



EXPERTS' COMPENSATION GUIDE

Decision of the Executive Director laying down the rules
on the reimbursement of expenses incurred by third parties
from outside EFSA invited to attend meetings in an expert capacity

Valid from 1st January 2017

Contents

1. Introduction	2
2. Travel expenses	6
2.1 General Conditions	6
2.1.1 Reimbursement: possible routes	6
2.1.2 Travel by Air	8
2.1.3 Travel by train	8
2.1.4 Travel by Car & overnight parking at the meeting location	9
2.1.5 Shuttle service and public transport to/from Parma	9
2.1.6 Travel to/from place of residence/work	9
2.1.7 Advance planning	10
2.1.8 Changes to existing bookings	10
2.2 Special arrangements due to medical reasons	10
2.3 VISA requirements, luggage and check-in fees	11
3. Daily and accommodation allowances	11
3.1. Medical Insurance	12
3.2. Proposal from third parties to cover the costs in meetings in which EFSA Experts are invited by EFSA	13
4. Special Indemnity	13
5. Tele-meetings (audio/web/video conferencing)	14
6. Administrative formalities	14
6.1. Reimbursement claim	14
6.2. Payments	15
6.3. Bank Account Form (BAF) and Legal Entity Form (LEF)	16
GLOSSARY	17

1. INTRODUCTION

The Executive Director of the European Food Safety Authority

- Having regard to Regulation (EC) N° 178/2002 of the European Parliament and of the Council of 28 January 2002 (OJ L 31, 1.2.2002, p. 1–24) laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety, as last amended,
- Having regard to the Decision 2009/566/EC of 27 July 2009 (OJ L 241, 10.9.2008, p. 21–30) amending Decision 2008/721/EC as regards indemnities paid to members of Scientific Committees and experts in the field of consumer safety, public health and the environment,
- Having regard to the decision concerning the revised operational procedure of the Advisory Forum of the European Food Safety Authority as adopted by the Management Board on 05 October 2016,
- Having regard to the decision containing the rules of procedure concerning the establishment and operations of the Scientific Committee and Panels and of their Working Groups as adopted by the Management Board on 15 March 2012,
- Having regard to the revised rules of procedure of the Management Board of the European Food Safety Authority as adopted by the Management Board on 27 June 2013,
- Having regard to the rules of procedure concerning the establishment and operations of European networks of scientific organisations operating in the fields within the Authority’s mission as adopted by the Management Board on 18 March 2010 (item 7 doc 6),
- Having regard to the decision on the criteria for establishing a list stakeholders and the establishment of the Stakeholder Forum and Stakeholder Bureau as adopted by the Management Board on 15 June 2016,
- Having regard to the decision concerning the establishment of the Editorial Board of the EFSA Journal as adopted by the Executive Director on 28 June 2013,
- Having regard to the decision of the Management Board/Executive Director No 14461368 concerning Pesticides Risk Assessment Peer Review effective from 18 September 2015,
- Having regard to the Decision of the Executive Director No EFSA/REPRO/DEC/15688416/2016 concerning the selection of Members of the Scientific Committee, Scientific Panels and external Experts to assist EFSA with its Scientific work effective from 13 May 2016,
- Having regard to the Decision of the Executive Director No EFSA/LRA/DEC/01/2014 concerning the reimbursement of expenses and compensation of costs incurred by participants in connection with meetings relating to Board business effective from 20 February 2014,
- Having regard to the Commission Decision of 30 May 2016 *C(2016) 3301 final* establishing horizontal rules on the creation and operation of Commission Expert groups and Article 287(5) RAP of the Financial Regulation

has adopted the following implementing rules replacing previous Experts’ compensation guides. Past decisions not mentioned above are repealed.

- (1) These rules shall apply to:
 - (a) Any Expert invited to attend an EFSA meeting as defined hereinafter.
 - (b) Anyone responsible for accompanying a disabled person who has been invited by EFSA to attend a meeting in an Expert capacity.

