

Terms and Conditions (T&C) for MENALINKS North-South Study Tours

TERMS AND CONDITIONS FOR MENALINKS NORTH-SOUTH STUDY TOURS

1. Scope of Application

These Terms and Conditions (T&C) apply to all individuals and organisations participating in MENALINKS study tours to Germany as part of the MENALINKS programme. Study tours consist of a four-day programme in Germany, with a total duration of six days including travel days. Participation is subject to a formal selection and approval process managed by the programme administrator, RENAC, with all offers of enrolment confirmed in writing by RENAC. MENALINKS study tours are provided with the support of the International Climate Initiative (IKI). The following terms apply exclusively to all participants in a study tour offer. Any alternative or conflicting participant terms, procurement guidelines, or institutional policies are hereby excluded and rendered ineffective as regards participation in this programme.

2. Conditions for Participation

2.1 Language Requirements

The MENALINKS study tours are conducted in English unless otherwise specified. It is the responsibility of each participant to possess the required level of proficiency to fully understand the programme content, presentations, site visits, and engage meaningfully during all sessions and interactions. The minimum recommended educational standard is an upper secondary school qualification (high school diploma or equivalent).

2.2 Personal and Non-Transferable Participation

Participation is personal and non-transferable. Only the individual named in the application may participate; substitutions or transfers of registration are not permitted. Upon submission of the application form, the participant makes a binding offer to join the study tour in accordance with these T&C and the programme descriptions issued at the time of application. The study tour agreement becomes binding upon written confirmation by RENAC, which reserves the right to reject applications at its sole discretion.

2.3 Scholarship Confirmation

Scholarship recipients will be informed in writing and are required to confirm their intention to participate within the deadline specified by RENAC.

3. Agreement of Participation in MENALINKS Study Tours

Application for MENALINKS study tours requires the completion of an application form, adherence to the steps outlined by RENAC, and submission of all required supporting documents, which may include passport copies, visa applications, travel insurance documentation, and other requested materials. Only the individual named in the application may participate; all enrolments are personal and non-transferable. Upon submission of the application form, the participant makes a binding offer to participate in the selected study tour under these T&C as well as the service descriptions specified at the time of application which all together form the MENALINKS Study Tour Agreement. The MENALINKS Study Tour Agreement becomes binding only after written confirmation from RENAC is received by the participant. RENAC reserves the right to reject applications at its sole discretion. Study tour descriptions do not constitute legally binding offers.

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4. Study Tour Schedule and Programme

4.1 Duration and Itinerary

The study tour consists of six days in total: four full programme days in Germany and two travel days (one day for arrival and one day for departure). RENAC will notify all participants by email of the detailed programme schedule, venue locations, and other relevant information in advance of the study tour.

4.2 Admission and Attendance

The participant must attend the full six-day study tour as communicated by RENAC, including all scheduled activities, site visits, presentations, workshops, and group sessions. Admission to the study tour is strictly limited to those selected and confirmed in writing. No substitutes or third-party participation will be permitted. Participants are expected to remain with the group throughout the programme and to adhere to all scheduled activities unless otherwise agreed upon with RENAC in advance.

5. Travel Arrangements and Documentation

5.1 Travel to and from Germany

Guidehouse Germany GmbH (Guidehouse) will arrange and cover the costs of international round flights for all selected participants from their home country to Germany. RENAC is not responsible for travel-related aspects to and from Germany.

Once international flights have been booked by Guidehouse, the participant's commitment to attend the study tour is considered firm. Changes to passenger names or itineraries after booking are generally not possible and, where exceptionally required, may lead to additional costs that cannot be covered by the programme.

Any deviations from the proposed travel dates, routes, or arrangements and any individual travel extensions must be agreed in advance with Guidehouse to ensure compliance with MENALINKS and IKI regulations. Costs associated with unapproved deviations cannot be covered.

5.2 Visa Requirements

Participants are responsible for obtaining all necessary visas and travel authorisations required for entry into Germany and the Schengen Area. Guidehouse will provide invitation letters and supporting documentation to facilitate visa applications. However, participants must initiate and complete the visa application process themselves, including payment of any visa fees, which can be reimbursed by Guidehouse upon proof. RENAC cannot be held responsible for visa denials or delays. Participants must inform RENAC immediately if visa difficulties arise.

Costs and consequences arising from failure to meet visa requirements, including denied entry to Germany or any transit country, cannot be reimbursed by RENAC or Guidehouse.

5.3 Travel Insurance

All participants must possess valid travel insurance covering medical emergencies, accidents, repatriation, and third-party liability for the entire duration of the study tour, including travel days.

