



DECISION NO 15-II-12
OF THE ADMINISTRATIVE BOARD
OF THE EUROPEAN FISHERIES CONTROL AGENCY
of 15 October 2015

**relating to Rules on the reimbursement of expenses incurred by people from
outside EFCA invited to attend meetings in an expert capacity**

European Fisheries Control Agency

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THE ADMINISTRATIVE BOARD OF THE EUROPEAN FISHERIES CONTROL AGENCY

Having regard to Council Regulation (EC) No 768/2005 of 26 April 2005¹ establishing a Community Fisheries Control Agency² (hereinafter referred to as 'EFCA'), and in particular Article 23(2)(h) thereof,

Whereas:

It is necessary to update the rules on the reimbursement of expenses incurred by people from outside EFCA invited to attend meetings in an expert capacity, and, in particular, to clarify the reimbursement as regards trainings organised by EFCA attended by government experts.

HAS DECIDED AS FOLLOWS:

Article 1

The rules on the reimbursement of expenses incurred by people from outside EFCA invited to attend meetings in an expert capacity set out in the Annex are adopted.

Article 2

- (1) This decision shall take effect on 1 January 2016 and repeals AB Decision No 08-I-14(1) of 13 March 2008 relating to Rules on the reimbursement of expenses incurred by people from outside the CFCA invited to attend meetings in an expert capacity.
- (2) This decision shall be published on the EFCA intranet.

Done at Vigo on



Reinhard Priebe
Chair of the Administrative Board

¹ As amended.

² Since 1/1/2012 'European Fisheries Control Agency'.

Rules on the reimbursement of expenses incurred by people from outside

EFCA invited to attend meetings in an expert capacity

Adopted by the Administrative Board of EFCA on 15 October 2015.

Doc. AB Decision No 15-II-12

ARTICLE 1 – SCOPE

- (1) These rules shall apply to:
- (a) anyone from outside the EFCA who is invited to participate in a meeting¹ organised by the EFCA in an expert group², or by personal invitation, wherever the location of the meeting;
 - (b) anyone responsible for accompanying a disabled person who has been invited by the EFCA to attend a meeting in an expert capacity.
- (2) Participants may be private-sector experts or government experts:
- (a) Private-sector experts are individuals who represent civil society or work for a private organisation who have been invited to give the EFCA the benefit of their personal expertise or to represent their organisations in a specific area, but not to defend the interests of a particular country.
 - (b) Government experts are individuals who have been invited as representatives of a national, regional or local public authority of a Member State or a third country, or who have been appointed by such an authority to defend the point of view of their country of origin on a particular issue or for the purposes mentioned in the invitation to participate in a meeting organised by EFCA.
- Such individuals are members of a ministry, authority or public body and may lose their status only after they have provided proof that they have ceased to work in their country's public service.
- (3) These rules do not apply to government experts invited to trainings organised by EFCA, who are covered under the European Maritime and Fisheries Fund operational programmes of the Member State concerned.

¹ For the purpose of these rules, the term "meeting" covers meetings, conferences, trainings, workshops, participation at EFCA's coordination centre and other similar events organised by EFCA.

² Expert groups are set up by the EFCA to assist in the administration and operational organisation tasks of the EFCA. Such groups provide expert opinions to the EFCA. They may consist of government experts but also of experts or interested parties from industry, non-governmental organisations, trade unions, the academic world, etc. Such groups are chaired by the EFCA or by one of their members.

ARTICLE 2 – LIABILITY

The EFCA shall not be liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the meeting is held, unless such harm is directly attributable to the EFCA.

In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

ARTICLE 3 – TRAVEL EXPENSES

- (1) Experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation (work or home address) to the place of the meeting, by the most appropriate means of transport given the distance involved. In general, for journeys of less than 400 km (one way, according to official distance by rail) this shall be first-class rail travel, and for distances of more than 400 km economy class air travel.

If the journey by air involves a flight of 4 hours or more without stopovers the cost of a business class ticket shall be reimbursed.

- (2) The responsible authorising officers for commitments shall specifically try to ensure that meetings are organised in such a way as to enable experts to benefit from the most economical travel rates.

The responsible authorising officers for payments shall scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights. They shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place.

- (3) Travel expenses shall be reimbursed on presentation of relevant supporting documents: tickets and invoices. The documents supplied must show the class of travel used, the time of travel and the amount paid.
- (4) The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.
- (5) If the route is not served by a train the cost of travel by private car shall be reimbursed at the rate of EUR 0.22 per km.
- (6) Taxi fares shall not be reimbursed, unless there is no formal public transport available.