- (2) Categories of Meetings

The categories of meetings organised by EFSA for the implementation of its remit are:

- (a) Management Board meetings and meetings relating to Board business
- (b) Meetings relating to the Scientific Committee, Scientific Panels and their Working Groups
- (c) Meetings of EFSA Networks (Articles 22, 23g*) as referred in MB
- (d) Networking of national organisations (Article 36.1*)
- (e) Institutional meetings
- (f) Advisory forum meetings
- (g) Stakeholder meetings
- (h) Public hearings
- (i) Capacity Building meetings (art. 23b, art. 40*)
- (j) Pre-Accession/ENP meetings and events

Each category of meetings might include different types of meetings as detailed in the *Compensation and Reimbursement Synoptic Table* (Annex 1) which forms an integral part of the present decision. For an exhaustive overview of the different meeting types under each category, please refer to Annex 1.

The setting up of new meeting types or new working groups of EFSA is subject to quantified and specific mandate defining modalities, duration and volume of activities approved at the Project Coordination office (PCO) and endorsed by the Executive Director.

For the purpose of this Guide, the term “Expert” will be used to define all categories herein under.

(*)Regulation (EC) N° 178/2002 of the European Parliament and of the Council of 28 January 2002 (OJ L 31, 1.2.2002, p. 1–24) laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety, as last amended.

(3) Categories of Experts

The following categories of Experts can be invited to participate in and contribute to the various meeting categories:

- (a) Advisory Forum members / experts attending Focal Points meetings
- (b) EC/EU representatives
- (c) External experts including external evaluators in relation to renewal of Panels/SC and peer review experts
- (d) Governmental experts (Art. 36.1*)
- (e) Governmental experts (including Iceland and Norway)
- (f) Governmental experts, Advisory Forum members and members of EFSA Networks in speaking/chairing/reporting roles
- (g) Governmental experts, Advisory Forum members and members of EFSA Networks in participating role (not speakers)
- (h) Guest lecturers
- (i) Hearing experts** intervening in their private capacity
- (j) Hearing experts** representing industry
- (k) Hearing experts** representing their public organisation
- (l) Industry representatives
- (m) International public organisations representatives
- (n) Management Board Members
- (o) Members of the Scientific Committee, Scientific Panels and their Working Groups
- (p) Experts in speaking/chairing/reporting roles
- (q) NGO representatives
- (r) Observers
- (s) Participants in capacity building meetings
- (t) Pre-accession/ENPI representatives participating in Pre-accession/ENPI meetings as well as in other meetings of EFSA as listed in the synoptic table.
- (u) Representatives appointed by AF/FP
- (v) Speakers, Tutors
- (w) Trainees (Experts) participating to guest lectures and training sessions

(**) Please refer to the Glossary definition.

- (4) Experts contributing to and participating in the scientific work of EFSA through e.g. Working Groups of EFSA, Networks of EFSA or in the networking of national organisations as per Art. 36.1 of Regulation (EC) N° 178/2002 will benefit from allowances and indemnities as per the *Compensation and Reimbursement Synoptic Table* (Annex 1).

In line with Commission rules, the maximum number of government Experts per meeting entitled to reimbursement of their expenses shall be one per Member State invited. The authorising officer by delegation may, following a reasoned decision, depart from this rule in the case of joint meetings of several committees or Expert groups as well as meetings organised by the Pesticides and GMO Units.

- (5) In order to facilitate the reimbursement of expenses, EFSA will provide the Expert with all the necessary information explaining how reimbursements are carried out. EFSA reserves the right to refuse or recover any payment or to apply liquidated damages in case of non-performance or poor performance of the tasks and/or breach of any substantial obligations, including any obligation described in the Annexes to this document or any other substantial obligation deriving from the functions assigned by EFSA.
- (6) EFSA will not cover/provide any travel or shuttle arrangements to Experts invited to attend one or more consecutive meetings out of which one regards a procurement contract. Experts will receive allowances and indemnities only for those meeting days not covered by the procurement contract.

