ivory Coast and Cameroon are demanded to fill the additional form „Additional application form for the participants from Senegal, Ivory Coast and Cameroon“. On the basis of this information we will book flights for you.

### **Visa applications:**

Please inform yourself if you need a visa (or visa on demand) in order to attend the conference in Togo. We will then provide you with an invitation letter. Inform yourself about additional

documents and preparations (e.g. yellow fever vaccination). Please contact us in case of additional cost or need of support.

*We are looking forward to your registration and a fruitful and exciting conference!*

Greetings from the conducting organisations



Sophie Knabner, VIA e.V.  
Claude Keil, Freundeskreis Afrika e.V.

Toussaint Sani, ASEVEC - Togo  
Roger Amiami, CHE - Togo