

DECISION OF THE DIRECTOR

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CS/011/2023

RULES ON THE REIMBURSEMENT OF EXPENSES INCURRED BY MEMBERS OR ALTERNATE MEMBERS OF THE MANAGEMENT BOARD, MEMBERS OF THE EXECUTIVE BOARD, MEMBERS OF THE SCIENTIFIC COMMITTEE AND EXTERNAL MEMBERS OF SELECTION COMMITTEE(S) INVITED TO ATTEND MEETINGS

THE DIRECTOR OF THE EUROPEAN UNION AGENCY FOR FUNDAMENTAL RIGHTS (FRA)

HAVING REGARD:

Council Regulation (EC) No 168/2007 of 15 February 2007 establishing the European Union Agency for Fundamental Rights (hereinafter "the Agency"), as amended by Council Regulation (EU) 2022/555 of 5 April 2022, and in particular to Articles 6 § 1(b), 10 § 1, 12, 13, 14 and 15 § 4(c) thereof;

The revised "Rules of Procedure of the European Union Agency for Fundamental Rights" adopted on 16 December 2022 and in particular to Articles 2(1), 3(1), 6(4), 18(1), 18(9), 22(1) and 26.

WHEREAS:

1. Pursuant to Article 12, paragraph 9 of the FRA amended Regulation, the Chairperson shall convene the Management Board twice a year. As a general rule, the Management Board meetings shall be scheduled having due regard to decisions necessary for the functioning of the Agency, such as the need to adopt the budget, the Annual Reports and the Annual Work Programme, and the need to approve the accounts and give discharge to the Director. The Chairperson may also convene extraordinary meetings on his or her own initiative or at the request of the Commission or of at least one third of the members of the Management Board;
2. The meetings of the Management Board shall either be held at the seat of the Agency, established in Vienna in the Republic of Austria, or online. Unless justified by exceptional circumstances, at least one meeting per year should be held at the Agency's seat;
3. The travelling and accommodation expenses incurred by the members or alternate members of the Management Board, with the exception of the representative(s) of the Commission, shall be paid by the Agency;

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4. The members of the Executive Board shall be entitled to reimbursement of expenses incurred as a result of their attendance at the meetings of the Executive Board, on the terms laid down in Article 6, paragraph 4 of the Agency's Rules of Procedure;
5. If the Chairperson, Vice-Chairperson or other member of the Executive Board of the Agency is invited to attend a conference in that capacity, and if the connection between the tasks of the Agency and the theme of the conference is clearly established and the member's attendance is in the nature of an exception, his or her travel and accommodation expenses shall be paid by the Agency;
6. The Scientific Committee shall be convened by its Chairperson four times a year, at the Agency's seat in Vienna or online. Unless justified by exceptional circumstances, at least one meeting per year should be held at the Agency's seat. If necessary, the Chairperson shall convene extraordinary meetings on his or her own initiative or at the request of at least four members of the Scientific Committee;
7. The travelling and accommodation expenses incurred by the members in connection with the meetings of the Scientific Committee shall be paid by the Agency;
8. For participation in meetings of the Scientific Committee, the indemnities shall be EUR 450 for each full day participation or EUR 225 for participation in a morning or afternoon meeting;
9. The Agency may occasionally need to invite external members of Selection Committee(s) (MSC) in an expert capacity for the evaluation of the applications. In such cases, the external members of Selection Committee(s) are invited to give a specific professional opinion for the Selection Committee for recruitment, including the participation on interviews. Daily allowances and accommodation allowances are provided for the external member of a Selection Committee, who is not employed under the "Staff regulations", and who has to spend one or more nights, where the interviews are held;

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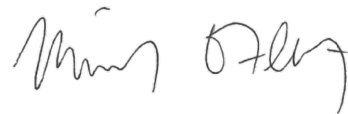
HAS DECIDED:

1. The "Rules on the reimbursement of expenses incurred by members or alternate members of the Management Board, members of the Executive Board, members of the Scientific Committee and external members of Selection Committee(s) invited to attend meetings", are hereby approved.
2. The "Rules on the reimbursement of expenses incurred by members or alternate members of the Management Board, members of the Executive Board, members of the Scientific Committee, external members of Selection Committee(s) invited to attend meetings", adopted by Agency on 01 March 2019, Director Decision CS/018/2019, are repealed.

These provisions shall enter into force on the date it is signed.

Done in Vienna on 18 April 2023

The Director



Michael O'FLAHERTY

ANNEX I

Rules on the reimbursement of expenses incurred by members or alternate members of the Management Board, members of the Executive Board, members of the Scientific Committee and external members of Selection Committee(s) invited to attend meetings

Adopted by the Agency on 18 April 2023, Doc. (Director's Decision CS/011/2023).