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Insurance costs that are strictly necessary for obtaining a visa may be eligible for reimbursement by Guidehouse in line with MENALINKS and IKI regulations; all other personal travel insurance costs remain the responsibility of the participant.

5.4 Local Transportation

RENAC will arrange and cover all local transportation in Germany during the four-day programme, including transfers between the hotel, programme venues, and site visit locations. Participants are not responsible for local transportation costs during the official study tour programme. Guidehouse is responsible for airport transfers.

5.5 Accuracy of travel data

Participants must provide complete and accurate personal and passport data exactly as shown in their travel documents for the purpose of flight and accommodation bookings. Any errors or omissions may result in booking problems or cancellations, for which RENAC and Guidehouse cannot accept responsibility.

6. Accommodation and Meals

6.1 Accommodation

Guidehouse will arrange and cover accommodation costs for the four programme nights in Germany. Participants will be accommodated in hotels or guesthouses selected by Guidehouse. Participants are responsible for their behaviour in accommodation facilities and for any damage to property. Any additional personal expenses (minibar, telephone calls, laundry, etc.) are the participant's responsibility.

Any additional nights or deviations from the standard accommodation period must be requested in advance and are subject to prior written approval by Guidehouse; unapproved changes may not be covered.

6.2 Meals and Catering

RENAC will provide and cover the costs of meals during the four-day programme of the study tour (lunch, as well as snacks and refreshments during sessions). Specific dietary requirements or restrictions must be communicated to RENAC in advance to allow for appropriate arrangements.

Meals are provided only during the official four programme days of the study tour. Meals on travel days and during personal free time are not covered by the programme.

7. Programme Material and Intellectual Property

All MENALINKS study tour material—including but not limited to printed content, handouts, presentations, graphics, site visit documentation, photographs, videos, assessments, data, and software provided by RENAC, its staff, contractors, and partner organisations—are referred to as "Material." Material is supplied for personal educational and strictly non-commercial use only. All rights, title, and interest in the Material (including but not limited to reproduction, distribution, making available, transmission, translation, adaptation, and modification) are reserved to RENAC and its licensors. The participant agrees not to copy, print, rent, lease, sublicense, loan, translate, adapt, vary, modify, alter, combine, or provide any Material, in whole or in part, to any third party without prior written consent from RENAC.

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8. Programme Venues and Site Visits

8.1 Access to Venues

Access to all programme venues, including training facilities, site visit locations, partner organisations, and accommodation facilities, is strictly for confirmed participants. Participants are responsible for their own behaviour and the safety of their belongings. RENAC and Guidehouse do not accept responsibility for loss or damage to participant property.

8.2 Compliance with Rules and Regulations

Participants must comply with all venue rules, including health, safety, security, and legal requirements. This includes adherence to rules at site visit locations, which may include industrial facilities, government institutions, research centres, or private enterprises. Participants must follow instructions from RENAC staff, site hosts, and security personnel at all times.

8.3 Photography and Recording

Participants may not photograph, film, or record at certain venues without explicit permission from RENAC and the host organisation. Restrictions will be communicated in advance or at the venue. Participants must respect intellectual property, confidentiality, and security requirements at all times.

9. Responsibility of Participants

9.1 Eligibility and Target Group

The study tours are designed for delegates from MENALINKS partner countries (Egypt, Jordan, Morocco, Tunisia, and Türkiye).

9.2 Mandatory Attendance

Attendance at the full four-day study tour programme is mandatory, including all programme days, site visits, sessions, and group activities. If a participant cannot attend after confirmation, they must provide written notice to RENAC as soon as possible. Withdrawals less than 21 days before the study tour departure date may result in penalties as outlined under Section 11, unless valid documentation (e.g., a medical certificate) is provided or prior approval is granted by RENAC.

By confirming participation and following the subsequent flight booking by Guidehouse, the participant acknowledges a firm commitment to attend the full study tour, including all programme days and associated travel.

9.3 Conduct and Behaviour

Participants are expected to conduct themselves professionally and respectfully at all times during the study tour. This includes interactions with RENAC staff, fellow participants, site visit hosts, hotel staff, and the general public. Disruptive, disrespectful, or unlawful behaviour may result in immediate exclusion from the study tour without refund or compensation, and may incur penalties as outlined in Section 11.

