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EUROPEAN FOOD SAFETY AUTHORITY

ADMINISTRATIVE ACT ON THE DECISION OF THE EXECUTIVE DIRECTOR LAYING DOWN THE EXPERTS' COMPENSATION GUIDE

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Scope of document	
<p>Administrative Act laying down the rules on the reimbursement of expenses incurred by third parties from outside EFSA invited to attend meetings in an expert capacity.</p>	
Abbreviations	
<p>Hearing Experts intervening in their private capacity</p>	<p>Any Expert summoned/invited to an EFSA meeting in accordance with the procedure set out in the Decision of the Management Board laying down implementing rules on the selection, appointment and operations of the Scientific Committee, Scientific Panels and of their Working Groups 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.</p>
<p>Hearing Experts representing their public organisation</p>	<p>Any Expert summoned to an EFSA meeting in accordance with the procedure set out the Decision of the Management Board laying down implementing rules on the selection, appointment and operations of the Scientific Committee, Scientific Panels and of their Working Groups 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 they represent.</p>
<p>Hearing Experts representing industry</p>	<p>Any Expert summoned to an EFSA meeting in accordance with the procedure set out the Decision of the Management Board laying down implementing rules on the selection, appointment and operations of the Scientific</p>

	Committee, Scientific Panels and of their Working Groups 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	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. Members of the Management Board representing the Member States, EFTA Countries and the EFTA Surveillance Authority shall be considered Government Experts.

Document history

Plain technical changes to this document (e.g. reference or adaptation to a revised organizational structure; reference to new or modified regulatory documents; corrections not modifying the substance of the document; etc.) are summarized in the following table in chronological order.

Any change in the substance of the document requires the adoption of a new document by the accountable body/entity superseding the document at stake.

Revision No.	Date	Description of Changes
01	01/01/2021	First version of document
02	15/07/2022	Elimination of expert indemnities to the Management Board Members and Introduction of a new category of experts (ISA experts)
03	20/10/2023	Harmonisation of expert and chair indemnities for both virtual and physical meetings



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DECISION OF THE EXECUTIVE DIRECTOR LAYING DOWN THE EXPERTS' COMPENSATION GUIDE

The Executive Director of the European Food Safety Authority

- Having regard to the Regulation (EC) No 178/2002 of the European Parliament and of the Council of 28 January 2002 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,
- Having regard to the Commission Decision C(2014) 2220 of 8 April 2014¹⁹⁶, 28.7.2009, p. 61–62 on conditions for granting a special allowance to participants in the activities of a Commission expert group, as provided for in the horizontal rules for Commission expert groups (C(2010)7649),
- Having regard to the Decision of the Management Board of 5 October 2016 concerning the operation of the Advisory Forum of the European Food Safety Authority,
- Having regard to the Decision of the Management Board of 6 October 2022 laying down implementing rules on the selection, appointment and operations of the Scientific Committee, Scientific Panels and of their Working Groups,
- Having regard to the Decision of the Management Board of 24 June 2021 concerning the establishment and operations of European networks of scientific organisations operating in the fields within the Authority's mission,
- Having regard to the Decision of the Management Board of 29 June 2022 on the criteria to register stakeholders and the mechanisms to engage with stakeholders,
- Having regard to the Decision of the Executive Director of 18 September 2015 concerning Pesticides Risk Assessment Peer Review effective from,
- Having regard to the Rules of Procedures of the Management Board of 6 October 2022.

Has adopted the following:

1. GENERAL PROVISIONS

1.1 Scope

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.



1.2 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, 23g¹ of EFSA's Founding Regulation)
- (d) Networking of national organisations (Article 36.1 of EFSA's Founding Regulation)
- (e) Institutional meetings
- (f) Advisory Forum meetings
- (g) Stakeholder meetings
- (h) Public hearings
- (i) Capacity Building meetings (art. 23b, art. 40 of EFSA's Founding Regulation)
- (j) Scientific Events
- (k) Pre-Accession/ENPI 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. Annex 1 lays down an exhaustive overview of the different meeting types under each category.

