Terms of reference for “Green Energy Center in Iran (GECI) – Enabling Climate Mitigation through Capacity Development” seminars in Berlin

(attachment to application form)

Please click on the “I agree” box under the online application to agree to the terms of reference.

GECI is a scholarship programme; the seminar places available are limited. Therefore, RENAC needs to ensure the attendance of the participants selected for coming to Berlin. For this reason, RENAC asks all candidates to confirm the following statement.

I herewith agree that

Selection of participants:

- RENAC strives to offer the highest number of seats possible for each GECI-training. However, RENAC retains the right to define the applicable eligibility criteria for participation in its seminars.
- If courses are fully booked, RENAC will add my name to a waiting list. In case seats become available, RENAC will inform me as soon as possible.

Seminar fees and confirmation:

- The fees for my participation in the seminar (printed handouts, exercises, laboratories, lunch and tea / coffee during the seminar) shall be financed by the GECI programme.
- If my application for a RENAC course scholarship is accepted, I will be informed via e-mail in due time before the beginning of the seminar. Within 1 week after the acceptance confirmation, I will confirm my participation by sending an email to sistani@renac.de. If I do not confirm my participation, RENAC has the right to transfer my scholarship to another candidate on the waiting list.
- If I am accepted for the GECI-scholarship and confirm my participation, I am obliged to attend the entire seminar and all lectures conducted.
- In case I do not attend parts of the seminar in Berlin, I am aware that I have to pay 500 Euro per full seminar day and 250 Euro for a half seminar day which I do not attend. In case of any sudden illness during the seminar, I will inform RENAC immediately and send a medical certificate with a letter stating the reasons for declining my participation.

Cancellation policy

- In case of any sudden illness after my confirmation, I will inform RENAC immediately and send a medical certificate with a letter stating the reasons for declining my participation. I will inform RENAC via email (sistani@renac.de). I am aware that if I fail to inform RENAC of my absence due to my illness, I will have to bear the seminar costs myself (500 Euro per seminar day).
Health insurance:

- RENAC will provide me with a health insurance for the time of the seminar plus two days (7 days) in Germany. RENAC will send a confirmation of the insurance prior to my arrival in Germany. All other insurances will need to be arranged by myself. I acknowledge that the health insurance provided by RENAC does not cover pre-existing medical conditions.

Visa:

- After I confirm my participation for the scholarship, RENAC will send an invitation letter as a pdf via email to my business address in due time before the seminar starts.
- I will apply for a visa to Germany myself.

Travel costs and arrangements:

- I will organize and book the inbound and outbound flights/train tickets to Berlin, the hotel as well as other travel arrangements myself.
- The visa application process should be taken into account when making a booking. I am aware that I am responsible for all costs and risks associated with visa applications. RENAC will provide a letter of invitation for the local German Embassy.
- RENAC will provide information about hotels situated near Renewables Academy AG in Berlin. RENAC may change timings, venues and scheduled topics in cases of reasonable circumstances and will send me the information.
- I will forward the original receipts for an economy class inbound and outbound flight/ticket and for the hotel accommodation in Berlin to RENAC not later than 3 weeks after the end of the seminar.
- 50% of the travel expenses i.e. economy class flight tickets will be covered by myself. RENAC will reimburse 50% of costs of an economy class flight between Iran and Berlin up to a maximum of 250 Euro.
- 50% of the hotel costs or any means of accommodation during my stay in Berlin for the seminar will be covered by me. RENAC will reimburse 50% of costs in Berlin up to a maximum amount of 41.25 Euro per night. The maximum number of nights is 7 (seven). Any stay over 7 nights will not be reimbursed by RENAC.
- RENAC will refund all the above mentioned costs in cash in Berlin after receiving the receipts (copy of hotel and flight/ticket invoice, copy of boarding passes/tickets via e-mail).

