

**DECISION No. 30/2013**  
**OF THE SECRETARY-GENERAL OF THE COUNCIL**  
**CONCERNING REIMBURSEMENT OF TRAVEL EXPENSES**  
**OF DELEGATES OF MEMBER STATES**

**THE SECRETARY-GENERAL OF THE COUNCIL,**

Having regard to the European Council's Rules of Procedure of 1 December 2009,<sup>1</sup> and in particular Article 13(3) thereof and to the Council's Rules of Procedure of 1 December 2009<sup>2</sup>, and in particular Article 23(5) thereof,

Whereas:

- (1) The Secretary-General of the Council is fully responsible for administering the appropriations under Section II – European Council and Council – of the general budget of the European Union, and takes all necessary steps to ensure their sound management. He implements the appropriations in accordance with the provisions of the Financial Regulation applicable to the general budget of the European Union.
- (2) Given existing budgetary constraints, and in order to facilitate planning of budgetary expenditure of Member States and the General Secretariat of the Council, it is necessary to specify the criteria, limits and practical arrangements for the reimbursement of delegates' expenses by the General Secretariat of the Council.

---

<sup>1</sup> OJ L 315, 2.12.2009, p. 55.

<sup>2</sup> OJ L 325, 11.12.2009, p. 49.

- (3) The appropriations in Section II – European Council and Council – of the budget under "meetings and conferences" are intended to cover the refund of travel expenses incurred by the Presidency and delegations at meetings of the European Council and the Council and meetings held within the European Council and the Council framework,

**HAS DECIDED AS FOLLOWS:**

*Article 1*

*Principles*

1. Travel expenses incurred by delegates of Member States shall be charged to the general budget of the European Union (Section II – European Council and Council), subject to the conditions and limits set out below, as long as the travel actually took place to attend:
  - (a) a meeting of the European Council or the Council or one of its preparatory bodies;
  - (b) a meeting in the framework of the activities of the European Council or the Council;
  - (c) a meeting of an intergovernmental conference with a view to revising the Treaties or the accession of a State to the European Union, or of one of its dependent bodies;
  - (d) any meeting other than those mentioned under (c), held within the framework of the Treaties and which is considered to be inextricably linked to the work of the European Council or the Council and aimed at giving major political impetus to the development of the Union.
2. The list of meetings for which travel expenses may be reimbursed is in Annex I to this Decision. This list shall be regularly updated.
3. The reimbursement of delegates' travel expenses referred to in paragraph 1 is based on an allocation of the appropriations under Section II – European Council and Council – of the budget heading "meetings and conferences" of the general budget of the European Union.

## *Article 2*

### *Reimbursement of expenses*

1. Expenses arising from transport undertaken in order to participate in meetings mentioned in Annex I shall be reimbursed in conformity with the implementation rules of this Decision, independently of whether such sessions or meetings are held at the Council's headquarters.

## *Article 3*

### *Annual envelopes*

1. Each Member State is entitled to reimbursement of travel expenses up to a fixed annual envelopes for delegates' travel expenses equal to the percentage of the budgetary appropriations under Section II – European Council and Council – of the budget heading "Meetings and conferences" of the general budget of the European Union, established in Annex II to this Decision. The annual envelopes shall enable each Member State to decide on the extent of its representation at the meetings referred to in Article 1.

The percentage shall be multiplied by 1,5 for Member States holding the Presidency of the Council in any given year. The other Member States percentages will be adjusted accordingly.

2. In the event of accession of a new Member State the list and the percentages contained in Annex II shall be revised.

## *Article 4*

### *Procedure for implementing the annual envelopes*

1. The General Secretariat of the Council shall advance the annual envelopes to the relevant national administration. The advance payment shall be made in two instalments: 40% of the amount on 30 January and 60% on 15 July of each year, in euro.

Should the European Union budget not be adopted at the time of a payment, the provisional twelfths procedure shall apply.

2. In the first fortnight of December of the budgetary year in question, the Member States shall provide to the General Secretariat of the Council an estimation of the envelope expenditure.
3. In the two months following the end of the budget year in question, each Member State shall provide the General Secretariat of the Council with a statement showing how the envelope for delegates' travel expenses allocated to it has been used. Member States must present supporting documents for each declared amount.

The General Secretariat of the Council shall check the statement and verify the Member State' use of its appropriation.

4. Unused sums and amounts for which no supporting documents have been provided shall be deducted from the amounts to be advanced in the next instalment.
5. The General Secretariat of the Council shall keep lists of attendance at meetings for which travel expenses are to be defrayed from the Council and the European Council budget.

#### *Article 5*

##### *Exceeding and underuse of the six months provision for interpreting*

1. Under the terms of Decision 111/2007 of 23 July 2007 concerning interpreting for the European Council, the Council and its preparatory bodies, the General Secretariat of the Council provides delegations with an estimate of costs for interpreting for meetings, every six months.
2. If the estimated total costs for interpreting exceed the provision available for a given language for the six-month period in question, the delegation(s) concerned may cover the exceeding amount by requesting a transfer from its envelope for delegates' travel expenses to the relevant language envelope.