2. TRAVEL EXPENSES

2.1 General Conditions

European Flights: Experts are invited to request a ticket prepaid by EFSA (highly recommended). Alternatively they can buy the ticket themselves and then ask for reimbursement. In this case, they should be aware that they will be reimbursed according to the rules outlined in this document and will have to send a copy of the e-ticket (travel details and invoice) to EFSA by the deadline indicated in the invitation email.

Intercontinental flights: Experts shall ask for a flight ticket prepaid by EFSA.

2.1.1 Reimbursement: possible routes

Experts entitled to the reimbursement of their travel expenses shall use the most appropriate means of transport given the distance involved.

EFSA will reimburse travel expenses (regardless of the means of transport used) as follows:

- from their place of work or residence (A) to the location of the meeting (B) and back (A-B-A),
- from a departure point and/or to a return point which is different from the place of work or residence (C) (C-B-A, A-B-C or C-B-C, where C must be in Europe).

Exceptional itineraries:

In case of exceptional itineraries such as the ones mentioned here below, before booking the ticket Experts must inform EFSA in order to agree on the most cost effective solution and receive final approval on the amount that can be covered by EFSA.

If an Expert is invited from outside Europe (A) and wishes to return to a different location outside Europe (C), EFSA will cover up to the cost of an A-B-A route based on a price quotation from the EFSA approved Travel Agency.

If an Expert is invited from Europe (A) and wishes to return to a different location outside Europe (C), EFSA will cover up to the cost of an A-B-A route based on a price quotation from the EFSA approved Travel Agency.

In case of round trips A-B-C-A or A-C-B-A with C as a stopover for personal reasons (i.e. flight or train to A or B available but the Expert prefers to remain in location C), EFSA will contribute either 50% towards the most economical fare for the round trip ticket purchased by the Expert or refund the equivalent of the most economical ticket for an A-B-C or C-B-A route, whichever is lower (B and C must be locations in Europe).

Example of A-B-A route

A	B	A
Paris	Parma	Paris
Place of work/residence	Meeting venue	Place of work/residence

Example of A-B-C route

A	B	C
Brussels	Parma	Amsterdam
Place of work/residence	Meeting venue	Place chosen by the Expert in Europe

Example of C-B-A

C	B	A
Amsterdam	Parma	Berlin
Place chosen by the Expert in Europe	Meeting venue	Place of work/residence

Example of A-B-C-A

A	B	C	A
London	Parma	Amsterdam	London
Place of work/residence	Meeting venue	Stopover in Europe for reasons not depending on EFSA and not related to flight technical reason.	Place of work/residence

Example of A-C-B-A

A	C	B	A
London	Amsterdam	Parma	London
Place of work/residence	Stopover in Europe for reasons not depending on EFSA and not related to flight technical reason.	Meeting venue	Place of work/residence

2.1.2 Travel by Air

Experts are entitled to an **Economy class** flight ticket (i.e. **not** flexible tickets/**not** open ended tickets) which is based on the most economical rate available when the Expert's travel plan is communicated to EFSA. This applies both to tickets booked and prepaid by EFSA and to tickets purchased directly by the Expert.

Business class tickets are reimbursed only if the journey by air involves a flight of 4 hours or more without stopovers.

Experts must ask EFSA for prior authorisation in case of exceptional circumstances such as for example:

- The Expert requires more flexibility than the most economical ticket would allow;
- The Expert has to book seats in business class and/or at a flexible rate as no other option is available (supporting evidence must be provided);
- The Expert wishes to travel to/from airports other than EFSA's approved airports: Malpensa, Linate, Bergamo, Bologna, Verona or Parma.

Choice of airline:

EFSA cannot guarantee the booking of a prepaid ticket with a preferred airline according to the principle of cost effectiveness.

Choice of airport in Italy

If Experts send their request for a prepaid flight ticket at least 3 weeks in advance (21 calendar days before the departure date) they can choose to fly to/from a specific EFSA approved airport in Italy (Malpensa, Linate, Bergamo, Bologna, Verona or Parma).

