



Executive Director



Vigo, 11 FEB. 2011
CFCA/2011/D- 0000103

INVITATION

To: **Members of the Regional Advisory Councils**

Dear Members of the Advisory Board,

You are hereby invited to a meeting in the framework of the Community Fisheries Control Agency's Advisory Board.

The meeting will take place 2 March 2011 in Brussels (Centre Borschette, Rue Froissart 36) and will start at 14:30 pm.

The Agency will cover the travel expenditure in accordance with the AB Decision No 08-I-14 (1), of one representative from each RAC.

You are kindly requested to confirm your presence by 22 February 2011 (clara.fernandez@cfca.europa.eu).

A draft agenda is attached to this invitation.



Harm KOSTER

Copies: Chairperson and Members of the Administrative Board
Mr E. Penas, Mr E-M. Papaioannou and Ms Valerie Lainé

REIMBURSEMENT OF EXPENSES

The Advisory Board Members invited to attend a meeting in an expert capacity will be entitled to the reimbursement of the travel expenses in accordance with the AB decision 08-01-14(1), see detailed explanation enclosed.

Experts must provide the secretary of the meeting with the documents necessary for their reimbursement, as required by the financial rules applicable in the CFCA, by letter, fax or e-mail postmarked or dated no later than 30 calendar days after the final day of the meeting.

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 CFCA from any obligation to reimburse travel expenses.

Proposed Draft Agenda:

1. Introductory remarks:
 - RACS: state of play
 - CFCA: latest developments
2. Exchange of views on the implementation of the CFCA Annual Work Programme 2010
3. Presentation of the Draft Work Programme for 2012
4. Rotation of the Advisory Board representative in the CFCA Administrative Board
5. Cooperation with the RACs: discussion
6. AOB

RULES FOR REIMBURSEMENT

All 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.

The 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 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.

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. The documents supplied must show the class of travel used, the time of travel and the amount paid.

The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.

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.

Taxi fares shall not be reimbursed.

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.

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.

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%.

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 trains¹ shall also be entitled to an accommodation allowance. The ceiling of this accommodation allowance shall be EUR 100.00 per night. Accommodation expenses shall be reimbursed on presentation of original supporting documents: hotel invoice or equivalent. The documents supplied must show the hotel used, the

¹ As a general rule, experts cannot be required:

- to leave their place of work or residence or the place where the meeting is held before 07.00 (station or other means of transport) or 08.00 (airport);
- to arrive at the place where the meeting is held after 21.00 (airport) or 22.00 (station or other means of transport);
- to arrive at their place of work or residence after 23.00 (airport, station or other means of transport).

time of stay and the amount paid. The number of nights may not exceed the number of meeting days + 1.

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.

The daily allowance and/or accommodation allowance may be increased by 50% by reasoned decision of the authorising officer for very high level experts.

The CFCA 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 CFCA.

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.

ADMINISTRATIVE FORMALITIES

Attention is drawn to the need to **comply strictly** with the following formalities.

- **APPLICATION FORM FOR REIMBURSEMENT**

For *each* meeting, an application form shall be filled in and signed by the expert. The **original return ticket** must be produced during the meeting in order to enable the CFCA services to copy it, check and reimburse the effectively price paid. The experts must ensure that the fare is shown on the tickets, or else provide the **relevant invoice**.

- **BANK IDENTIFICATION²**

In order to register a **new** bank account (i.e. for the *first* payment by the CFCA into *this* account) or to amend banking data, the following **must** be submitted in paper form to the meeting secretary:

- either a document (or copy) issued by the bank and containing the following data: the number and holder of the bank account (account statement, proof of opening of the account *or* account identification number, ...), together with the financial identification form duly completed and signed by the account holder;
- or, if the above is not possible, the financial information form duly completed and signed by the account holder and the bank.

This/These document(s) must be provided to enable the CFCA to reimburse costs.

- **LEGAL ENTITY FILE**

It is requested from the experts who take part in meetings organised by the CFCA, whether it be **on a private basis or as a representative of a private or public company**, to fill out and sign one of the legal entity form and to join the necessary supporting document(s) (depending on which case applies: copy of identity card or passport for a private person, extract from the trade/VAT register if representative of a private company, etc...).

² For States representatives, a governmental bank account should be given.

DATA PROTECTION NOTICE

Protection of personal data in relation to participants to meetings organised by the CFCA

Description: Personal data related to this invitation will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regards to the processing of personal data by the EU institutions and bodies and on the free movement of such data.

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 the CFCA 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 "Resources", Community 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 chairman and the secretary of the meeting, both supported by a team in the administrative and operational services inside the CFCA.

Data retention: Your personal data will be part of a list of contact details shared internally amongst CFCA services for the purpose of contacting data subjects in the future in the context of the CFCA 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.

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 Supervisor³.

³ See the link: <http://www.edps.europa.eu>