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 Portfolio Coordination office level and endorsed by the Executive Director.

1.3 Categories of Experts

For the purpose of this Guide, the term "Expert" shall mean all categories herein under.

Annex 1 lays down an exhaustive overview of the different experts' categories.

¹ 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.

Experts contributing to and participating in the scientific work of EFSA through e.g. Scientific Panels and their Working Groups of EFSA, Networks of EFSA or in the networking of national organisations as per Article 36(1) of Regulation (EC) No 178/2002 will benefit from allowances and indemnities as per the Compensation and Reimbursement Synoptic Table (Annex 1). 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 Pesticides and GMO Units.

In order to facilitate the reimbursement of expenses, EFSA shall 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.

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. For environmental sustainability purposes EFSA highly recommends the use of trains whenever possible.

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

- from the 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 Europe²(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

² Europe refers to the geographical European region

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 ³ 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.

Premium Economy 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 what is allowed with the most economical ticket;
- The Expert has to book seats in premium economy or 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, which are Malpensa, Linate, Bergamo, Bologna, Verona and Parma.

Choice of airline:

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

³ Europe refers to the geographical European region

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 experts will not be required to:

- 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 between 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

Trains are considered the most eco friendly way of travelling.

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 EUR100. 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 borne by 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 covered by the accommodation allowance. If the total cost of the accommodation and the parking fees exceeds the value of the accommodation allowance, the expert shall be reimbursed for the exceeding amount.

If two or more Experts entitled to the reimbursement of travel expenses travel in the same car, only one of them (the owner of the vehicle) will be 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. Experts should communicate the need for overnight parking. EFSA may 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 travellers (e.g. relatives, friends, partners) not invited to EFSA meetings can also benefit from the use of the shuttle service by paying a fee directly to the driver. The fee needs to be paid by credit card and will be calculated depending on the number of passengers. The expert will be informed in due time on the amount to be paid.

Experts may choose whether to travel to/from Parma either by using the shuttle service organized 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 station or airport.

Public transport and taxi from the hotel to the meeting venue are covered by the daily allowance.

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 in case the meeting is cancelled, or dates are changed. Experts are therefore invited to book only upon receipt of the official invitation.

Experts should make their travel arrangements as soon as they receive the official invitation letter and in any case by the deadline indicated in the invitation email.

2.1.8. **Changes to existing bookings**

If the Expert makes a mistake in the prepaid ticket request form, EFSA will 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 the Expert needs to cancel/shorten/extend his participation in a meeting for reasons beyond his 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, he should inform EFSA without delay to explain the circumstances. If the ticket was 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's 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 to obtain the VISA in due time, also considering that in some cases the procedure might take several weeks. EFSA will not issue any prepaid ticket before the Expert has obtained the VISA. Therefore, Experts must immediately inform EFSA if they need to provide the embassy with a flight ticket to obtain the VISA.

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

EFSA will reimburse the extra fees of checking in a suitcase directly at the airport only if the cost was not already included in the ticket.

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 having been duly informed about the check-in procedures.

3. DAILY AND ACCOMMODATION ALLOWANCES

(1) Unless stated otherwise in the letter of invitation, for **physical meetings only**, 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 and Members of the Management Board other than Government Experts shall receive a daily allowance for each day of the meeting and an accommodation allowance, provided that they do not receive similar allowances from their institution.

(3) Hearing Experts representing their public organisation shall receive a daily allowance for each day of the meeting and an accommodation allowance provided that they do not receive similar allowances from their institution.

(4) The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the physical 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.
- (13) Experts participating in tele-meetings shall not be entitled to a daily and accommodation allowance.

3.1 Medical Insurance covering medical expenses resulting from accidents

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. 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. For the other expenses, The Experts will be reimbursed by EFSA accordingly.