9.4 Health and Medical Requirements

Participants must be in good health and capable of participating in a full and active four-day programme, which may include extended walking, standing, site visits to industrial or outdoor locations, and variable weather conditions. Participants with medical conditions, disabilities, or

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specific needs must inform RENAC in advance to allow for appropriate arrangements. Participants are responsible for bringing any necessary medications and for managing their own health throughout the study tour.

10. Knowledge Assessment Procedures

Study tours may include knowledge assessments, reflections, feedback surveys, or reporting requirements at the beginning, during, or at the end of the programme, as determined by RENAC. All assessment procedures follow official RENAC standards as published or updated by RENAC.

11. Costs and Payment

11.1 Scholarship Coverage

Study tour participation is covered for selected participants via MENALINKS scholarships. The scholarship includes coverage of international return flights in economy class, accommodation for four nights, meals during the programme, local transportation in Germany within the study tour programme, and programme materials. Participants are not required to pay participation fees.

11.2 Participant Responsibilities

Participants are responsible for costs related to obtaining passports, vaccinations, personal travel insurance (with the exception of insurance fees that are required to obtain visas), travel to and from their home airport, excess baggage fees, personal expenses, souvenirs, and any additional accommodation or meals outside the official programme schedule.

Local transportation for personal activities outside the official programme schedule is not covered by the scholarship. Personal expenses during travel days, including meals and individual transfers, are the responsibility of the participant.

11.3 Penalties for Non-Compliance

Non-compliance with attendance and withdrawal policies (no-show, withdrawal without timely notice less than 21 days prior to departure, or leaving the study tour early without valid reason or approval/documentation) may result in a financial penalty equivalent to the full cost of the study tour (including flights, accommodation, meals, and programme costs) and may imply restrictions to participate in future MENALINKS capacity building events. Notice requirements and documentation must align with Section 9. Payment of any penalties must be made on written demand from RENAC.

These penalties particularly apply where flights and accommodation have already been booked on behalf of the participant. Exceptions to penalties may be considered only in duly documented unavoidable cases, such as medical emergencies or force majeure, in line with MENALINKS and IKI programme regulations.

11.4 Cancellation by RENAC

RENAC reserves the right to cancel or postpone a study tour due to insufficient participant numbers, force majeure, travel restrictions, safety concerns, or other unforeseen circumstances. In such cases, RENAC will inform participants as soon as possible. If a study tour is cancelled by RENAC, participants will not incur any financial liability. RENAC is not responsible for any costs incurred by participants in preparation for the study tour (e.g., visa fees, vaccinations, personal arrangements).

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RENAC will announce the date after which participants will be in contact with Guidehouse to book their flights and accommodation. Flights and accommodation arranged without Guidehouse agreement will not be compensated.

12. Privacy, Indemnification, and Liability

12.1 Data Protection

RENAC will collect and process personal data, including passport information, travel details, dietary requirements, health information, and emergency contact details, solely for the purpose of delivering the study tour services and ensuring participant safety and welfare, in accordance with applicable data protection regulations, including the General Data Protection Regulation (GDPR). Participants consent to such data processing by submitting their application. Read RENAC's Privacy Policy here: <https://www.renac.de/renac/privacy-policy>

12.2 Photography and Media Consent

Participants may be photographed or filmed during the study tour for documentation, promotional, and reporting purposes by RENAC or its partners. By participating, participants consent to the use of their image and likeness in MENALINKS programme materials, reports, websites, and social media, unless they explicitly opt out in writing prior to the study tour.

12.3 Indemnification

Participants agree to indemnify RENAC and its affiliated partners, contractors, and host organisations from any claims, liabilities, damages, or expenses arising as a result of the participant's actions, negligence, or breach of these T&C during the study tour.

12.4 Limitation of Liability

RENAC's liability for damages is limited to cases of gross negligence or wilful misconduct, or where essential contractual duties are breached. Liability is capped at a maximum amount equivalent to EUR 5,000 per participant. RENAC and Guidehouse are not liable for force majeure events, third-party actions, travel delays, loss of personal property, or personal injury not caused by RENAC's gross negligence.

13. Jurisdiction

These T&C and all disputes, whether contractual or otherwise, arising out of or in connection with them are governed by German Law, excluding its International Private Law provisions. The place of jurisdiction shall be the courts of Berlin, Germany.

14. Final Provisions

If any part of these T&C is or becomes legally invalid, the remainder remains binding. Benefits and obligations under these T&C cannot be assigned, transferred, delegated, or encumbered without RENAC's prior written consent. Amendments must be in writing. Notices may be sent electronically or by post; recipients must ensure timely access to communications. RENAC reserves the right to update these T&C, and ongoing participation following notification implies acceptance of such changes.