Travelling time

As a general rule the experts will not be required.

- Leave from home or from the meeting location before 07:00;
- Take a flight scheduled to take-off before 09.00 when travelling to/from the meeting location;
- Take a flight scheduled to land after 21.00 when travelling to the meeting location;
- Take a flight scheduled to arrive after 22.00 when returning to their place of work or residence from the meeting location;

In consideration of the travelling time Milan Malpensa airport and Parma, Experts will not be required to take a plane scheduled to take-off before 10.00 or land after 20.00 at Malpensa airport.

2.1.3 Travel by train

Experts are entitled to a 1st class train ticket.

Experts may request an EFSA prepaid train ticket only if it is an e-ticket and if the ticket fare is higher than EUR 50. In all other cases, the Experts should purchase the train tickets themselves and claim reimbursement from EFSA.

2.1.4 Travel by Car & overnight parking at the meeting location

Travel by car is allowed if the distance between the departure place and the meeting venue is up to 400 Km.

If the distance is more than 400 Km and the Expert decides to travel by car, the expert should inform EFSA by the timeline indicated in the Invitation e-mail. EFSA will reimburse the Expert up to a maximum amount which equals the cost of the most economical A-B-A flight as assessed by EFSA approved travel agency. If the cost of travelling by car (including road tolls and mileage) is higher than the cost of the most economical flight, the difference in price will be charged to the Expert. The Expert will be duly informed on the maximum amount that EFSA can reimburse.

The cost of travelling by private car to the meeting location is reimbursed at the rate of EUR 0.22 per km. Any road tolls incurred during the journey is reimbursed upon presentation of scanned receipts.

Parking fees (including overnight) at the meeting location are reimbursed.

If two or more invitees entitled to the reimbursement of travel expenses use the same car, only the owner of the vehicle is reimbursed at the rate of 150%.

For meetings organised at EFSA premises, Experts should send their request to access EFSA's parking area as soon as possible by providing their car details (car model and license plate) prior to the meeting. The Expert has to communicate the need of overnight parking.

EFSA does not reimburse the cost of transporting a car by ferry.

2.1.5 Shuttle service and public transport to/from Parma

For EFSA meetings organised in Parma, EFSA arranges a shuttle service from and to the airports of Malpensa, Linate, Bergamo, Bologna, Parma and Verona on request of the expert. This service is granted where foreseen by the *Compensation and Reimbursement Synoptic Table* (Annex 1), directly booked and paid by EFSA.

EFSA arranges the shuttle service for the exclusive use of Experts invited to EFSA meetings. Additional travelers (e.g. relatives, friends and partners) not invited to EFSA meetings will need to make their own transfer arrangements since EFSA cannot allow them to use the shuttle service under any circumstances.

Experts may choose whether to travel to/from Parma using either the shuttle service organised by EFSA or by train/bus and claim for the reimbursement of the train/bus tickets.

2.1.6 Travel to/from place of residence/work

EFSA recommends and reimburses the cost of public transport (Train, bus or metro) to connect from the place of work or residence to the railway station/airport and from the latter to the meeting location. These costs are reimbursed upon presentation of scanned receipts. In case of use of electronic transport cards, Experts shall specify the dates and cost of the travel.

In absence of public transport, EFSA reimburses the cost of travelling by private car from the place of work or residence to the airport/railway station (and vice versa) at the rate of EUR 0.22 per km.

Any road tolls incurred during the journey are reimbursed upon presentation of scanned receipts.

Parking fees at the airport/train station are reimbursed for the days strictly related to the meeting attendance.

Only in very exceptional cases of proven absence of public transport and impossibility to travel by private car, taxi costs are reimbursed up to a maximum of 100€ per meeting (inbound + outbound) to/from the closest of public transport station or airport.

2.1.7 Advance planning

EFSA does not cover any travel or accommodation booked by the Expert prior to the receipt of the invitation letter to the meeting. Experts are therefore invited to book only upon receipt of the official invitation.

