

Note on the EIOPA Decision on General Implementing provisions adopting the guide to missions (EIOPA-MB-12/024)

Introduction

- 1.1. The EIOPA Decision on General Implementing provisions adopting the guide to missions (EIOPA-MB-12/024) was approved in 2012 and is based on the Commission Decision of 18.11.2008¹. Nevertheless, some paragraphs require deviation in order to further align the EIOPA Decision with the Commission Decision and to ensure full compliance between the EIOPA mission management and the above mentioned legal framework.
- 1.2. For the above reasons, the Executive Director has decided:

Chapter IX. Duration of a mission:

Par. 4:

Solely for the purpose of settling mission expenses, one hour is added to departure and arrival times for train journeys, two hours before take-off and one hour after landing for journeys by air, and three hours before take-off and two hours after landing for intercontinental flights.

Is amended as follows:

Solely for the purpose of settling mission expenses, 30 minutes are added to departure and arrival times for train journeys and two hours before take-off and after landing for journeys by air.

Chapter V. Transport:

Par. 11:

Air travel is booked:

- in economy class or equivalent, at the lowest available rates, taking into account the times of meetings and/or special features of the mission, for all segments that involve less than four hours continuous flying time.
- in business or equivalent, at the lowest available rates, taking into account the times of the meetings and /or special features of the missions, if the journey includes at least one segment involving at least four hours continuous flying time, after approval of the Executive Director.

Is amended as follows:

¹ General implementing provisions adopting the Guide to missions for officials and other servants of the European Commission, C(2008) 6215 final.

Air travel is booked:

- Ibidem
- in business or equivalent, at the lowest available rates, taking into account the times of the meetings and /or special features of the missions, if the journey includes at least one segment involving at least four hours continuous flying time, after approval of the Executive Director, or the delegated Authorising Officer.

**Chapter V. Transport:
Par. Shuttles and taxis**

22. While EIOPA encourages the use of public transport, taxi may be used whenever (in line with point 79) time and/or safety reasons need to be taken into account for the successful completion of the mission. The staff are encouraged to take a prudent decision in the choice of transport.
23. Airport transfers are reimbursed on request at the price of the shuttle service or on presentation of supporting documents.
24. Public transport expenses and taxi fares are reimbursed upon presentation of original receipts or invoices.

Is amended as follows:

~~Shuttles and Airport transfers and Taxis~~

22. EIOPA encourages the use of public transport. Taxi may be used whenever time and/or safety reasons might affect the successful completion of the mission. The Staff are encouraged to take a prudent decision in the choice of transport and they should request approval for the use of taxi prior to the mission start.
23. Airport transfers are reimbursed on request, on presentation of supporting documents.
24. Taxi fares (in line with point 22) are reimbursed upon presentation of original receipts or invoices.

1.3. All modifications will be active starting 08 March 2013 onwards until further changes.

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