

Resolution No. 1/2026
on the Rules Governing the Acanthus Prize
of the European Route of Historic Gardens

The European Route of Historic Gardens Board,

Recalling that Article 3 of the Rules of Procedure of the Scientific Committee of the European Route of Historic Gardens establishes the Acanthus Prize of the European Route of Historic Gardens (hereinafter "the Prize");

Bearing in mind that this article provides that the Scientific Committee shall define and publish the criteria for awarding the Prize, adopt the relevant rules, and grant the Prize;

Recognizing that the purpose of the Prize is to acknowledge and reward outstanding initiatives in the preservation, restoration, and promotion of historic gardens;

Affirming that the Prize aims to enhance public awareness of the value of historic gardens, their cultural and ecological significance, and the challenges associated with their conservation and management;

Resolves to adopt the rules governing the Acanthus Prize of the European Route of Historic Gardens, as set out in the appendix to this resolution.

Rules Governing the Acanthus Prize of the European Route of Historic Gardens

PREAMBLE

The Acanthus Prize (hereinafter "the Prize") was established by the European Route of Historic Gardens (hereinafter "ERHG") during its General Assembly, held on May 27, 2025, in Brussels, Belgium, as part of the celebration of the VIII European Forum on Historic Gardens.

The Prize is organized by the ERHG and aims to recognize and reward outstanding initiatives in the preservation, restoration, and promotion of historic gardens.

The ERHG is an association operating under Spanish law, based in Lloret de Mar, Spain. Its mission is to promote and raise awareness of historic gardens by fostering a high-quality cultural and tourism offering that contributes to the sustainable development of the regions where these historic gardens are located.

ARTICLE 1 – NAME OF THE PRIZE

The Acanthus Prize derives its name from the acanthus leaf, a timeless symbol deeply embedded in European culture and artistic tradition. For centuries, the acanthus motif has been a defining element in architecture, from the classical Corinthian columns of ancient Greece and Rome to the intricate ornamentation of Renaissance and Baroque design. It represents the harmonious fusion of nature and human creativity—an enduring inspiration in both architectural forms and decorative arts.

Beyond architecture, the acanthus leaf holds a significant place in historic gardens and landscape design, embodying the resilience and vitality of nature while shaping the European aesthetic sensibility. This intertwining of nature and artistic expression reflects the very essence of European identity—a delicate balance between cultural heritage and the power of the natural world.

By naming the award the Acanthus Prize, the ERHG honors this rich tradition, celebrating outstanding achievements in architecture, art, and the preservation of historic landscapes that continue to shape and define our shared cultural heritage.

ARTICLE 2 – PURPOSE OF THE PRIZE

The purpose of the Prize is to recognize and reward outstanding initiatives for the preservation, restoration, and promotion of historic gardens.

ARTICLE 3 – ELIGIBILITY

Entries for the Prize may only be submitted by candidates from Council of Europe Member States.

ARTICLE 4 – APPLICATION PROCESS AND APPLICATION FILE

4.1. Categories

Initiatives will be awarded in the following categories:

1. **Research & Knowledge Advancement**

This category recognizes outstanding research that advances knowledge of historic gardens. It rewards original academic or scientific work that improves the understanding, documentation, conservation, or management of historic gardens through high-quality research and collaboration.

2. **Restoration, Conservation & Sustainable Management**

This category recognizes outstanding projects that restore, conserve, and sustainably manage historic gardens. It rewards initiatives that preserve the historical authenticity and cultural significance of gardens while addressing environmental and management challenges for their long-term protection.

3. **Cultural & Sustainable Tourism Development**

This category recognizes outstanding initiatives that enhance the visitor experience and promote historic gardens as sustainable cultural tourism destinations. It rewards cultural programmes, exhibitions, events, interpretation, and visitor services that increase the attractiveness and accessibility of historic gardens while supporting sustainable tourism.

4. **Public Engagement, Education & Awareness**

This category recognizes outstanding educational and community initiatives that increase public understanding and appreciation of historic gardens. It rewards projects that engage schools, young people, volunteers, local communities, and the wider public in learning about and caring for historic garden heritage.

5. **Media, Marketing & Promotion**

This category recognizes outstanding communication and promotional initiatives that raise awareness of historic gardens. It rewards publications, digital media, marketing campaigns, documentaries, websites, and other communication activities that effectively promote the value and significance of historic garden heritage.