Experts should make their travel arrangements by the deadline indicated in the Invitation e-mail.

2.1.8 Changes to existing bookings

- ✓ If the Expert makes a mistake in the prepaid ticket request, EFSA does not cover the cost of the re-booking, which will be charged to the Expert. The same rule applies when the ticket is purchased directly by the Expert.
- ✓ If Experts need to cancel/shorten/extend their participation in a meeting for reasons beyond their control (i.e. serious illness, family bereavement or attendance at the funeral of a close relative, public transport strike, flight cancellation) or if EFSA meeting ends considerably later/earlier than scheduled, they should inform EFSA without delay to explain the circumstances. If the ticket has been bought directly by the Expert, cancellation fees and any related re-booking fees (including accommodation) may be reimbursed by EFSA only for the difference not refunded by the Airline Company or travel insurance. Experts might be asked to provide the relevant supporting documents

EFSA does not cover the cost to change or cancel a ticket due to reasons not considered beyond the Expert control (e.g. personal arrangements, work related reasons not depending on EFSA).

2.2 Special arrangements due to medical reasons

Any expenses incurred by disabled Experts as a result of their disability or in case of special medical conditions or by the person accompanying them shall be reimbursed following prior agreement with EFSA and upon presentation of supporting documents.

2.3 VISA requirements, luggage and check-in fees

Experts from a non-EU country should carefully check the VISA requirements to travel to an EU country. This also applies to Experts from EU countries who are invited to attend a meeting/conference held in a non-EU country. Experts should inform EFSA immediately if they need a VISA to travel. Experts must take all the necessary steps required in order to obtain the VISA in due time, taking into consideration that the procedure might take several weeks. EFSA will not issue any prepaid ticket before the Expert has obtained the VISA. Experts must inform EFSA immediately if they need to provide the embassy with a flight ticket in order to obtain the VISA.

EFSA reimburses Visa costs only upon presentation of the related documents.

If Experts have to pay extra fees to check-in a suitcase directly at the airport because the cost was not included in the ticket, EFSA will reimburse the claimed luggage fee.

Experts travelling with low-cost carriers must check-in on-line prior to departure. - EFSA does not reimburse the costs incurred by the experts if they fail to present a valid boarding pass at the airport - although duly informed about the check-in procedures.

3. DAILY AND ACCOMMODATION ALLOWANCES

- (1) Unless stated otherwise in the letter of invitation, Experts are entitled to a daily allowance for each day of the meeting and to an accommodation allowance as per the *Compensation and Reimbursement Synoptic Table* (Annex 1).
- (2) Government Experts shall receive a daily allowance for each day of the meeting and, when appropriate***, an accommodation allowance
- (3) Hearing Experts representing their public organisation shall receive a daily allowance for each day of the meeting and, when appropriate***, an accommodation allowance.
- (4) The daily allowance paid for each meeting day is a flat rate to cover all expenditure at the place where the meeting is held, including meals, local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.) as well as expenses related to communication (telephone, internet, fax, etc.).
- (5) The daily allowance amounts to EUR 92.00. If the distance between the place of work or residence and the meeting location is 100 km or less, the daily allowance is reduced by 50%.
- (6) Experts who have to spend one or more nights at the meeting location are entitled to an accommodation allowance amounting to EUR 100 per night. The number of nights may not exceed the number of meeting days + 1.
- (7) Exceptionally, when scheduled transport on the way to/from the meeting place does not permit the journey to be completed during that day and the Expert has to stay an extra night in a country different from the meeting place, the cost for the accommodation will be reimbursed upon presentation of the hotel invoice and up to EUR 100.

