
With regard to “Testing the Reference Framework for Sustainable Cities (RFSC)” project, we would appreciate to get your answers to the following questions:

1. We understand EU travel policies do not involve reimbursement of taxi expenses (neither in Brussels nor in any other Member state). To ensure our understanding is correct, our questions is “Besides 1st class train tickets, economy air tickets, or per km reimbursement -in case of car travel from EU city to Brussels-, the contractor will not have to reimburse any other travel expense such as “home to and from local airport”, or “home to and from local train station”. Is our understanding correct?

As laid out in the call for tenders, the contractor will have to reimburse travel and subsistence expenses according to the standards applied by the Commission. These standards determine that taxi fares shall not be reimbursed and that the daily allowance as a flat rate covers local transport.

2. Based on your experience of hosting such seminars with participants coming from multiple EU cities and states, and on your –even approximate- anticipated assessment of the list of cities involved in RFSC, can you assist us in approximating the anticipated travel costs incurred by the participants to the “Launching event”? Can we reasonably assume that 75% of participants will travel by air, with an average of 600 euros for a return economy flight (with a blend of low-cost and full fare economy tickets), and 25% will travel by 1st class rail, with an average of, say, 300 euros return trip?

The test cities will be nominated by the Member States and the selection of test cities is currently under way in the Member States. Therefore the Commission does not have any information yet on the test cities and can not assist with any further information on the calculation of travel and subsistence expense than the facts given in the call for tenders.

3. As the launching event will last 1 day, we are therefore assuming all participants are likely to stay 2 nights in Brussels, and are thus likely to be entitled to 3 “per diems” each. In terms of expenses, this means $2 \times 100 + 3 \times 92$ euros (i.e. 476 euros) for each of the $70 + 10 + 6$ (86) participants (for whom the contractor will have to bear such expenses) will have to be borne. Is this assumption correct?

As mentioned before, the Commission does not have any information yet on the test cities and therefore can not assist with any further information on the calculation of travel and subsistence expense than the facts given in the call for tenders.

4. Does DG REGIO expect contractor to directly reimburse 86 individuals, or should the reimbursements rather be routed through the cities/townhalls/municipal corporations they are employed by?

The Commission has no expectations in this respect.