Liability and Force Majeure:

- RENAC shall only be liable to pay compensation - regardless of the legal grounds and regardless of whether the damage is direct or indirect - if the damage was caused by wilful intent or gross negligence on RENAC’s part or on the part of a vicarious agent or in the case of culpable damages to life, body or health or if RENAC has maliciously concealed a defect.
- RENAC will, nevertheless, not be liable for any of the aforementioned damages so long as they resulted from an upcoming, unforeseeable and unavoidable event which is not attributable to RENAC.
- Likewise, RENAC shall not be liable for any damages arising from a substantial change in the prevailing circumstances at the time of acceptance of these terms of reference that may affect the completion of the seminars.
Green Energy Center in Iran (GECI) – Enabling Climate Change Mitigation through Capacity

Intellectual Property and RENAC Material:

- All intellectual property used and distributed in the programme exclusively belong to RENAC. The participants of the programme are not entitled to reproduce, copy, alter, distribute, sell etc. materials, logos etc. belonging to RENAC.

Forum and Governing Law:

- The programme is governed by German Law. The court of arbitration shall be based in Berlin, Germany.

Privacy Policy:

- RENAC will collect, process and use personal data of participants for the sake of providing service to the participants. RENAC will not pass on personal data to third parties without the participant’s explicit consent or in case RENAC is obliged to do so by law.
- Personal data will be saved as long as necessary for the provision of the services plus 10 years thereafter for tax or legal reasons.

Correctness of information:

- I hereby declare that by sending my application to RENAC I confirm the correctness of all provided information in the application form.
Terms of reference for “Green Energy Center in Iran (GECI) – Enabling Climate Mitigation through Capacity Development” online courses

(attachment to application form)

Please click on the “I agree” box under the online application to agree to the terms of reference.

GECI is a scholarship programme and the places for the online courses available are limited. Therefore, RENAC needs to ensure the attendance of the participants selected for the online courses. For this reason, RENAC asks all candidates to confirm the following statement.

I herewith agree that

Selection of participants:

- RENAC strives to offer the highest number of seats possible for each GECI-training. However, RENAC retains the right to define the applicable eligibility criteria for participation in its online courses.
- If courses are fully booked, RENAC will add my name to a waiting list. In case seats become available, RENAC will inform me as soon as possible.

Online course fees:

- RENAC will inform me about my selection for the scholarship via e-mail in due time before the seminar starts. Within 1 week after the selection confirmation, I will inform RENAC via email to sistani@renac.de, whether I accept the scholarship or not. Otherwise, I am aware that RENAC has the right to transfer my scholarship to another candidate on the waiting list.
- Conversely, should I inform RENAC that I accept the scholarship, my online course fees shall be financed by the GECI programme.

Deactivation of account / cancellation:

- If I am accepted for the scholarship in the GECI online seminar, I am aware that I have to attend the entire online course and perform all activities related with it (read the texts, complete the exercises, attend virtual classrooms and exams).
- If I obtain the scholarship for a GECI online course and I fail to attend the course(s), then RENAC will send me a reminder via email. RENAC has the right to deactivate my account if I do not attend the online course(s) within two weeks after the reminder was sent.
- If I need to cancel my scholarship due to sudden illness, I will inform RENAC immediately and send a medical certificate with a letter stating the reasons for declining my participation. In this case I do not have to pay the costs for the respective course(s).

RENAC Online learning material:

- Training material can consist of, but is not limited to, online reading material, downloadable files, graphics, self-assessment tests, exams, assignments and links, data, and software
programs, as well as all organizational and technical documents and information, provided as part of the training by RENAC, its employees or contractors (“Material”).

- Material is provided to me for personal educational and non-commercial use only.
- All right, title and interest in and to such material including but not limited to reproduction, distribution, making public, making available, transmission, translation, performance, display, adaptation and modification are exclusively reserved to RENAC or its licensors.
- I especially agree:
  - not to copy or print out any Material, except for specially indicated Material;
  - not to rent, lease, sub-license, loan, translate, merge, adapt, vary or modify the Material;
  - not to alter, or modify, the whole or any part of the Material, nor permit the Material or any part of them to be combined with, or become incorporated into, any other materials;
  - not to provide or otherwise make available the Material in whole or in part, in any form to any person without prior written consent of RENAC.
- Any infringement of RENAC’s intellectual Property Rights will strictly be prosecuted.

Liability and Force Majeure:

- RENAC shall only be liable to pay compensation - regardless of the legal grounds and regardless of whether the damage is direct or indirect - if the damage was caused by wilful intent or gross negligence on RENAC’s part or on the part of a vicarious agent or in the case of culpable damages to life, body or health or if RENAC has maliciously concealed a defect.
- RENAC will, nevertheless, not be liable for any of the aforementioned damages so long as they resulted from an upcoming, unforeseeable and unavoidable event which is not attributable to RENAC.
- Likewise, RENAC shall not be liable for any damages arising from a substantial change in the prevailing circumstances at the time of acceptance of these terms of reference that may affect the completion of the seminars.