- (8) In case the Expert has to stay extra night(s) at the meeting place or in a country different from the meeting place for force majeure (cancellation of flight for bad weather condition, strike, etc.), the cost of the accommodation and the cost of the transport from/to the hotel will be fully reimbursed upon presentation of the hotel invoice and if not reimbursed by the airline company.
- (9) If the distance between the place of work or residence and the meeting location is 100 km or less or whenever the expert is travelling to the meeting by car, the expert will receive the accommodation allowance only upon presentation of the hotel invoice.
- (10) Exceptionally, an additional accommodation allowance may be paid in case of long-haul intercontinental flights in order to allow a rest day before the meeting. EFSA will also grant one or more extra accommodation allowances when travelling the day before or after will enable the Expert to obtain a reduction in the cost of transport worth more than the amount of the extra accommodation allowances. In order to benefit from these allowances, the Expert must inform EFSA beforehand and provide the necessary supporting documents.
- (11) If the expert is forced to stay an extra night for reasons outside his/her control and/or if the meeting ends considerably later than scheduled, the extra accommodation for that night will be reimbursed upon presentation of the hotel invoice. If no invoice is available (e.g. the Expert remained at the airport overnight), the extra accommodation allowance cannot be paid.
- (12) The accommodation allowance is not paid for meetings where EFSA provides and pays block bookings directly.

(***) Provided that they are not receiving similar allowances from their institution.

3.1. Medical Insurance

EFSA has underwritten a medical insurance covering medical expenses of accidents which may occur to Experts worldwide both during service and travel time while attending EFSA's meetings.

An "accident" is defined as any sudden occurrence affecting the insured person's physical integrity with a cause or with one of the causes being situated beyond the victim's organism.

Specific ceilings per accident apply in the case of medical expenses, total/partial permanent disability and death and are reimbursed following the involvement of any other insurance (e.g. a primary private or public health insurance).

In case of accident please contact EFSA in order to receive the Notification for accident form to be filled in and submitted to the insurance company

3.2. Proposal from third parties to cover the costs in meetings in which EFSA Experts are invited by EFSA

In case Experts are invited by EFSA to represent EFSA in meetings or conferences organised by other institutions, they are not entitled to receive from third parties any reimbursement nor coverage for the expenses incurred (travel, accommodation, etc.) in order to avoid any potential conflict of interest. The Experts will be reimbursed by EFSA accordingly.

Only registration fees may be covered by third parties. If not, they may be covered by EFSA but the Expert needs to receive a prior authorization by EFSA.

EFSA will grant a special indemnity only to Experts invited as speakers.

4. SPECIAL INDEMNITY

- (1) Management Board, Scientific Committee, Scientific Panels and Working Group Members, External Experts and hearing Experts intervening in their private capacity shall be entitled to an indemnity of EUR 385 for each full day of meeting attendance to cover other costs derived from their contribution to and participation in the work of the Scientific Committee, Scientific Panels and of their different working groups (see the *Compensation and Reimbursement Synoptic Table* - Annex 1). Tele-meetings: for Experts attending the meeting via tele/audio/web conferencing, the indemnity specified under § 5 hereunder shall apply.

If Experts attend both a physical meeting and a tele-meeting on the same day, the ceiling per day shall be EUR 385.

The EUR 385 indemnity is meant to be a full-day indemnity, a half-day meeting resulting in half the indemnity being paid. The duration of a given meeting is specified in the letter of invitation for the meeting. For settlement purposes, any meeting lasting at least six (6) hours is considered a full-day meeting and any meeting lasting at least three (3) hours is considered a half-day meeting. As compensation for costs incurred for the preparatory work for meetings, the Chairs of the Scientific Committee, Scientific Panels and Working Groups shall be entitled to one additional special indemnity per meeting. The chair indemnity (being one per meeting) can be shared in equal part between the chair persons, based on written decision of the HoU.

- (2) Each Expert selected to be a Rapporteur shall be entitled to an indemnity of up to EUR 770 to cover costs linked to the co-ordination of the preparatory work for the drafting of scientific opinions or scientific reports. The principle is EUR 770 per opinion/scientific report¹.

For particularly complex opinions or scientific reports drafted by Rapporteurs, up to two or three rapporteur indemnities may be applied per adopted opinion or delivered scientific report, if considered appropriate by reasoned written decision of the Head of Unit. The amount has to be split between Rapporteurs, the maximum being EUR 770 per Rapporteur.