6. **Innovation & Future-Oriented Initiatives**

This category recognizes outstanding innovative solutions that improve the conservation, management, or interpretation of historic gardens. It rewards the practical application of new technologies, sustainable solutions, creative methods, and contemporary artistic or cultural approaches that contribute to the future of historic garden heritage.

7. Young Professionals & Students

This category recognizes outstanding achievements by students and early-career professionals in the field of historic gardens. It rewards academic, professional, or creative work that demonstrates excellence, originality, and commitment, as well as initiatives that support the development of future specialists through education and mentorship.

8. Honorary Distinction

This category recognizes individuals or organizations whose exceptional lifetime achievements have made a lasting contribution to the preservation, research, management, or promotion of historic gardens. The distinction honors outstanding leadership, professional excellence, and long-term support for the mission of the European Route of Historic Gardens (ERHG) or the wider historic garden community.

4.2. Award Levels

Initiatives may be awarded in Categories No. 1–7 in the following levels:

1. Gold Award – Recognizing the highest achievement in each category, awarded to the project, initiative, or individual that demonstrates excellence at an exceptional level.
2. Silver Award – Celebrating second-place excellence, acknowledging outstanding contributions that stand out for their innovation, impact, or sustainability.
3. Bronze Award – Recognizing third-place achievements for highly commendable efforts that contribute significantly to the preservation, promotion, or development of historic gardens.

The Gold, Silver and Bronze Awards shall be granted on the basis of the final ranking resulting from the Jury's evaluation and the final scores obtained by the entries, subject to the Jury's determination that the required standard of excellence has been achieved. Jury may decide not to award a Gold, Silver or Bronze Award if no submission reaches the required standard of excellence.

The Honorary Distinction (Category No. 8) is a unique award presented to a single individual or organization in recognition of outstanding achievement.

The Acanthus Diploma / Recognition, described in Section 4.3, is a separate non-competitive distinction granted upon nomination by the host country of the ERHG Annual Forum and approval by the ERHG Board of Directors.

4.3. Acanthus Diploma

In addition to the Acanthus Awards, the Jury may grant an Acanthus Diploma, a special

non-competitive distinction presented during the ERHG Annual Forum. The Acanthus Diploma is intended to recognize an individual whose lifetime achievements have made an exceptional contribution to the preservation, research, conservation, management, promotion, or public appreciation of historic gardens at the national and European level. The distinction may also be awarded posthumously. The nomination for the Acanthus Diploma shall be submitted by the country hosting the ERHG Annual Forum, or by an organization or individual designated by the host. The nomination shall include a comprehensive presentation of the nominee's professional achievements and contribution to historic garden heritage and a justification of the nomination. The nomination shall be reviewed by the Scientific Committee and submitted to the ERHG Board of Directors for final approval. The Acanthus Diploma is not subject to competitive evaluation or ranking and may be awarded to only one individual during a given edition of the Acanthus Prize.

4.4. Entry Procedure

1. Entries may be submitted in only one category. In case of uncertainty regarding the most appropriate category, applicants should contact the ERHG's Scientific Committee: scientificcommittee@europeanhistoricgardens.eu.
2. Entries may be submitted by individuals or organizations authorized to represent the initiative, provided they have obtained the nominee's consent. The entrant must inform all associated partners and stakeholders of their application.
3. A single individual or organization may submit no more than one entry in each Prize category. The same initiative may not be submitted in more than one category in the same edition of the Prize. Different initiatives may be submitted in different categories, up to a maximum of one entry per category. An initiative may be resubmitted in future editions of the Prize, provided it continues to meet the eligibility requirements.
4. For Categories 2 to 7, the initiative must have been completed within the three years preceding the date of the Prize call announcement. For the purposes of these Regulations, "completed" means that the initiative has reached its final stage and has been formally concluded, such as through completion of restoration or conservation works, official opening to the public, publication of the final output, final acceptance by the commissioning authority, or another equivalent act demonstrating that the project has been fully implemented.
5. Incomplete entries will not be considered.
6. All entries must be submitted in English.

4.5. Timelines

1. September – Announcement of the call for award applications.
2. October 1st – Opening of award submissions.
3. December 31st– Closing of award submissions.
4. January–February – Judging process.
5. March – Announcement and confirmation of winners list.
6. Award ceremony at the European Forum of Historic Gardens. The event date is set individually.

