

**DECISION**

<b>EFSA – European Food Safety Authority</b>	<b>Decision of the Executive Director on</b>	<b>Decision No.:</b> REF. EFSA/UNIT/DEC/16312138/2017
	<b>Effective Date:</b>	18/07/2017

<b>Approvals</b>	<b>Signature</b>	<b>Name</b>
Originator	Signature on the file	Serena SORESINI
Visa	Signature on the file	Elena CAPRIOLI
Visa	Signature on the file	Selomey YAMADJAKO
Executive Director	See Decision	Bernhard Url

<b>Introduction</b>	Reimbursement of travel and subsistence expenses to candidates invited to a selection procedure or a pre-employment medical exam organised by EFSA.	
<b>Description</b>	This Decision lays down the rules for the reimbursement of travel and subsistence expenses for candidates invited to participate in interviews/written tests or a pre-employment medical exam organised by EFSA.	
<b>References</b>	<p>Article 29 and Annex III of the S.R. and Articles 12 and 82 of the CEOS.</p> <p>Decision of the Management Board laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union dated 18/06/2015.</p> <p>Decision of the Executive Director on the general implementing provisions on the procedures governing the engagement and the use of contract staff dated 2/05/2006.</p> <p>Rules concerning the contribution towards travel and subsistence expenses of candidates invited to an assessment centre in a selection procedure organised by the European Personnel Selection Office (EPSO).</p>	
<b>Abbreviations</b>	<i>S.R.</i>	Staff Regulations of Officials
	<i>CEOS</i>	Conditions of Employment of Other Servants of the European Union

## Decision History

Date	Revision No.	Description of Change
12/07/2017	1	<p>Art. 2 – Paragraph 3 rephrased to better explain what is covered by the contribution for travel expenses.</p> <p>Art.4 - Paragraph 1 modified to enlarge the scope of the provisions covering Special Cases. An accommodation allowance is now granted to candidates who by virtue of Article 2 are entitled to receive travel expenses and are invited to a selection procedure which assessment phase is lasting (from beginning to end) longer than <b>5 hours</b>, for organisational reasons, thus obliging a candidate to spend one or more nights at the venue.</p> <p>Moreover the maximum amount of accommodation allowances is now 2 (EUR 200 equivalent)</p> <p>Art.5 – One sentence added reading “Candidates might be asked at any stage to provide EFSA with additional supporting documents, if so required.”</p>

**DECISION OF THE EXECUTIVE DIRECTOR  
OF THE EUROPEAN FOOD SAFETY AUTHORITY**

**laying down the rules on the contribution towards travel and  
subsistence expenses of candidates invited to a selection procedure  
or a pre-employment medical examination organised by the  
European Food Safety Authority**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN FOOD SAFETY AUTHORITY,

HAVING REGARD to the Treaty on the functioning of the European Union,

HAVING REGARD to Regulation (EC) No 178/2002 of 28 January 2002 of the European Parliament and of the Council 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, and in particular to Article 26(2)(a) and (g) and Article 48 thereof, regarding the role of the Executive Director of the European Food Safety Authority,

HAVING REGARD to the Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community, and in particular Articles 29 and 33 and Annex III of the Staff Regulations of Officials (S.R.) and Articles 12, 13, 82 and 83 of the Conditions of Employment of Other Servants (CEOS),

HAVING REGARD to the Decision of the Management Board of 18 June 2015 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(F) of the conditions of employment of other servants of the European Union,

HAVING REGARD to the Decision of the Executive Director of the European Food Safety Authority on the general implementing provisions on the procedures governing the engagement and use of contract staff dated 2 May 2006.

Whereas:

- (1) The European Food Safety Authority (EFSA) organises open competitions to fill vacant positions in EFSA on the basis of qualifications, interviews and written tests,

- (2) Candidates in recruitment procedures of EFSA need to be reimbursed for travel and subsistence expenses incurred in relation to interviews and for participation in written tests,
- (3) Before appointment, a successful candidate shall be medically examined by one of the institution's medical officers,
- (4) Detailed rules on the criteria for reimbursement of expenses are desirable.