¹ As defined in the decision adopted by the Management Board on 15 March 2012 concerning the rules of procedure for the establishment and operations of the Scientific Committee and Panels and their Working Groups.

- (3) Based on Art. 21.2 of the Commission Decision C(2016) 3301 of 30.05.2016 and Article 287(5) RAP of the Financial Regulation, the special indemnity of the experts has to be published by EFSA if it exceeds EUR 15.000.

5. TELE-MEETINGS (AUDIO/WEB/VIDEO CONFERENCING)

Pursuant to the Rules of procedures of the Scientific Committee, Panels and WG (MB Decision dated 15 March 2012):

- (1) Members of the Scientific Committee, Scientific Panels and Working Groups, External Experts and Hearing Experts intervening in their private capacity shall be entitled to an indemnity of EUR 100 per hour of attendance of tele-meeting to cover costs derived from their contribution to and participation in the work of the Scientific Committee or a Scientific Panel or one of their Working Groups. The ceiling per day shall be EUR 385. The compensation will be calculated at a rate of EUR 100 per 60 min.
- (2) The Chairs shall be entitled to an additional indemnity of EUR 50 per every hour of chairing a tele-meeting. Therefore the compensation for Chairs shall be calculated at a rate of EUR 150 per 60 min. The total ceiling per day for the Chairs shall be EUR 770.
- (3) For the compensation, the minimum duration of attendance by the Expert in one tele-meeting should be at least 30 min.
- (4) Ordinarily, an Expert would not be entitled to claim any costs incurred for travel and/or accommodation. However, should there be a need for the Expert to change location in order to participate in the tele-meeting, or should the Expert exceptionally incur telephone costs (e.g. roaming costs, rental costs), then these costs shall be considered eligible. The Expert shall claim for such reimbursements by sending to EFSA an email with the justification and relevant supporting documents. Telephone costs will be reimbursed following the presentation of relevant receipts or invoices. Any travel costs will be reimbursed in line with the established rules for Expert travel reimbursement.
- (5) The meeting start time will always be the hh:mm indicated in the official invitation letter once the Expert has confirmed their participation for that time. The meeting end time may differ between the participants and must be recorded by EFSA staff. The compensation calculated and paid will not exceed the time duration indicated in the invitation letter.
- (6) The responsibility for time recording lies with the Scientific Officer in charge of the tele-meeting and special care should be taken in this respect.

6. ADMINISTRATIVE FORMALITIES

6.1. Reimbursement claim

For each meeting, the Expert will receive a reimbursement claim e-mail where he/she needs to claim the travel costs incurred and attach the supporting documents. Expert's reply to this mail will trigger payment of the allowances due and travel costs incurred.

Travel expenses shall be reimbursed on submission of the following supporting documents: invoices, tickets or e-tickets for the inward and outward journey. The documents supplied must show the class of travel used, the time of travel and the amount paid.

Failure to act in accordance with the previous paragraph will enable EFSA to reimburse any travel expenses or pay any allowances and/or indemnities.

6.2. Payments

The payment order shall be drawn up on the basis of the Expert's declarations in the reimbursement claim email.

EFSA shall process reimbursements within the period laid down in the rules implementing the Financial Regulation (i.e. within 30 calendar days from receipt of the duly completed reimbursement claim e-mail and all supporting documentation).

Participants shall be entitled to the reimbursement of travel expenses, daily and accommodation allowances and to the special indemnity on condition that they are not receiving similar allowances and indemnities from the same institution or another Institution, Agency or Body of the European Union or of one of its Member States or of their administrations. Acceptance of the payment(s) from EFSA is not compatible with receiving these allowances or indemnities from the abovementioned parties.

By accepting the payment(s) from EFSA, Experts shall also accept to be responsible and liable for ensuring compliance with their national legal systems, in the meaning of national tax law.

Travel expenses shall be reimbursed in Euros, where appropriate at the rate of exchange applied on the first day of the meeting.