ARTICLE 5 – THE SELECTION PROCESS

5.1. The Jury

1. The Prize is awarded through a competition assessed by a Jury consisting of 3 to 11 members of the ERHG's Scientific Committee (hereinafter "the Jury"). The names of the members of the Jury are public.
2. Members of the Jury may not be candidates for the Prize or any other distinction awarded under these Regulations. Any Jury member who has, or may reasonably be perceived to have, a personal, professional, financial, or institutional conflict of interest in relation to a candidate or submitted initiative shall disclose this conflict to the Scientific Committee Board before the evaluation of the relevant category begins. The Board shall decide whether the conflict requires the member's exclusion from the evaluation of that entry. Where a conflict of interest is confirmed, the Jury member shall not participate in the discussion or voting concerning the relevant entry, shall not have access to confidential documentation related to that entry beyond what is necessary to identify the conflict, and shall leave the meeting (or virtual session) for the duration of the discussion and vote. The declaration of the conflict of interest, the decision on exclusion, and the member's absence from the discussion and voting shall be recorded in the minutes of the meeting.
3. The Jury will meet either virtually or in person. The Secretary shall prepare minutes of each meeting, including attendance, declarations of conflicts of interest, decisions on recusals, voting results, and any other procedural matters. The minutes shall be validated by the President of the Jury and circulated to all members of the Jury.

5.2. Jury's Decision and Selection of the Winner

Candidates are evaluated by the Jury using a points-based assessment, with each Jury member awarding a score from 0 to 5 points for each eligible entry. The final score of

each entry shall be the arithmetic mean of the scores awarded by all Jury members participating in the evaluation of that entry. Jury members who have been excluded from the evaluation due to a conflict of interest shall not be included in the calculation of the final score. The selection process shall include the following steps:

1. Preliminary Review: The Jury will assess all applications to ensure they meet the eligibility requirements. Incomplete or ineligible submissions will not proceed to the next stage.
2. Individual Evaluation: Each eligible application will be independently reviewed and scored by the Jury members using the official Evaluation Form.
3. Deliberation: Following the individual evaluations, the Jury will meet to discuss the results, exchange observations, and confirm the final ranking of the entries. Where necessary, the Jury may request additional clarifications or supporting materials from applicants.
4. Selection of the Winner(s): Awards shall be granted on the basis of the final ranking and the overall quality of the entries. The Jury may award Gold, Silver and Bronze Awards, as well as honorary distinctions where appropriate.
5. Minimum Quality Threshold: The Jury may decide not to award a Gold, Silver or Bronze Award in a given category if, in its opinion, none of the submitted entries demonstrates a level of excellence consistent with the objectives and standards of the Prize, regardless of its final score.
6. Tie-breaking: If two or more entries receive the same final score and the tie affects the allocation of an award, the Jury shall first seek to reach a consensus through discussion. If no consensus is reached, the tied entries shall be subject to a separate vote of the Jury members participating in the evaluation. If the vote remains tied, the President of the Jury shall have the casting vote.

The Jury's final results shall be submitted to the ERHG Board for formal approval before being officially announced on the ERHG website. A report summarizing the Jury's deliberations and final decisions will be published on the ERHG website in the interest of transparency. Individual scores and votes cast by Jury members shall remain confidential.

ARTICLE 6 – PRIZE AND AWARD CEREMONY

1. The winner will receive an honorary distinction in the form of a diploma commemorating the recognition.
2. The Prize ceremony will be held annually during the European Forum on Historic Gardens, organized by the ERHG.
3. Winners are invited to attend the Prize Award Ceremony. Attendance is encouraged but is not a condition for receiving the Prize. Winners who are unable

to attend may nominate a representative to accept the award on their behalf by informing the ERHG in advance.

4. All travel and accommodation expenses related to attendance at the Award Ceremony shall be borne by the winner or their representative, except for winner of the Category 8 (Honorary Distinction), whose travel and accommodation expenses shall be covered by the ERHG. The ERHG shall not cover any travel, accommodation, or other expenses incurred by accompanying persons of the winners or their representatives (see Annex Rules on the Coverage of Expenses Related to the Acanthus Prize).

