



## Appendix 7

January 2024

### **Terms and conditions of grants for 100 percent financing of incoming delegation visits by foreign public authorities from export markets**

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In accordance with The Finance Act of 2024 §06.41.03.20, Danish missions can apply for 100 percent financing of incoming visits by foreign public authorities with the purpose of displaying Danish solutions. In these instances, all travel expenses (plane ticket, hotel, catering and local transportation) for the foreign delegation can be reimbursed according to the Governmental Circular Note on Official Journeys.

The incoming delegation visits are covered by the general guidelines for the Joint Trade Promotion grants for 2024 in addition to the special terms outlined below. A request for dispensation in relation to this appendix must be requested by writing to the Promotion Team at least two weeks before the delegation visit is carried out.

*The Danish mission is the coordinator of the delegation visit*

The coordinator of the delegation visit must be a Danish mission. When appropriate, the missions are encouraged to collaborate with Danish marketing consortia and business or industry organisations in order to promote Danish strong-holds.

*Reimbursement for catering and networking events*

Catering of the delegation during the entire visit can be reimbursed. Furthermore, two networking events (a lunch, dinner, reception or similar) with the participation of relevant Danish business connections can also be reimbursed. See Appendix B for indicative rates. The following applies:

- If an event is held in a restaurant, 150 percent of the cover rates can be used. If an event is held in the Ministry of Foreign Affairs, a partner's or other rented premises, the expenses for rental and staff may be covered by subsidies in addition to the cover rates.
- Events can be held with cover rates that are higher than the Ministry of Foreign Affairs' cover rates, but the Joint Trade Promotion grant only subsidises up to the cover rate. Any costs in addition to the cover rate must be paid by the Danish mission, companies or delegation participants outside the grant budget.

### *Specification of delegation participants*

When applying, the Danish mission must specify which organisations and representatives will participate in the delegation visit. Justification for participation in the delegation must appear in the form of a brief description of the delegation and the representatives' individual relevance for participation. The coordinator is encouraged to put together a delegation group consisting of as many relevant organisations as possible.

If the grant is approved, an overview of the participating eligible delegation participants must be submitted no later than two weeks before the delegation visit takes place.

### *All participants in the incoming delegation must be present during the delegation visit*

During an incoming delegation visit, participating representatives must be present and participate in joint activities, including presentations, meetings etc.

### *Danish companies can participate in accordance with the current TC payment guidelines*

If the delegation's program includes visits to Danish companies (site visits) with the purpose of showcasing Danish strongholds, the Danish mission can invoice the companies in accordance with the applicable TC payment guidelines. These activities should not be included in the grant budget.

### *Collaborating companies must sign declarations of interest*

Danish companies with an interest in taking on an active role in the delegation visit (site visits, hosting role in connection with reception, etc.) must sign a declaration of interest. The declaration clarifies the company's interest in and support for the delegation visit as well as the commercial value and export opportunities they expect to gain from the delegation visit. When submitting an application, the coordinator must enclose a minimum of three declarations of interest. At least two out of the three declarations of interest must come from Danish companies while the last can come from an organization representing Danish businesses, like trade unions or business associations.

### *Grant applications are assessed by the Trade Council's external Grants Committee*

The Trade Council's external Grants Committee<sup>1</sup> makes decisions in relation to applications for 100 percent financing of incoming delegation visits from public authorities of other countries coordinated by a Danish mission. Applications are submitted to the Grants Committee three times a year in connection with the stated application deadlines. Please note that the processing time for applications for incoming delegation visits is therefore approximately two months from the application deadline.

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<sup>1</sup> The committee consists of four representatives from the Danish private sector who are appointed by the Minister for Foreign Affairs, in accordance with "Lov nr. 53 af 31. januar 2001 om visse aspekter af Danmarks Eksportråds virke" and later revisions.

### *Application deadlines*

Applications must be submitted within the normal application deadlines. These are listed on the Trade Council's website for [trade promotions](#). Not included in these deadlines are delegation visits with official participation, in which government ministers, representatives from the Royal Family or high-ranking government representatives participate. Examples of the latter include board directors, relevant mayors, municipal directors, etc.

To request the application form and budget template please send an e-mail to [eksportfrem@um.dk](mailto:eksportfrem@um.dk).