

	<b>Decision</b>  <i>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</i>	<b>EFSA/HUCAP/DEC/003</b>
<b>Internal use</b>	<b>Effective Date: 3 May 2012</b>	<b>Supersedes:</b> Rules applied with effect from 01/07/2008.

Approvals	Signature	Name
Originator	<i>Signature on file</i>	Shirley Simmons-Nocca
Head of HUCAP	<i>Signature on file</i>	Alessia Vecchio
Executive Director	<i>Signature on file</i>	Catherine Geslain-Lanéelle

<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.
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<b>Description</b>	This is a new EFSA Decision to lay 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.
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<b>References</b>	<p>Article 29 and Annex III of the S.R. and Articles 12 and 82 of the CEOS.          Decision of the Executive Director regarding the general implementing provisions on the procedure governing the engagement and use of Temporary Agents at EFSA dated 25/04/09.          Decision of the Executive Director on the general implementing provisions on the procedures governing the engagement and the use of contract staff dated 02/05/06.          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>
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<b>Relevant standards, legislation and documents</b>	
<b>Forms</b>	

#### Abbreviations and definitions

S.R.	Staff Regulations of Officials
CEOS	Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community

#### Decision History

Date	Revision No.	Description of Change

**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<sup>1</sup>, 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<sup>2</sup>,

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<sup>3</sup>, 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 Executive Director of the European Food Safety Authority on the procedure governing the engagement and the use of Temporary Agents at the European Food Safety Authority dated 25/04/2009,

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 02/05/2006,

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.

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<sup>1</sup> OJ L 31, 1.2.2002, p. 1.

<sup>2</sup> In the present Decision also referred to as 'the Authority' or 'EFSA'.

<sup>3</sup> OJ 45, 14.6.1962, p. 1385.

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:

Distance between the place of residence and the venue	Contribution for a full return trip in Euros
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 shall cover the full return trip between the place of residence/departure and the selection procedure venue.

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 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 is foreseen for candidates who are invited to a selection procedure lasting longer than one day for organisational reasons. If the different parts of the selection procedure are spread over two or more consecutive days or separated by an interval of a maximum of three days, thus obliging a candidate to spend one or more nights at the venue, an accommodation allowance of EUR 100 per night shall be paid upon presentation of supporting documents in the form of a formal receipt for hotel accommodation.

This allowance shall only be paid to candidates who by virtue of Article 2 are entitled to receive travel expenses.

The total amount of accommodation allowance paid shall not exceed EUR 300.

***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.

***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 Rules concerning the contribution towards travel and subsistence expenses for persons invited to attend a selection procedure exercise (test and/or interview) or a pre-employment medical examination applied by EFSA with effect from 1 July 2008 and shall enter into force on the day following the date of its adoption.

Done in Parma on 2 May 2012

[signed]

Catherine Geslain-Lanéelle  
Executive Director