

EXECUTIVE DIRECTOR

Parma, 30 October 2009
Ref Finance/Bga/RO

Decision of the Executive Director of EFSA
Derogation concerning recovery orders related to staff missions

THE EXECUTIVE DIRECTOR OF THE EUROPEAN FOOD SAFETY AUTHORITY

HAVING REGARD to the Decision of the Executive Director laying down rules applicable to missions for members of staff of the European Food Safety Authority adopted on the 1st of September 2009 thereof,

WHEREAS

1. It is critical to preserve the European Food Safety Authority from any conflict of interest situation and to maintain the independence from stakeholders.
2. Considering that, pursuant to point 6, page 15 of the EFSA Mission Guide: *“Before the mission, the authorising officer must check that there are no potential conflicts of interest and confirm accordingly on the mission order”*.
3. Considering the result of the consultation made with the European Commission, seen that the Mission Guide falls under Article 110 procedure :

« Il vous revient en tant que pouvoir ordonnateur et AIPN d'apporter, dans le respect du cadre statutaire et des procédures applicables, les modifications que vous jugez appropriées. Cependant le Service Mission est d'avis que la suppression de l'article 6 n'est pas nécessaire étant donné qu'il revient à l'ordonnateur d'autoriser ou non une mission à charge des organisateurs ».

4. Considering the need to ensure that recovering expenses from Industry or other EFSA stakeholders does not compromise the Agency independence reputation.

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HAS DECIDED THE FOLLOWING

Article 1

1. The Authorising Officer has responsibility for checking the potential conflict of interest of any mission submitted to him (her) as this constitutes the corner stone of EFSA independence and complies with the EFSA global policy of absence of conflict of interest.
2. In such cases where the organisers of an event propose to cover part or all of the mission expenses, this will be declined. This comes in derogation of Point 6 of the Mission Guide.

Article 2

This decision shall take immediate effect.

Article 3

All staff shall be informed of this decision.

Done in Parma on 03/11/2009

[SIGNED]

Catherine Geslain-Lanéelle

Annex I: *Decision of the Executive Director laying down the rules applicable to missions for members of staff of the European Food Safety Authority, Point 6, page 15.*

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ANNEX I

This Annex contains extracts from the *Decision of the Executive Director laying down the rules applicable to missions for members of staff of the European Food Safety Authority* signed in Parma on 31/08/2009

EXPENSES PAID BY ORGANISERS ACCOMMODATION AND MEALS PROVIDED BY OTHERS:

“Before the mission, the authorising officer must check that there are no potential conflicts of interest and confirm accordingly on the mission order. Tickets must be provided to the staff going on mission by the organisers or paid for directly by the staff member concerned. In the latter case, staff should be aware that they make such payments at their own risk and that EFSA cannot reimburse such costs if the organisers fail to do so.

If a Community Institution, an administration or an outside organisation covers the costs of meals, accommodation and/or subsistence, this should be mentioned on the mission order and without fail on the statement of expenses (indicating the number of meals/overnight stays provided per place of mission). In such cases, the daily allowance will be reduced accordingly. The allowance is reduced by 30% for each meal provided, and by 15% for breakfast²¹. In exceptional cases, the authorising officer may decide, in agreement with the member of staff concerned, not to grant a daily allowance.

Any fees paid by an outside organisation should be declared on the mission order and/or the statement of expenses and will be deducted from the balance for the mission (see also Section 12 on gifts). The authorising officer must certify that the mission has been carried out. To this end, all relevant documentary evidence²² must be enclosed with the statement of expenses.”