

ANNEX II – EFCA REIMBURSEMENT RULES

TRAVEL EXPENSES GOVERNMENT EXPERT

- **EFCA will reimburse the travel expenses (tourist class) of maximum 3 experts per Member State** (see Part A “Rules for Reimbursement”).
- **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. (See Part A for details).**
- **The accommodation allowances 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. (See Part C).**
- **After the meeting, the expert will be reminded through a notification of AGM to claim the reimbursement not later than 30 calendar days after the final day of the meeting. The reimbursement should be requested through the AGM system, providing all necessary supporting documents, as required by the financial rules applicable in the EFCA.**
- **Unless the expert can provide a proper justification that is accepted by reasoned decision by the responsible authorising officer, failure to comply with the rule above shall absolve the EFCA from any obligation to reimburse travel expenses or pay any allowance.**

PART A - RULES FOR REIMBURSEMENT – GOVERNMENT EXPERTS

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

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

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.

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.

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 0.28 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.

PART B - DATA PROTECTION NOTICE

Protection of personal data of participants to meetings organised by EFCA.

Description: Personal data related to this invitation will be processed³ in accordance with [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018](#) on the protection of personal data by the European Union's institutions and bodies.

Purpose: The purpose of the processing of personal data for the meeting is: Management of the meeting, including management of: lists of contacts, invitations, participants, reimbursement of participants, reports, distribution of reports, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, information sharing.

Personal data collected and further processed are:

- Data necessary for the organisation and management of the meeting, such as Gender (needed for the right title)/ name/ surname/ profession/ postal & e-mail address/ phone & fax number...
- Identity/ passport no (for access control purpose by security guards to EFCA premises)
- Information about the form of transport used and hotel and banking information (for purpose of reimbursement of travel expenses/ allowances)

Controller: Head of Unit Coast Guard and International Programmes, European Fisheries Control Agency. As regards the information collected for the purpose of reimbursement of travel expenses/allowances, the Controller is the Head of Unit Resources, European Fisheries Control Agency.

Recipients: The access to all personal data as well as all information collected in the context of this meeting, and the organisation thereof, is only granted to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with EU legislation. These users typically are: The chairperson and the secretary of the meeting, both supported by a team in the administrative and operational services inside EFCA and the Bank Account File and Legal Entity File department in DG Budget (European Commission) for the check and validation.

Data retention: Your personal data will be part of a list of contact details shared internally amongst EFCA services for the purpose of contacting data subjects in the future in the context of EFCA activities. If you do not agree with this, please contact the Controller by using the contact information mentioned in the invitation letter and by explicitly specifying your request.

Files relating to reimbursement procedures including your personal data are to be retained in the service in charge of the procedure (Unit Resources and IT, section Budget & Finance) until it is finalised, and in the archives for five years from the date on which the European Parliament grants discharge for the budgetary year to which the documents relate. All these files could be retained until the end of a possible audit if one started before the end of the above period.

Contact: Please use the contact information mentioned in the invitation letter.

Recourse: You are entitled to have recourse at any time to the European Data Protection Supervisor⁴.

³ See the link <https://www.efca.europa.eu/content/personal-data-protection>

⁴ See the link: <http://www.edps.europa.eu>

PART C

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

DESTINATION	DSA (Daily subsistence allowance) in euros	Hotel ceiling in euros
Austria	102	132
Belgium	102	148
Bulgaria	57	135
Cyprus	88	140
Czech Republic	70	124
Denmark	124	173
Estonia	80	105
Finland	113	142
France	102	180
Germany	97	128
Greece	82	112
Hungary	64	120
Ireland	108	159
Italy	98	148
Latvia	73	116
Lithuania	69	117
Luxembourg	98	148
Malta	88	138
Netherlands	103	166
Poland	67	116
Portugal	83	101
Romania	62	136
Slovakia	74	100
Slovenia	84	117
Spain	88	128
Sweden	117	187