ARTICLE 7 – POSTPONEMENT, CANCELLATION AND REFUSAL OF THE PRIZE

1. The ERHG reserves the right to postpone or cancel the Prize, particularly in cases of insufficient participation.
2. In the event that the winner refuses to accept the Prize after being notified, the following regulations will apply:
 - a. The winner must notify the ERHG in writing of their refusal within 7 days of the notification of their selection.
 - b. The Prize may be offered to the runner-up, if deemed appropriate by the Jury.
 - c. If no alternate winner can be identified, the Prize may be withheld for that year.

ARTICLE 8 – PROTECTION OF PERSONAL DATA

1. Participants consent to the processing of personal data by the ERHG in accordance with Spanish law, Regulation (EU) 2016/679 of April 27, 2016 (GDPR), Organic Law 15/1999 of December 13 (LOPD), and Royal Decree 1720/2007 of the development of the LOPD.
2. Participants acknowledge that, to the extent permitted by Spanish data protection law and solely for administrative purposes, their personal data may be shared with organizations affiliated with the ERHG outside Spain. The ERHG and its affiliated organizations commit not to sell, rent, transfer, or disclose personal data to third parties, either partially or in full, free of charge or for commercial purposes, and to use the data solely for the purposes outlined in this agreement.
3. All necessary precautions shall be taken to preserve the confidentiality and security of personal data, preventing unauthorized access, loss, or alteration.
4. Participants are informed that their data will be retained for the duration of the contractual relationship, extended by the period required by legal obligations

(typically five years after the end of the contract).

5. Participants have the right to access, rectify, object to, restrict, transfer, and erase their data by submitting a written request to the ERHG's Scientific Committee: scientificcommittee@europeanhistoricgardens.eu.

ARTICLE 9 - INTELLECTUAL PROPERTY AND ASSIGNMENT OF RIGHTS

1. All materials submitted for the Prize remain the property of their respective authors. Under no circumstances will the Prize organizers request any material for purposes other than the celebration and promotion of the ERHG and the associated Prize. Consequently, the return of submitted materials to the authors is not contemplated.
2. Graphic materials submitted to the Prize by participants will be considered as granted to the ERHG, which, in turn, may share them with third parties solely for the following purposes:
 - a. Publicly sharing them on the ERHG's website and social media,
 - b. Including them in the exhibition of selected works,
 - c. Featuring them in the ERHG's publications or the Prize catalogue.
3. All required content must be submitted in digital format and uploaded online, serving only a dissemination function.
4. By accepting these rules as a condition of participation, authors grant the ERHG the rights to use images representing their work for the aforementioned purposes. Participants also confirm that they have produced or lawfully obtained all submitted materials while fully respecting the intellectual property rights of third parties.
5. The ERHG bears no responsibility for any misuse of materials by participants that may infringe upon third-party rights. Furthermore, the ERHG reserves the right to disqualify any participant found in violation of these regulations and may pursue legal action in cases where direct or indirect harm occurs.

ARTICLE 10 – ACCEPTANCE OF THE RULES

Participation in the Prize implies full acceptance of these rules. Acceptance of these rules must be confirmed by checking the consent box in the electronic entry form.

ARTICLE 11 – APPLICABLE LAW AND JURISDICTION

1. Spanish law shall govern these rules and their execution.
2. Any disputes arising between participants and the Prize organizers shall be resolved amicably. If no resolution is reached, disputes shall be submitted to the exclusive jurisdiction of the courts of Lloret de Mar, Spain.



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The Acanthus Prize of the European Route of Historic Gardens Entry Form

* Indicates required question

General Information

1. Title of Entry*

Please provide the title of your entry.

(Short answer)

2. Country of Entry*

Please select the country of your entry.