3. If it appears that the estimated cost of interpreting for a given language is less than the provision available for the current six-month period, the General Secretariat of the Council shall transfer 66 % of the unused amounts to the envelope for delegates' travel expenses after the end of the first 6-month period of the year concerned, and before the end of the second six-month period of the year concerned. The transferred appropriations shall be used according to the terms of the present Decision.
4. The transferred amounts shall cover only expenditure incurred in the current financial year.

*Article 6*

*Final provisions*

1. Decision No 32/2011 of 25 February 2011 concerning reimbursement of travel expenses of delegates of Member States is hereby repealed and replaced by this decision.
2. The implementing rules of the previous Decision 32/2011 (doc. SN 1704/11) apply to this Decision.
3. This Decision shall enter into force on 1 July 2013.

Brussels,      **12 -06- 2013**

  
Uwe Corsepius

---

MEETINGS GIVING ENTITLEMENT TO REIMBURSEMENT

1. (i) European Council meetings;
- (ii) Council meetings;
- (iii) joint Council meetings;
- (iv) working parties and committees in the list of committees and working parties involved in the Council's preparatory work established by COREPER (including joint working parties and committees)<sup>3</sup>. This list is regularly updated by the Secretariat in the light of the operation of the Council<sup>4</sup>; from this list, the following Committees set up by the Treaties are **excluded** (travel expenses are met by the European Commission):
  - a) Economic and Financial Committee (A.2)
  - b) Employment Committee (A.3)
  - c) Social Protection Committee (A.7);
  - d) Economic Policy Committee (A.11)and, if the meetings are held alongside Parliamentary sessions, in Strasbourg:
  - (e) Working Party in General Affairs (B.1)
- (v) Biennial ministerial meetings of the WTO;

---

<sup>3</sup> In the framework of bilateral and regional fishing agreements which are the exclusive competence of the Community, the Working Party on External Fisheries Policy (F. 24) is required to participate in the meetings referred to in the Annex. In such cases, only applications for the annual meeting of the agreement in question, or alternatively for the meeting considered most important, give entitlement to reimbursement.

<sup>4</sup> Current version: see **Doc 5581/13 of 22 January 2013**.

- (vi) Summits or ministerial level meetings (bilateral or multilateral) between the European Union and third countries wherever they take place. The reimbursement is strictly limited to the principal meeting.
- (vii) Intergovernmental conferences and their dependent bodies.
- (viii) Meetings of a task force or similar body with representatives of the Member States established at the request of the European Council.

2. Other meetings (in Brussels and elsewhere)

- (i) Meetings in the country of the Presidency: meetings of working parties or committees traditionally organised in the country of the Presidency are eligible under this decision. Under no circumstance these meetings may exceed **fifteen by Presidency**.
- (ii) COST (European Cooperation in Science and Technology) meetings: **only** the Committee of Senior Officials (CSO) and the Working Party on Legal, Administrative and Financial Questions (JAF) are eligible for the reimbursement arrangements.
- (iii) Bilateral and regional fishing agreements (external fisheries policy meetings) - list subject to changes:

Regional:

<p>NAFO - Northwest Atlantic Fisheries Organization          ICCAT - International Convention for the Conservation of Atlantic Tunas          SEAFO - South-East Atlantic Fisheries Organization          NEAFC - North East Atlantic Fisheries Commission          NASCO - North Atlantic Salmon Conservation Organization          IOTC - Indian Ocean Tuna Commission          IATTC - Inter-American Tropical Tuna Commission          GFCM - General Fisheries Commission for the Mediterranean          SWIOFC - South West Indian Ocean Fisheries Commission          SIOFA - Southern Indian Ocean Fisheries Agreement          SPRFMO - South Pacific Regional Fisheries Management Organisation          WCPFC - Western and Central Pacific Fisheries Commission</p>
---

Bilateral (EC-country):

Cape Verde	Mauritius
Comoros	Micronesia
Côte d'Ivoire	Morocco
Faroe Islands	Mozambique
Gabon	Norway
Greenland	Peru
Guinea	Russian Federation
Guinea-Bissau	São Tomé and Príncipe
Iceland	Senegal
Kiribati	Seychelles
Madagascar	Solomon Islands
Mauritania	



**Share of each Member State in the budgetary appropriations under the heading  
"Meetings and conferences" expressed as percentages**

<b>Member State</b>	<b>Share</b>
Belgium	0,22%
Bulgaria	4,64%
Czech Republic	3,07%
Denmark	4,53%
Germany	1,95%
Estonia	6,53%
Greece	2,55%
Spain	5,58%
France	1,18%
Croatia	2,66%
Ireland	2,30%
Italy	4,52%
Cyprus	4,68%
Latvia	5,39%
Lithuania	4,90%
Luxembourg	0,32%
Hungary	3,58%
Malta	3,07%
Netherlands	0,52%
Austria	3,33%
Poland	2,96%
Portugal	4,97%
Romania	4,84%
Slovenia	2,66%
Slovakia	2,84%
Finland	7,61%
Sweden	5,13%
United Kingdom	3,47%