

Guidelines for BOARD & LODGING during the Digital Enabler's visit to the hosting Company's premises, to be guaranteed and paid by the hosting Company

LODGING - the minimum criteria for an accommodation are:

1. WIFI – the place where the Digital Enabler (DE) will live needs to have a free WIFI / WLAN access, with very good performance;
2. KITCHEN FACILITY - self-catering facilities or kitchen for preparing meals and including a fridge. If not possible - the place needs to offer a standard breakfast - included in the price of lodging - and a payable dinner service compatible with the daily board allowance;
3. LOCATION - the place should be as near as possible to the Company's premises where the DE will be working with, so he/she does not have to spend too much time in public transports or need taxis or a rented car to get to the Company, unless the DE decides to use an owned transportation at its own costs;
4. QUALITY - recently renovated or new, or at least very clean and with regular cleaning provided by the landlord or hotel. Cleaning should be done at minimum once a week;
5. BED SHEETS & TOWELS – the place needs to provide fresh towels and bed sheets at least once a week;
6. DAYLIGHT & FRESH AIR – the accommodation should not be located in a basement or in absence or very little presence of daylight and windows for fresh air.
7. EQUIPMENT – the accommodation should have at least a bed, a desk to work on, a table to eat, 2 chairs, a wardrobe, a TV and a private bathroom, with at least a shower, a toilet and a sink.

Please note that we **do not** estimate the minimum or maximum price for an accommodation. This depends mainly on where the Company is located. *E.g.* central Berlin will be very expensive (as most capital cities, at least the central parts), when compared to outside of the city of Berlin, where you could get much cheaper lodging, and very often at higher quality, than for the price you would get in central Berlin.

There are two ways to look for a place for a Digital Enabler:

1. The COMPANY looks for a place for their DE, but it is mandatory that the Company respects the minimum criteria set out here above.
2. The DIGITAL ENABLER looks for a place her- or himself. The DE can choose the place and location, then he/she needs to propose it to the Company and the Company has the right to accept the price/location for the chosen place or to reject it and find a more adequate one.

In summary, the Company and the Digital Enabler should cooperate for choosing the place. At first, it is for the Company to find the lodging for the Digital Enabler, however the Company can decide and give the responsibility to the DE to look out for a place, but he/she has to propose the chosen place to the Company and only after mutual agreement go ahead with the booking.

BOARD (food) - we established a minimum amount of money per country per day and per months for the DE that is feasible for the chosen country/location. Please see the table below. But first note that:

1. It is up to the Company and the Digital Enabler to find a mutual agreement on the amount of money that they believe is fair.
2. It depends on the Company structure as some companies have food vouchers for their employees for lunch or an in-house canteen, and so that would have to be subtracted from the agreed or the minimum daily allowance. For example, if the daily allowance for country 'X' is €20 but the company gives a voucher for the value of €7 then the left money for breakfast and dinner per day would be €13.
3. The amount proposed here is the minimum. The Company can go above it, but not below.



Table of minimum reimbursement of daily costs for boarding (subsistence) by the HC

Country of stay	Daily minimum <i>in Euro</i> <i>(for the exchange rates pls refer to inforeuro.eu)</i>	Monthly minimum <i>(for a visit of maximum duration – 28-31 days at the HC’s premises) in Euro</i>	2 weeks minimum <i>(for a visit of minimum duration – 10-12 days at the HC’s premises) in Euro</i>
Albania	11	330	165
Austria	22	660	330
Belgium	20	600	300
Bulgaria	11	330	165
Czech Republic	14	420	210
Croatia	12	360	180
Cyprus	16	480	240
Denmark	25	750	375
Germany	20	600	300
Estonia	14	420	210
France	22	660	330
Finland	23	690	345
F.Y.R.O.M	11	330	165
Greece	16	480	240
Iceland	22	660	330
Ireland	20	600	300
Italy	22	660	330
Latvia	12	360	180
Lithuania	11	330	165
Luxembourg	22	660	330
Hungary	14	420	210
Malta	14	420	210
Montenegro	11	330	165
Netherlands	20	600	300
Norway	25	750	375
Poland	12	360	180
Portugal	16	480	240
Romania	11	330	165
Serbia	11	330	165
Slovenia	14	420	210
Slovakia	12	360	180
Spain	20	600	300
Sweden	23	690	345
Turkey	14	420	210
United Kingdom	20	600	300
Outermost Regions (EU)	20	600	300