(Dropdown list)

- | | | |
|--|---|--|
| ☐ Albania | ☐ Georgia | ☐ Netherlands |
| ☐ Andorra | ☐ Germany | ☐ North Macedonia |
| ☐ Armenia | ☐ Greece | ☐ Norway |
| ☐ Austria | ☐ Hungary | ☐ Poland |
| ☐ Azerbaijan | ☐ Iceland | ☐ Portugal |
| ☐ Belgium | ☐ Ireland | ☐ Romania |
| ☐ Bosnia and
Herzegovina | ☐ Italy | ☐ San Marino |
| ☐ Bulgaria | ☐ Latvia | ☐ Serbia |
| ☐ Croatia | ☐ Liechtenstein | ☐ Slovak Republic |
| ☐ Cyprus | ☐ Lithuania | ☐ Slovenia |
| ☐ Czechia | ☐ Luxembourg | ☐ Spain |
| ☐ Denmark | ☐ Malta | ☐ Sweden |
| ☐ Estonia | ☐ Republic of
Moldova | ☐ Switzerland |
| ☐ Finland | ☐ Monaco | ☐ Türkiye |
| ☐ France | ☐ Montenegro | ☐ Ukraine |
| | | ☐ United Kingdom |

3. Choose your category*

Please select the category of your entry.

(One choice)

- Research & Knowledge Advancement
- Restoration, Conservation & Sustainable Management
- Cultural & Sustainable Tourism Development
- Public Engagement, Education & Awareness
- Media, Marketing & Promotion
- Innovation & Future-Oriented Initiatives
- Young Professionals & Students
- Honorary Distinction

4. Year of completion

Take note the initiative for Categories No. 2 to 7 must have been completed within the last three years from the date of the Prize call announcement. (Short answer)

5. Description of the Entry*

Please provide a detailed description of your entry. Maximum 4000 characters, including spaces.

(Paragraph text, 4000 characters limit)

6. Additional Materials

Please upload any additional materials relevant to your entry (e.g., images, plans, books, reference letters, CV etc.). Valid file types include: .jpg, .png, .mp4, .pdf, .doc, .docx, .ppt, .pptx, .zip, and .txt. The maximum file size is 25 MB.

(File upload)

Contact Details

7. Name of the Entrant*

Please provide your full name (first and last name).

(Short answer)

8. Affiliation

Please provide the name of your organization, institution, or affiliation, if applicable.

(Short answer)



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9. Email address of the Entrant*

Please provide your email address for further correspondence.

(Short answer)

Declaration

By submitting your data and other material to the Acanthus Prize, you agree to the processing and sharing of your data in accordance with the Rules Governing the Acanthus Prize of the European Route of Historic Gardens.*

- ☐ I accept
 - ☐ I don't accept
-

Submit Your Entry

Once all fields are completed, click "Submit" to finalize your entry.



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The Acanthus Prize of the European Route of Historic Gardens Judging Submitting Form

* Indicates required question

Judge Information

(For internal use only, not shared with participants.)

1. **Judge's Name*** *(Short answer)*
 2. **Affiliation** *(Short answer)*
 3. **Email Address*** *(Short answer)*
-

Entry Ratings

Please evaluate each entry by selecting one of the following options:

- No Vote – You abstain from evaluating this entry.
 - 0–5 points – Award a score, where 0 = lowest and 5 = highest.
-

Category 1: Research & Knowledge Advancement.

- **Entry #1*** *(Multiple choice)*
 - No Vote
 - 0
 - 1
 - 2
 - 3
 - 4
 - 5

(Repeat as needed for additional entries.)

Additional Comments (Optional)

If you have any comments or feedback on the entries, please provide them below.

(Paragraph text)

Category 2: Restoration, Conservation & Sustainable Management.

- **Entry #1*** *(Multiple choice)*
 - No Vote



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- ☐ 0
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

(Repeat as needed for additional entries.)

Additional Comments (Optional)

If you have any comments or feedback on the entries, please provide them below.

(Paragraph text)

Category 3: Cultural & Sustainable Tourism Development.

- **Entry #1*** *(Multiple choice)*

- ☐ No Vote
- ☐ 0
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

(Repeat as needed for additional entries.)

Additional Comments (Optional)

If you have any comments or feedback on the entries, please provide them below.

(Paragraph text)

Category 4: Public Engagement, Education & Awareness.

- **Entry #1*** *(Multiple choice)*

- ☐ No Vote
- ☐ 0
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5



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(Repeat as needed for additional entries.)

Additional Comments (Optional)

If you have any comments or feedback on the entries, please provide them below.

(Paragraph text)

Category 5: Media, Marketing & Promotion.

- **Entry #1*** *(Multiple choice)*

- ☐ No Vote
- ☐ 0
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

(Repeat as needed for additional entries.)

Additional Comments (Optional)

If you have any comments or feedback on the entries, please provide them below.

