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AMENDMENT OF THE REGULATIONS FOR MEMBERS OF THE SECONDED STAFF OF THE EUROPEAN SCHOOLS – MISSION ALLOWANCE

BOARD OF GOVERNORS

Meeting on 5 – 7 December 2017

1. **Introduction**

According to Article 65.2 of the *Regulations for Members of the Seconded Staff of the European Schools* (Doc. 2011-04-D-14-en-7; hereafter: ‘Service Regulations’) members of the Seconded Staff are entitled to a particular allowance during their mission. The concrete amount concerning the hotel ceiling and the daily allowance are established in Annex IX of the Service Regulations.

A similar provision is foreseen in Article 13.2 (a) of Annex VII of the *Staff Regulations of Officials of the European Communities*.

The scale for missions by officials and other servants of the European Union in the Member States had been subject to a review in 2016 on the basis of EUROSTAT data. The previous review dated from 2006 (for the EU 25 Member States) and 2007 (for Bulgaria and Romania).

On 7 July 2016 the revised scales for the officials and other servants of the European Union in the Member States entered into force (COM Decision C (2016) 4164).

1. **Concrete proposal for the revision of the Regulations for Seconded Staff Members of the European Schools**

According to the Preamble of the *Regulations for Seconded Staff Members of the European Schools* these Regulations *‘are based, in the case of a number of provisions, on the Staff Regulations of Officials of the European Communities’*. Moreover, it is stated in the Preamble that *‘the provisions which entered into force with the reform of the latter set of Staff Regulations should be incorporated into the Staff Regulations for Members of Seconded Staff’*.

In order to maintain this parallelism of certain provisions it is proposed to align Annex IX of the Service Regulations to the revised provisions applicable to the officials and other servants of the European Union **as of 1 January 2018**.

By analogy, the same rates will apply to Locally Recruited Teachers and to the Administrative and Ancillary Staff of the European Schools.

The new scales are provided in the Annex of this document.

1. **Budgetary Implications**

The estimated budgetary implications for the 13 Schools and the Office of the Secretary-General will amount to a total of around € 130.000 per year. The additional costs will not lead to an increase of the budget 2018.

1. **Conclusions of the Budgetary Committee**

The Budgetary Committee supported the proposal to align Annex IX of the Service Regulations to the revised provisions applicable to the officials and other servants of the European Union.

1. **Proposal**

The Members of the Board of Governors are invited to approve the proposed draft amendment of the *Regulations for Seconded Staff Members of the European Schools* illustrated in the Annex of this document.

**Annex**

**Proposal for the amendment of the *‘Regulations for Members of the Seconded Staff of the European Schools’* as of 1 January 2018**

(Changes to Doc. 2011-04-D-14-en-7 are in **bold**):

**Article 65**

1. The daily subsistence allowance shall be paid as a flat-rate amount and shall be considered to cover breakfast and two main meals, local travel, the cost of telecommunications, including fax and Internet, and all other sundries. Accommodation costs, including local taxes, shall be reimbursed up to a maximum fixed for each country, on production of supporting documents.
2. The scale of daily allowances and the hotel ceiling for missions in the EU Member States are set out in Annex IX.
3. The daily subsistence allowance shall be calculated in accordance with the following provisions:

 Length of the mission:

* + 6 hours or less: 0.2 of the daily allowance and in addition any transport costs on the basis of supporting documents;
	+ 6-12 hours: half the daily allowance;
	+ 12-24 hours: the daily allowance;
	+ 24-36 hours: one and a half times the daily allowance;
	+ 36-48 hours: twice the daily allowance;
	+ 48-60 hours: two and a half times the daily allowance, etc.

Staff must declare all meals or accommodation provided by or reimbursed by any of the EU Institutions, a European School, another administration or third party. The corresponding deductions will be applied as follows:

The daily allowance is to be reduced by 30% for each meal provided by others. The reduction for breakfast is 15%. The remaining 25% is considered to cover all other expenses.

Additional reimbursements may be made on submission of a duly substantiated application approved by the authorising officer and accompanied by supporting documents where the total justifiable expenses exceed that part of the allowance intended to cover sundries (25%), for example: the costs of communications (telephone, mobile phone, fax, Internet, etc.) incurred for official purposes and approved by the authorising officer (itemised telephone bills with numbers and names of contact persons to be submitted identifying the official communications).

**ARTICLE 65(2)**

**DAILY ALLOWANCES AND HOTEL CEILINGS FOR MISSIONS IN THE**

**EU MEMBER STATES**

 **in EUR**

**Destinations Daily allowance Hotel ceiling**

Belgium ~~92~~ **102** ~~140~~ **148**

Bulgaria ~~58~~ **57** ~~169~~ **135**

Czech Republic ~~75~~ **70** ~~155~~ **124**

Denmark ~~120~~ **124** ~~150~~ **173**

Germany ~~93~~  **97** ~~115~~ **128**

Estonia ~~71~~ **80** ~~110~~ **105**

Greece  ~~82~~ **82** ~~140~~ **112**

Spain ~~87~~ **88** ~~125~~ **128**

France ~~95~~ **102**  ~~150~~ **180**

**Croatia 75 110**

Ireland ~~104~~ **108** ~~150~~ **159**

Italy  ~~95~~ **98** ~~135~~ **148**

Cyprus ~~93~~ **88** ~~145~~ **140**

Hungary ~~72~~ **64** ~~150~~ **120**

Latvia ~~66~~ **73** ~~145~~ **116**

Lithuania ~~68~~ **69** ~~115~~ **117**

Luxembourg ~~92~~ **98** ~~145~~ **148**

Malta ~~90~~ **88** ~~115~~ **138**

Netherlands ~~93~~ **103** ~~170~~ **166**

Austria ~~95~~ **102** ~~130~~ **132**

Poland ~~72~~ **67** ~~145~~ **116**

Portugal ~~84~~ **83** ~~120~~ **101**

Romania ~~52~~ **62** ~~170~~ **136**

Slovenia ~~70~~ **84** ~~110~~ **117**

Slovak Republic ~~80~~ **74** ~~125~~ 100

Finland ~~104~~ **113** ~~140~~ **142**

Sweden ~~97~~ **117** ~~160~~ **187**

United Kingdom ~~101~~ **125** ~~175~~ **209**