HAS DECIDED AS FOLLOWS:

*Article 1  
General*

A contribution to the travel and subsistence expenses of candidates invited to a selection procedure or a pre-employment medical examination organised by EFSA shall be made in accordance with the provisions set out below.

*Article 2  
Travel and Subsistence Expenses*

The contribution shall be paid where the distance between the place of residence, as stated in the application form of the candidate, and the venue is above 200 km, based on the table below:

<b>Distance between the place of residence and the venue</b>	<b>Contribution for a full return trip in EUR</b>
0 to 200 km	0
201 to 500 km	150
501 to 1000 km	250
1001 to 2000 km	350
2001 to 3000 km	450
Over 3001 km	500

"Distance" means the distance (one way) between the two locations as calculated by the website [www.viamichelin.co.uk](http://www.viamichelin.co.uk) or [www.viamichelin.it](http://www.viamichelin.it), to consider the recommended route.

The contribution referred to in the first paragraph is normally considered to cover all expenditures, incurred by candidates travelling for attending an assessment in the framework of EFSA selection procedures.

Should the place of residence differ from the place of departure the shortest distance to the venue shall apply.

### *Article 3 Candidates with disabilities or special needs*

In order to avoid exceptional hardships and on the explicit and justified request by the candidate, EFSA may allow derogation from the above rules, in particular in cases for candidates with disabilities or special needs and may grant additional sums, up to a maximum of the double amount the candidate would have been entitled to.

### *Article 4 Specific Cases*

An accommodation allowance of EUR 100 per night shall be paid to candidates who are entitled to receive the contribution for travel and subsistence expenses provided for in Article 2, first paragraph and are invited to an assessment<sup>1</sup> which, for organisational reasons, lasts (from beginning to end<sup>2</sup>), longer than 5 hours.

For pre-employment medical visit, the candidate shall be entitled to receive the allowance provided for in the first paragraph for maximum one night. In all other cases, the candidate shall be entitled to receive this allowance for maximum two nights.

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<sup>1</sup> Written test, interview, Assessment Centre (if applicable), pre-employment medical visit.

<sup>2</sup> Date and time(s) indicated in the invitation shall be taken as a reference.

The accommodation allowance shall be paid upon presentation of supporting documents in the form of a formal receipt for hotel accommodation.

If the different parts of the testing phase are separated by an interval of a maximum of 3 days and the candidate decides to travel on both occasions from the place of residence to the location of the assessment, he/she shall be entitled to twice the contribution for travel and subsistence expenses provided for in Article 2, first paragraph but not to an accommodation allowance. By way of derogation from the table of Article 2, the maximum contribution for the two trips to the venue shall not exceed EUR 500.

#### *Article 5 Form and supporting documents*

In order to benefit from the contribution, the candidate is obliged to fill in the relevant forms and attach the original supporting documents as proof of travel.

The completed forms and supporting documents shall reach EFSA not later than three months from the date of the selection procedure or the pre-employment medical examination.

Incomplete forms, files with missing supporting documents, or forms received after the above deadline shall not be processed.

Candidates might be asked at any stage to provide EFSA with additional supporting documents, if so required.

#### *Article 6 Final Provisions*

Amounts due under the above rules shall be paid by bank transfer in Euros. EFSA shall not pay any contribution to candidates who benefit from a contribution on the basis of rules applicable to persons working within the European Institutions or to candidates who benefit from a contribution to travel and subsistence expenses from another source. False declarations in order to receive the financial contribution may lead to the exclusion of the candidate from the competition/selection procedure.

The above provisions shall apply to candidates invited to take part in a selection procedure or a pre-employment medical examination.

The present Decision repeals the Decision of the Executive Director of 2 May 2012 laying down the rules on the contribution towards travel and

subsistence expenses of candidates invited to a selection procedure or a pre-employment medical examination organised by EFSA and shall enter into force on the day following the date of its adoption.

Done in Parma, 17/07/2017

[signed]

Bernhard Url  
Executive Director