(Paragraph text)

Category 6: Innovation & Future-Oriented Initiatives.

- **Entry #1*** *(Multiple choice)*

- ☐ No Vote
- ☐ 0
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

(Repeat as needed for additional entries.)

Additional Comments (Optional)

If you have any comments or feedback on the entries, please provide them below.

(Paragraph text)



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Category 7: Young Professionals & Students.

- **Entry #1*** (Multiple choice)

- No Vote
- 0
- 1
- 2
- 3
- 4
- 5

(Repeat as needed for additional entries.)

Additional Comments (Optional)

If you have any comments or feedback on the entries, please provide them below.

(Paragraph text)

Category 8: Honorary Distinction.

- **Entry #1*** (Multiple choice)

- No Vote
- 0
- 1
- 2
- 3
- 4
- 5

(Repeat as needed for additional entries.)

Additional Comments (Optional)

If you have any comments or feedback on the entries, please provide them below.

(Paragraph text)

Final Submission

Click "Submit" to finalize your judging scores.

Annex

Rules on the Coverage of Expenses Related to the Acanthus Prize

This Annex forms an integral part of the Rules Governing the Acanthus Prize of the European Route of Historic Gardens and establishes the expenses that may be covered by the European Route of Historic Gardens (ERHG) in connection with the presentation of the Prize.

1. Individual recipients of the Honorary Distinction

Where the Acanthus Prize Honorary Distinction is awarded to an individual, the ERHG shall cover:

- a. the Forum participation fee for the honouree;
- b. the cost of the Gala Dinner for the honouree and one accompanying partner;
- c. the honouree's travel costs, based on economy-class air travel or standard-class travel by train or other public transport, including cabin baggage only; and
- d. accommodation for the honouree and one accompanying partner, in a shared room of a basic standard.

Any additional costs, including fare upgrades, checked or excess baggage, additional hotel services, a higher room category, an additional room, or an extended stay, shall be borne by the honouree or the accompanying partner.

2. Recipients of other Acanthus Prize awards and distinctions

Where an Acanthus Prize award or distinction other than the Honorary Distinction is granted to an institution, organization, or individual, the ERHG shall cover:

- a. the Forum participation fee for one person; and
- b. the cost of the Gala Dinner for one person.

In the case of an institution or organization, the beneficiary shall designate one representative entitled to receive the above-mentioned support. Unless otherwise decided by the ERHG Board in duly justified circumstances, the ERHG shall not cover travel, accommodation, or expenses incurred by accompanying persons.

3. Travel standards and eligible costs

Travel funded by the ERHG shall be arranged or reimbursed according to the following rules:

- a. air travel shall be based on economy-class fares;
- b. rail and other public transport shall be based on standard- or second-class fares;
- c. air fares should, wherever reasonably practicable, include cabin baggage only;
- d. any difference between an eligible standard fare and a first-class, business-class, flexible, or otherwise upgraded fare shall be borne by the traveller; and
- e. additional expenses, including checked baggage, excess baggage, seat selection, priority boarding, travel insurance, or other optional services, shall be borne by the traveller unless expressly approved in advance by the ERHG.

The ERHG shall cover only reasonable and properly documented travel expenses. Travel arrangements shall be agreed with or approved by the ERHG before booking.

4. Accommodation standards and financial limits

Accommodation funded by the ERHG shall be limited to the nights reasonably required for participation in the European Forum on Historic Gardens and the Acanthus Prize Award Ceremony.

The maximum eligible accommodation cost per night shall be determined by the ERHG Board for each edition of the Prize. In establishing this limit, the Board may refer to the official accommodation rates applicable under Spanish regulations governing travel and subsistence expenses.

Only the accommodation limit shall apply. No entitlement to a daily subsistence allowance, per diem, meals, incidental expenses, or any other allowance shall arise under this Annex.

Where the actual accommodation cost exceeds the approved limit, the difference shall be borne by the honouree, representative, or accompanying partner, as applicable.

5. Booking and reimbursement procedure

The ERHG may either arrange and pay for eligible travel and accommodation directly or reimburse eligible expenses upon presentation of appropriate invoices, receipts, tickets, and proof of payment.

No cost exceeding the standards or limits established in this Annex shall be reimbursed unless the ERHG has given its prior written approval.