ARTICLE 1

- (1) These rules shall apply to invited participants such as:
- a) members of the Management Board or alternate members deputising for them, and the members of the Executive Board, with the exception of the representative(s)¹ of the Commission;
 - b) members of the Scientific Committee;
 - c) anyone from outside the European Union Agency for Fundamental Rights (hereinafter "the Agency") who is invited to participate in Selection Committee(s), wherever the location of the meeting, with the exception of the individuals employed under the "Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities";
 - d) anyone from outside the Agency invited to give a specific expert contribution to a Management Board, Executive Board or Scientific Committee meeting; and
 - e) anyone responsible for accompanying a person with disabilities who has been invited by the Agency to attend a meeting in a capacity of article 1 paragraph 1(a)(b)(c) (d) of these rules.

ARTICLE 2

- (1) All participants 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

¹ Reimbursements of the costs of individuals employed under the "Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities" shall be paid into an account in the name of the particular individual. The applicable procedures are derived from the Commission's Decision C(2017)5323 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel – Guide to missions and authorised travel

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the shortest driving distance by car) 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. In exceptional cases business class ticket can be reimbursed prior authorisation by the responsible authorising officer.

Any booking involving abnormally expensive flights (i.e., >600 EUR) should be authorised in advance.

Members (or alternate members) of the Management Board and members of the Executive Board can also be invited to attend meetings departing from a different place than home or work, prior authorisation by the responsible authorising officer.

- (2) For commitments, the authorising officer shall specifically try to ensure that meetings are organised in such a way as to enable participants to benefit from the most economical travel rates.

For payments, the authorising officer shall have the right to carry out any checks that might be needed and to request any proof from the participant. He/she 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 participant's place of work or residence to the meeting place.

- (3) Travel times shall coincide (as closely as possible) with the official start and end times of the meeting as stated in the invitation bearing in mind the following general rules for which participants cannot be required to:
 - leave their place of work or residence or the place where the meeting is held before 08.00;
 - arrive at the place where the meeting is held after 22.00;
 - arrive at their place of work or residence after 22:00.

Any change of place of departure/return other than the work/home address communicated to the Agency, and any prolonged stays should be communicated and authorised by the authorising officer.

- (4) Travel expenses shall be reimbursed on presentation of original supporting documents: tickets and invoices or, in the case of online bookings, the printout of the electronic reservation and boarding cards for the outward journey. For SMS boarding, the participant shall provide either a printout of electronic check-in or a specific written declaration. The documents supplied must show the class of travel used, the time of travel and the amount paid.

- (5) The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.
- (6) 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. The cost of the fuel, motorway toll and car insurance, driver, etc., is considered to be covered by this rate and shall not be reimbursed separately.
- (7) Taxi fares shall not be reimbursed.

ARTICLE 3

- (1) The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure in relation to the meeting, 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 is determined in Annex II, depending on the country where the meeting is held. The figures for the daily allowance are derived from the "Guide to missions and authorised travel" approved on the 27/09/2017 applying by analogy to the Agency.²
- (3) The daily allowance(s) shall be increased by 100% for the first day of a meeting of the members (or alternate members) of the Management Board and of the members of the Executive Board.
- (4) The daily allowance shall be reduced by 50% if the place of departure cited in the invitation is 100 km or less from the place where the meeting is held.

The same provision applies if the meeting does not exceed 4 hours.

- (5) Participants 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 mentioned in article 2 (3), shall also be entitled to an accommodation allowance per night. The number of nights may not exceed the number of meeting days + 1.

The accommodation allowance is a flat rate based on the "Guide to missions and authorised travel".

Considering the actual prices of accommodation in Vienna, the allowance mentioned above will be multiplied by 1.3 times (+30%). Should the "Guide to missions and authorised travel" update the amounts, this adjustment will be revised accordingly.

² [eb-decision-2018_01-guide-to-missions-authorized-travel.pdf \(europa.eu\)](#)

For the members (or alternate members) of the Management Board and Executive Board, additional accommodation allowance(s) may exceptionally be paid if there are no available flights during the meeting day(s), or the day before or after. In such cases prior authorisation by the responsible authorising officer shall be required.

- (6) An additional accommodation allowance and/or daily allowance may, exceptionally, be paid if prolonging the stay would enable the participant to obtain a reduction in the cost of transport worth more than the amount of these allowances.

An additional daily allowance and, if needed, an extra accommodation allowance will be granted in case participants would choose to travel by train (instead of flight) for environmental reasons.