Intellectual Property and RENAC Material:

- All intellectual property used and distributed in the programme exclusively belongs to RENAC. The participants of the programme are not entitled to reproduce, copy, alter, distribute, sell etc. materials, logos etc. belonging to RENAC.

Forum and Governing Law:

- The programme is governed by the German Law. The applicable forum shall be based in Berlin, Germany.

Privacy Policy:

- RENAC will collect, process and use personal data of participants for the sake of providing service to the participants. RENAC will not pass on personal data to third parties without the participant’s explicit consent or in case RENAC is obliged to do so by law.
- Personal data will be saved as long as necessary for the provision of the services plus 10 years thereafter for tax or legal reasons.

Correctness of information:

- I hereby declare that by sending my application to RENAC I confirm the correctness of all information provided in the application form.
Terms of reference for „Green Energy Center in Iran (GECI) – Enabling Climate Mitigation through Capacity Development” seminars in Iran

(attachment to application form)

Please click on the “I agree” box under the online application to agree to the terms of reference

GECI is a scholarship programme; the seminar places are limited. Therefore, RENAC needs to ensure the attendance of the participants selected for the seminars. For this reason, RENAC asks all candidates to confirm the following statement.

I herewith agree that

Selection of participants:

• RENAC strives to offer the highest number of seats possible for each GECI-training. However, RENAC retains the right to define the applicable eligibility criteria for participation in its seminars.
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• If I am accepted for the GECI-scholarship and confirm my participation, I am obliged to attend the entire seminar and all lectures conducted.
• In case I do not attend parts of the seminar, I am aware that I have to pay 500 Euro per full seminar day and 250 Euro for a half seminar day which I do not attend. In case of any sudden illness during the seminar, I will inform RENAC immediately and send a medical certificate with a letter stating the reasons for declining my participation.

Cancellation policy

• In case of any sudden illness after my confirmation, I will inform RENAC immediately and send a medical certificate with a letter stating the reasons for declining my participation. I will inform RENAC via email sistani@renac.de. I am aware that if I fail to inform RENAC of my absence due to my illness, I will have to bear the seminar costs myself (500 Euro per seminar day).

Travel costs:
Green Energy Center in Iran (GECI) – Enabling Climate Change Mitigation through Capacity

- I will organize and book my travel to/from the seminar, the hotel as well as other travel arrangements myself. Travel costs for the seminars in Iran are not included in the GECI scholarship programme and thus will not be refunded by RENAC.

Liability and Force Majeure:
- RENAC shall only be liable to pay compensation - regardless of the legal grounds and regardless of whether the damage is direct or indirect - if the damage was caused by wilful intent or gross negligence on RENAC’s part or on the part of a vicarious agent or in the case of culpable damages to life, body or health or if RENAC has maliciously concealed a defect.
- RENAC will, nevertheless, not be liable for any of the aforementioned damages so long as they resulted from an upcoming, unforeseeable and unavoidable event which is not attributable to RENAC.
- Likewise, RENAC shall not be liable for any damages arising from a substantial change in the prevailing circumstances at the time of acceptance of these terms of reference that may affect the completion of the seminars.

Cancellation policy:
- If, for any reason, RENAC has to cancel a seminar 14 days or more before the start of the seminar, RENAC will not be responsible for any costs incurred by the participant (flight costs, hotel fees, money transfer costs etc.). RENAC will inform the participant via email.

Intellectual Property and RENAC Material:
- All intellectual property used and distributed in the programme belongs exclusively to RENAC. The programme participants are not entitled to reproduce, copy, alter, distribute or sell materials, logos etc. belonging to RENAC.

Forum and Governing Law:
- The programme is governed by German Law. The court of arbitration shall be based in Berlin, Germany.

Privacy Policy:
- RENAC will collect, process and use personal data of participants for the sake of providing service to the participants. RENAC will not pass on personal data to third parties without the participant’s explicit consent or in case RENAC is obliged to do so by law.
- Personal data will be saved as long as necessary for the provision of the services plus 10 years thereafter for tax or legal reasons.

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