- (7) Travel expenses shall be reimbursed on condition that the experts declare on their honour that they are not receiving a reimbursement of the travel expenses from another EU institution or body for the same visit.

ARTICLE 4 – DAILY AND ACCOMMODATION ALLOWANCES

- (1) The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.
- (2) The daily allowance shall be determined according to the scale set out in Article 13(2) of Annex VII to the Staff Regulations of Officials and the conditions of employment of other servants of the European Communities.
- (3) If the place of departure cited in the invitation is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%.
- (4) Experts who have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains shall also be entitled to an accommodation allowance. The number of nights may not exceed the number of meeting days + 1. The accommodation allowance shall be determined according to the scale set out in Article 13(2) of Annex VII to the Staff Regulations of Officials and the conditions of employment of other servants of the European Communities. Accommodation expenses shall be reimbursed on presentation of supporting documents: hotel invoice or equivalent. The documents supplied must show the hotel used, the time of stay and the amount paid.
- (5) An additional accommodation allowance and/or daily allowance may, exceptionally, be paid if prolonging the stay would enable the expert to obtain a reduction in the cost of transport worth more than the amount of these allowances.
- (6) The daily allowance and/or accommodation allowance may be increased by 50% by reasoned decision of the responsible authorising officer for very high level experts.

ARTICLE 5 – ADDITIONAL EXPENSES

Where, taking into account any expenses incurred by disabled experts as a result of their disability or any person accompanying them, the allowances provided for in Article 4 appear to be clearly inadequate, the expenses shall be reimbursed at the request of the responsible authorising officer on presentation of supporting documents.

ARTICLE 6 – ALLOWANCES ENTITLEMENTS

- (1) Unless stated otherwise in the letter of invitation and the request to organise the meeting, private-sector experts shall be entitled to a daily allowance for each day of

the meeting and, where appropriate, an accommodation allowance, on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from another EU institution or body for the same visit.

The responsible authorising officer shall ensure consistency between the content of the letters of invitation and the request to organise the meeting.

- (2) Government experts shall receive a daily allowance for each day of the meeting and/or, where appropriate, an accommodation allowance, provided that provision for this is made and on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from another EU institution or body for the same visit.
- (3) The authorising officer by delegation may, by reasoned decision and on presentation of supporting documents, authorise the reimbursement of expenses which invited experts have had to incur as a result of special instructions they have received in writing.
- (4) All reimbursements of travel expenses, daily allowances and/or accommodation allowances shall be made to one and the same bank account.
- (5) Reimbursements of the costs of government experts shall be paid into an account in the name of the Member State, one of its ministries or a public body, in the absence of any derogation from the Member State, one of its ministries or a public body.

ARTICLE 7 – NUMBER OF EXPERTS PER MEETING

- (1) The maximum number of experts per meeting, whether or not entitled to reimbursement of their expenses, shall be one per Member State invited as a government expert, and a number of private-sector experts equal to the number of Member States.
- (2) The responsible authorising officer may depart from this rule, by reasoned decision, in the following cases:
 - (a) joint meetings of several expert groups;
 - (b) expert groups where the number of members or participants, whether or not entitled to reimbursement of their expenses, has not been laid down by the instrument establishing them and is thus a matter for the responsible authorising officer to determine.

The responsible authorising officer may also depart from this rule where the number of statutory members of the expert group is more than one per Member State.

- (3) National, regional or local public officials may only be invited in a personal capacity in special cases, duly justified by the responsible authorising officer.



ARTICLE 8 – REIMBURSEMENT PROCEDURE

- (1) The payment order shall be drawn up on the basis of the request for reimbursement, duly completed and signed by the expert and by the secretary of the meeting responsible for certifying the expert's presence.
- (2) Experts must provide the secretary of the meeting with the documents necessary for their reimbursement, as required by the Financial Regulation of the EFCA, no later than 30 calendar days after the final day of the meeting.
- (3) The EFCA shall reimburse the experts' expenses within the period laid down in the Financial Regulation of the EFCA.
- (4) Unless the expert can provide a proper justification that is accepted by reasoned decision by the responsible authorising officer, failure to comply with paragraph 2 shall absolve the EFCA from any obligation to reimburse travel expenses or pay any allowances.

ARTICLE 9 - CURRENCY

Travel expenses, and, where appropriate, the accommodation allowance shall be reimbursed in euro, at the rate of exchange applying on the day of the meeting. The daily allowance shall be reimbursed in euro at the flat rate applicable on the day of the meeting.