In the above cases prior authorisation by the responsible authorising officer shall be required.

- (7) In terms of the reimbursement of accommodation allowance(s) for the members (or alternate members) of the Management Board (MB) and the members of the Executive Board (EB) defined in Article 1 paragraph 1a, as well as of the members of Scientific Committee (SC) defined in Article 1 paragraph 1b, the authorising officer may depart from this rule, by reasoned decision, in the following exceptional cases:

- (a) when the Agency pays the accommodation expenses of the member directly to the service provider(s);
- (b) when the member is attending meetings outside Austria on behalf of the Agency's request and he/she is accompanied by any staff member of the Agency who stays in the same hotel, his/her accommodation expenses can be reimbursed in the same way as the one of the staff of the Agency.

ARTICLE 4

Any additional travel and accommodation expenditure incurred by participants with disabilities or any person accompanying them shall be reimbursed on presentation of supporting documents.

ARTICLE 5

- (1) Unless stated otherwise in the letter of invitation and in the request to organise the meeting, invited participants 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

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allowance or similar allowances from the same institution or another Institution and/or Bodies of the European Union 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) All reimbursements of travel expenses, daily allowances and/or accommodation allowances shall be made to one and the same bank account.

ARTICLE 6

- (1) For Management Board meetings, the Agency will only reimburse one MB member for member state and observers to the Management Board from states holding observer status.
- (2) The authorising officer may depart from this rule by reasoned decision.

ARTICLE 7

- (1) The payment order shall be drawn up on the basis of the "Application for reimbursement" form (Annex III), duly completed and signed by the participant and by the assistant of the meeting responsible for certifying the participant's presence.
- (2) Participants must provide the assistant of the meeting with the documents necessary for their reimbursement, as required by the Financial Rules applicable to the Agency³, no later than 60 calendar days after the final day of the meeting.
- (3) The Agency shall reimburse the participants' expenses within the period laid down in its applicable Financial Rules.
- (4) Unless the participant 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 Agency from any obligation to reimburse travel expenses or pay any allowances.

ARTICLE 8

- (1) Travel expenses shall be reimbursed in Euros, where appropriate at the rate of InforEuro⁴ applying to the date of the purchase of the ticket.
- (2) The daily allowance and the accommodation allowance are reimbursed in Euros. The daily allowance and accommodation allowance shall be reviewed in

³ [Financial Rules applicable to the budget of the EU Agency for Fundamental Rights \(applicable from 1 July 2019\) \(europa.eu\)](http://europa.eu)

⁴ http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

accordance with the updates done to the "Guide to missions and authorised travel".

ARTICLE 9

- (1) In accordance with the revised "Rules of Procedure of the European Union Agency for Fundamental Rights" adopted on 16 December 2022, in particular to Article 26 paragraph 2, the members of the Scientific Committee shall be entitled to indemnities, which shall be paid into an account in the name of the particular individual.
- (2) For participation in connection with meetings relating to the Scientific Committee meetings, the indemnities shall be EUR 450 for each full day participation or EUR 225 for participation in a morning or afternoon meeting of the Scientific Committee.

ARTICLE 10

The Agency shall not be liable for any material, non-material or physical damage suffered by invited participants or those responsible for accompanying a participant with disabilities in the course of their journey to or stay in the place where the meeting is held.

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

ARTICLE 11

The expenses of experts invited before the entry into force of these rules shall be reimbursed under "Rules on the reimbursement of expenses incurred by members or alternate members of the Management Board, members of the Executive Board, members of the Scientific Committee, external members of Selection Committee(s) and experts invited to attend meetings", adopted by Agency on 1 March 2019, Director Decision CS/018/2019.

ARTICLE 12

References to the "Rules on the reimbursement of expenses incurred by members or alternate members of the Management Board, members of the Executive Board, members of the Scientific Committee, external members of Selection Committee(s) and experts invited to attend meetings", adopted by Agency on 1 March 2019, Director Decision CS/018/2019 shall be construed as references to these rules.

