



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate I. Management of resources  
I.4. Financial management of the EAGF

Brussels, ~~7~~ 7 MAY 2012  
D(2012) 606306

**NOTE TO THE PERMANENT REPRESENTATIONS OF THE MEMBER STATES**

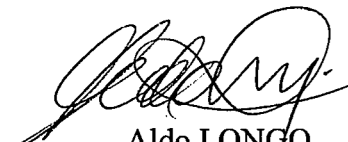
**Subject: Invitation – by e-mail – to the 7 June meeting of the Expert Group for Horizontal questions concerning the CAP - Accounting for EAGF public storage expenditure.**

The representatives of the Member States are hereby invited to the meeting referred to above, which will be held in room B, 11th floor, rue de la Loi 130, Brussels, from 9:30 to 17:00 on Thursday 7 June 2012.

We would appreciate if you could confirm the name(s) of the participant(s) from your Member State by 30 May to the e-mail address: [agri-efaudit-support@ec.europa.eu](mailto:agri-efaudit-support@ec.europa.eu).

Please note that the travel costs for **one** participant per Member State will be reimbursed by the Commission in accordance with the rules indicated in the attached annex.

The Member States' delegates must present a copy of this invitation for inspection on entry to the building. If they have not attended a meeting since 24 January 2007, their surnames, first names and date of birth must be communicated to Ms Haelterman ([sonia.haelterman@ec.europa.eu](mailto:sonia.haelterman@ec.europa.eu)) by Wednesday 30 May 2012.



Aldo LONGO  
Director

Cc: - Spokepersons from the Agricultural Funds Committee;  
- P-STO contact persons.

**Annexes:**

- Agenda of the meeting and practical arrangements.
- Rules for the reimbursement of travel expenses for outside persons.

## **DRAFT AGENDA**

7 June 2012

DG AGRI - Meeting of the expert group for horizontal questions concerning the CAP  
In Brussels, DG AGRI, Rue de La Loi 130, 11<sup>th</sup> floor – Room B  
from 09h 30 to 13h00 (\*)

Subject: Accounting for EAGF public storage expenditure using the P-STO computer system

Morning expert meeting in the Rue de la Loi 130, 11<sup>th</sup> floor – Room B

09h 30 to 09h45: Introduction

09h 45 to 10h15: General presentation and overview

10h 15 to 11h 30: Technical presentation

11h 30 to 12h 00: Questions/Answers

(\*) The morning meeting will be followed by an afternoon computer session in the Rue de la Loi 130, 1<sup>st</sup> floor – Room 01/180

13h 00 to 14h 30: First practical presentation for a maximum of 17 persons

14h 45 to 16h 15: Second practical presentation for a maximum of 17 persons

These practical presentations will be of particular interest to the persons who will use P-STO in the Member States Paying Agencies and, where applicable, Coordinating Bodies .

Any further information can be obtained by contacting:

**[agri-efaudit-support@ec.europa.eu](mailto:agri-efaudit-support@ec.europa.eu)**

### ➤ LANGUAGE ARRANGEMENTS :

✦ Morning session

([http://europa.eu.int/comm/scic/help/workwithinter\\_en.htm](http://europa.eu.int/comm/scic/help/workwithinter_en.htm))

▪ there will be interpretation out of DA, DE, EL, EN, ES, FR, IT, NL, PT and SV;

▪ there will be interpretation into DE, EN, ES, FR, IT und NL.

✦ Afternoon session: no interpretation will be provided; English will be the working language.

### ➤ ATTENDANCE LIST

**Delegates are reminded not to leave the meeting without first having filled in and signed the attendance list.**



This information sheet is a summary of the Rule\* on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.

**WHO ?**

**Who is entitled to a reimbursement of expert's expenses?**

- anyone from outside the Commission who is invited to give a specific professional opinion in a committee, an expert group or by personal invitation, wherever the location of the meeting;
- anyone responsible for accompanying a disabled person who has been invited by the Commission to attend a meeting in an expert capacity.

Experts may be private-sector experts (representing the civil society) or government experts (representing a public authority of a Member State).

**WHAT ?**

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 the same institution or another Community institution for the same visit.

Government experts shall receive a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, provided that provision for this is made in the rules of procedure of the committee or expert group and on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from their own administration for the same visit.

**Travel expenses**

All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation to the place of the meeting. This travel must be organised on the basis of the most appropriate means of transport and trying to benefit from the most economical travel rates.

The services in charge of reimbursements 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. So please do be careful when organising your trip.

As a general rule, means of transport are:

- first-class rail travel for journeys less than 400 km (one way);
- economy class air travel for distances of more than 400 km. Business class is allowed for a flight of 4 hours or more without stopovers;
- private car. The travel shall be reimbursed at the same rate as the first-class rail ticket, or by default at the rate of 0.22 € per km.



Travel expenses shall be reimbursed on presentation of ORIGINAL supporting documents:

- tickets and invoices;
- in the case of online bookings, the printout of the electronic reservation;
- boarding cards for the outward journey.

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

► **Taxi fares shall not be reimbursed.**

The Commission 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 Commission. 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.

**Daily allowance**

The daily allowance is a flat rate. It covers all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance. It amounts to 92 € per day of meeting.

If the distance between the place of departure cited in the invitation (be it your private or professional address) is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%. You shall then only receive 46 € per day of meeting.



**Accommodation allowance**



If you 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, you shall also be entitled to an accommodation allowance. This allowance shall be 100 € per night. 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 you to obtain a reduction in the cost of transport worth more than the amount of these allowances.

**HOW ?**

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

Beyond this deadline, the Commission is absolved from any obligation to reimburse travel expenses or pay any allowances.

Reimbursements shall be made in euros, where appropriate at the rate of exchange applying on the day of the meeting. All reimbursements shall be made to one and the same bank account. For government experts, reimbursements shall be paid into an account in the name of the Member State, one of its ministries or a public body.