EFSA will grant an expert indemnity only to Experts invited as speakers.

4. EXPERT INDEMNITY (Applicable for physical and virtual meetings)

(1) Scientific Committee, Scientific Panels and Working Group Members, External Experts and hearing Experts intervening in their private capacity shall be entitled to one expert indemnity of EUR 150 per full hour of meeting attendance to cover 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). This indemnity includes related meeting preparatory work.

If Experts attend more than one meeting on the same day, the ceiling per day shall anyway be EUR 900.

The duration of a given meeting is specified in the letter of invitation for the meeting. The responsibility for time recording lies with the Scientific Officer in charge of the meeting and special care should be taken in this respect.

(2) Management Board members shall not be entitled to receive the expert indemnity.

(3) As compensation for the work incurred for the organisation and chairmanship of the meeting, the Chairs of the Scientific Committee, Scientific Panels and Working Groups shall be entitled to one additional indemnity equal to EUR 75 per every hour of chairing a meeting. Therefore, the all-in indemnity for Chairs shall be calculated at a rate of EUR 225 per hour. The total ceiling per day for the Chairs shall be EUR 1.350. The chair indemnity (being per hour of meeting) may be shared in equal part between the chairpersons (if more than one), based on written decision of the HoU.

The Chair of the Management Board shall not be entitled to receive the chair indemnity.

(4) With regards to public hearings, experts entitled to receive the expert indemnity as per synoptic table (Annex 1) will receive one expert indemnity of EUR 675 per meeting attendance. Each Expert selected to be a Rapporteur shall be entitled to an indemnity of up to EUR 900 to cover costs linked to the co-ordination of the preparatory work for the drafting of scientific opinions or scientific reports. The rule is EUR 900 per opinion/scientific report.

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 900 per Rapporteur⁴.

(5) For all meeting categories, Individual Scientific Assistance (ISA) Experts may be invited to attend **via tele-meeting only**. They shall be entitled to one expert indemnity of EUR 60 for each hour of tele-meeting attendance to explain their work related to the ISA contract. The ceiling per day shall be EUR 360.

(6) 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. 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.

(7) For the compensation of expert indemnity, the minimum duration of attendance by the Expert shall be at least 30 min for one tele-meeting and 3 hours for one physical meeting.

(8) Ordinarily, an Expert attending a tele-meeting 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 may be considered eligible upon submission by the expert of verifiable justification. The Expert shall claim for such reimbursements by sending to EFSA an email with the justification as to why EFSA should be reimbursing such costs together with relevant supporting documents Telephone costs will be reimbursed following the presentation of relevant receipts or invoices. Travel costs shall be reimbursed in line with the established rules for Expert travel reimbursement.

⁴ Pursuant to the Management Board decision concerning the establishment and operations of the Scientific Committee and Panels and of their Working Groups as last amended by the Management Board on 24 June 2021



5. ADMINISTRATIVE FORMALITIES

5.1 Reimbursement claim

For each physical meeting, the Expert will receive a reimbursement claim e-mail where he/she is required to claim the travel costs incurred and attach the supporting documents. Expert's complete 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 prevent EFSA to reimburse any travel expenses or pay any allowances and/or indemnities.

5.2 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 expert 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 Euro, where appropriate at the rate of exchange applied on the first day of the meeting.

Allowances and indemnities shall be paid in Euro 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 expert indemnities shall be paid via wire bank transfer to one single bank account, the details of which should be provided by the Expert on time before the meeting. 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.

5.3 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/mos>

Bank accounts provided by Experts must be able to receive payments in Euros and be held in a bank with a swift code that would allow to receive international wire transfers.

6. FINAL PROVISIONS

The experts' compensation guide shall enter into force as from 1 January 2023.
It repeals the Experts' Compensation Guide of 15/07/2022

Done in Parma,

See signature above

Bernhard Url
Executive Director