ANNEX II

A) DAILY AND ACCOMMODATION ALLOWANCES⁵ FOR COUNTRIES INSIDE THE EUROPEAN UNION⁶

DESTINATIONS	Daily allowance in €	Accommodation ceiling (Hotel) in €
Austria	102	132
Belgium	102	148
Bulgaria	57	135
Croatia	75	110
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
Slovak Republic	74	100
Slovenia	84	117
Spain	88	128
Sweden	117	187
United Kingdom	125	209

⁵ [Commission Delegated Regulation \(EU\) 2016/1611 of 7 July 2016 on reviewing the scale for missions by officials and other servants of the European Union in the Member States](#)

⁶ The allowances for countries outside the EU are available in Commission Decision C(6215) of 18.11.2008

ANNEX III

APPLICATION FOR REIMBURSEMENT (to be sent to the person responsible for the meeting)								EN																																																
EXPLANATIONS								Section I																																																
<p>In order to obtain reimbursement of their expenses, Members (or alternate) of MB, EB, SC, MSC must fill in Section II of this form.</p> <p>"Rules on the reimbursement of expenses incurred by members or alternate members of the Management Board, members of the Executive Board, members of the Scientific Committee and external members of Selection Committee(s)" are governed by the Decision of the Director No.CS/011/2023, adopted by the Agency on 18 April 2023.</p> <p>Participants who do not yet have (or have forgotten) their Legal Entity and Bank Account Key (personal identification codes) must fill in the relevant forms.</p> <p>Please tick the box if you have already submitted before to FRA the financial identification and legal entity form and information provided in them is still valid and you would like to be reimbursed to the same account <input type="checkbox"/></p> <p>Please tick the box if this is the first Reimbursement application or if bank/personal details have changed and financial identification and/or legal entity form is attached to this application <input type="checkbox"/></p>																																																								
<p>THIS DOCUMENT IS VALID ONLY IF SIGNED BY THE MEMBERS (OR ALTERNATE) OF MB, EB, SC, MSC AND THE MEETING SECRETARY.</p>																																																								
TO BE FILLED IN BY THE PARTICIPANT (in capitals) PLEASE ALWAYS TICK THE BOX WHERE APPROPRIATE								Section II																																																
<p>NAME OF THE MEETING:</p> <p>PLACE OF THE MEETING: VIENNA/OTHER:.....</p> <p>DATE OF THE MEETING: FROM:...../...../..... TO:...../...../.....</p> <p>SURNAME:</p> <p>FIRST NAME:</p> <p>DEPARTURE POINT (stated in the invitation):</p> <p>AS INVITED PARTICIPANT I AM MEMBER OF <input type="checkbox"/> MB <input type="checkbox"/> EB <input type="checkbox"/> SC <input type="checkbox"/> MSC</p>																																																								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 40%;">Form of transport used (Please tick the box)</th> <th rowspan="2">Date</th> <th colspan="2">Outward journey</th> <th rowspan="2">Date</th> <th colspan="2">Return journey</th> <th rowspan="2">Price paid</th> <th rowspan="2">Currency</th> </tr> <tr> <th>Dep. time</th> <th>Arr. time</th> <th>Dep. time</th> <th>Arr. time</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Train/boat ⁽¹⁾</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Air (economy class) ⁽¹⁾</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Private car</td> <td></td> <td colspan="2">Registration no: km (outward/return)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>⁽¹⁾ See EXPLANATIONS Section I</p>								Form of transport used (Please tick the box)	Date	Outward journey		Date	Return journey		Price paid	Currency	Dep. time	Arr. time	Dep. time	Arr. time	<input type="checkbox"/> Train/boat ⁽¹⁾									<input type="checkbox"/> Air (economy class) ⁽¹⁾									<input type="checkbox"/> Private car		Registration no: km (outward/return)							<input type="checkbox"/> Other								
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<p>TAXI FARES AND PARKING FEES WILL NOT BE REIMBURSED</p> <p>Original boarding card(s) for the outward journey is/are always to be attached <input type="checkbox"/> SMS Boarding <input type="checkbox"/></p> <p>Original tickets with original invoices should also be attached, in the case of online bookings, the printout of the electronic reservation is sufficient <input type="checkbox"/></p> <p>I certify that I have been informed of the obligation to present the documentation concerning this meeting within sixty calendar days after the end of the meeting. I certify that these particulars are true and accurate and that I will not be receiving any similar reimbursement from any other or the same institution or public or private organisation in respect of the same journey or stay.</p> <p>DATE:/...../..... SIGNATURE OF THE PARTICIPANT:</p>																																																								
TO BE COMPLETED BY THE MEETING SECRETARY								Section III																																																
<p>I certify the participant as Members (or alternate) of MB, EB, SC, MSC took part (2) on meeting arranged by FRA as mentioned in Section II above and that the expenses claimed (dates and amounts) correspond to the attached supporting documents.</p> <p>MEETING SECRETARY ⁽³⁾: Name (capitals): Signature: DATE:</p> <p>⁽²⁾ please attach attendance list ⁽³⁾ on behalf of the authorising officer</p>																																																								
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