Allowances and indemnities shall be paid in Euros at the flat rate applicable on the first day of the meeting. The daily allowance and accommodation allowance might be adjusted every two years in line with the relevant European Commission Decision.

All reimbursements of travel expenses, daily allowances and/or accommodation allowances and special indemnities shall be paid via wire bank transfer to one single bank account, the details of which should be provided by the Expert. If the bank details change, the Expert shall promptly inform the meeting secretary.

In the absence of any authorisation from their institution, reimbursements of government Experts shall be paid into an account in the name of the represented institution.

Where Experts represent a private organisation or civil society, they can opt for reimbursement to the bank account of the represented organisation.

6.3. Bank Account Form (BAF) and Legal Entity Form (LEF)

In order to register a new bank account with EFSA (i.e. for the first payment by EFSA into this bank account) or to amend banking account details, the following shall be submitted to the meeting secretary:

- (1) A Bank Account Form duly completed and signed by the account holder, signed and stamped by the bank. The stamp from the bank can be replaced by a document provided by the bank which shows the following data:
 - (a) Name and address of the bank
 - (b) Name of the account holder
 - (c) IBAN number
 - (d) SWIFT number (BIC)

An example of such a document could be a) a bank account statement, b) document provided by the bank when opening a bank account or c) any other document issued by the bank that provides all the above listed information.

The Bank Account Form can be downloaded from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

(Please indicate the **swift code** in the “Remarks” section)

In order to have the legal entity information registered with EFSA, the following shall be submitted to EFSA:

- (2) Legal Entity Form duly completed and signed.
- (3) Supporting documents listed in the Legal Entity Form.

The legal entity form can be downloaded from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Financial statement: Experts receiving payment to a private bank account and registered in the EFSA Extranet by the reference unit can check the status of their reimbursement at any time on the following website: <https://ess.efsa.europa.eu/ess/>

Bank accounts provided by Experts must be able to receive payments in Euros.

A swift code is required to receive funds with international wire transfers: should a beneficiary have a bank account in a “domestic” bank which is not part of the Swift network, further instructions must be provided (intermediary bank –connected to the Swift network - data).

GLOSSARY

- **Hearing Experts intervening in their private capacity:** any Expert summoned/invited to an EFSA meeting in accordance with the procedure set out in Title III of the Decision of the Executive Director concerning the selection of members of the Scientific Committee, Scientific Panels and external Experts to assist EFSA with its scientific work, and offering its contribution outside any direct or indirect employment or advisory relationship with any legal or natural person active in the food and feed sector, including public institutions. Experts working for, or advising, universities should be considered as hearing Experts in their private capacity, assuming they act in compliance with the ethical rules of their organisation and provided they do not fall under subsequent definitions.
- **Hearing Experts representing their public organisation:** any Expert summoned to an EFSA meeting in accordance with the procedure set out in Title III of the Decision of the Executive Director concerning the selection of members of the Scientific Committee, Scientific Panels and external Experts to assist EFSA with its scientific work, and offering its contribution in the context of a direct or indirect employment or advisory relationship with one or more national, European or international public institutions, bodies or agencies it represents;
- **Hearing Experts representing industry:** any Expert summoned to an EFSA meeting in accordance with the procedure set out in Title III of the Decision of the Executive Director concerning the selection of members of the Scientific Committee, Scientific Panels and external Experts to assist EFSA with its scientific work, and offering its contribution in the context of a direct or indirect employment or advisory relationship with one or more legal or natural persons profit-oriented and active in the food and feed sector, or associations thereof it represents. For the purposes of the present guide, Experts working for, or advising, non-profit institutes or organisations funded for more than 20% of their budget allocations by industry, should also be considered as hearing Experts representing industry.
- **Government Experts** (see 1.(3)(i)) are individuals who have been invited as representatives of an international, national, regional or local public authority of a Member State (including Iceland and Norway) or who have been appointed by such an authority to defend the point of view of their country of origin on a particular issue.

Parma, date

16 DEC 2016

Bernhard Url