



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate L. Economic analysis, perspectives and evaluations  
L.4. Evaluation of measures applicable to agriculture; studies

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**Subject: Third meeting of the Expert Committee on Evaluation of Rural Development Programmes (Brussels, 7 December 2009)**

Dear Sir/Madam,

Herewith I would like to invite you to the third meeting of the Expert Committee on Evaluation of Rural Development Programmes.

The meeting will take place on 7 December 2009 from 9.30 hrs to 17.30 hrs at the following address:

European Commission – Centre Albert Borschette,  
rue Froissart, 36, Room AB-1A  
1040 - Brussels.

Please find enclosed the draft agenda for the meeting. Interpretation arrangements will be as for the Rural Development Committee. The working documents will be sent in due time before the meeting (contact person: Ms Dorota Nadolna, Unit AGRI L.4, e-mail: dorota.nadolna@ec.europa.eu).

The Commission will reimburse expenses for a maximum of two participants per Member State (governmental experts), according to the rules in force.

Leo MAIER  
Acting Director

Annexes:

- Draft agenda
- Rules for the reimbursement of expert's expenses

**Third meeting of the  
Expert Committee on Evaluation of Rural Development Programmes**

7<sup>th</sup> December 2009 – 09.30 to 17.30

(Centre Albert Borschette, rue Froissart, 36, Room AB-1A,  
1040 - Brussels)

**DRAFT AGENDA**

1. Introduction by the Commission and adoption of the agenda
2. Working paper on the assessment of socio-economic and environmental impacts of Rural Development Programmes in the context of multiple intervening factors  

*- Coffee break -*
3. The Evaluation Expert Network
  - 3.1. Findings of the needs assessment in the Member States
  - 3.2. Work programme for 2010
  - 3.3. Concept for the Thematic Working Group on capturing the impact of Leader and of measures to improve quality of life in rural areas
  - 3.4. Establishment of a subgroup of the Expert Committee on Evaluation of Rural Development Programmes

*- Lunch break -*
4. Results of the synthesis of the Annual Progress Reports for 2008 concerning ongoing evaluation
5. Exchange of experiences and good evaluation practice: the ongoing evaluation system in Sweden  

*- Coffee break -*
6. Monitoring related aspects of the result indicators
7. A.O.B.

This information sheet is a summary of the Rule\* on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.

**WHO ?**

**Who is entitled to a reimbursement of expert's expenses?**

- anyone from outside the Commission who is invited to give a specific professional opinion in a committee, an expert group or by personal invitation, wherever the location of the meeting;
- anyone responsible for accompanying a disabled person who has been invited by the Commission to attend a meeting in an expert capacity.

Experts may be private-sector experts (representing the civil society) or government experts (representing a public authority of a Member State).

**WHAT ?**

**Unless stated otherwise in the letter of invitation and the request to organise the meeting, private-sector experts shall be entitled to a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from the same institution or another Community institution for the same visit.**

**Government experts shall receive a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, provided that provision for this is made in the rules of procedure of the committee or expert group and on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from their own administration for the same visit.**

**Travel expenses**

All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation to the place of the meeting. This travel must be organised on the basis of the most appropriate means of transport and trying to benefit from the most economical travel rates.

The services in charge of reimbursements shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place. So please do be careful when organising your trip.

As a general rule, means of transport are:

- first-class rail travel for journeys less than 400 km (one way);
- economy class air travel for distances of more than 400 km. Business class is allowed for a flight of 4 hours or more without stopovers;
- private car. The travel shall be reimbursed at the same rate as the first-class rail ticket, or by default at the rate of 0.22 € per km.



Travel expenses shall be reimbursed on presentation of **ORIGINAL** supporting documents:

- tickets and invoices;
- in the case of online bookings, the printout of the electronic reservation;
- boarding cards for the outward journey.

The documents supplied must show the **class of travel** used, the **time of travel** and the **amount paid**.

► **Taxi fares shall not be reimbursed.**

The Commission shall not be liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the meeting is held, unless such harm is directly attributable to the Commission. In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

**Daily allowance**

The **daily allowance** is a **flat rate**. It covers all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance. It amounts to 92 € per day of meeting.

If the distance between the place of departure cited in the invitation (be it your private or professional address) is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%. You shall then only receive 46 € per day of meeting.



**Accommodation allowance**



If you have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains, you shall also be entitled to an accommodation allowance. This allowance shall be **100 € per night**. The number of nights may not exceed the number of meeting days + 1.

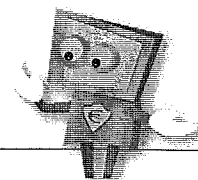
An additional accommodation allowance and/or daily allowance may, **exceptionally**, be paid if prolonging the stay would enable you to obtain a reduction in the cost of transport worth more than the amount of these allowances.

**HOW ?**

You must provide the secretaries of the meeting with the **documents necessary for their reimbursement, as required by the financial rules applicable in the Commission, by letter, fax or e-mail postmarked or dated no later than 30 calendar days after the final day of the meeting.**

**Beyond this deadline, the Commission is absolved from any obligation to reimburse travel expenses or pay any allowances.**

Reimbursements shall be made in euros, where appropriate at the rate of exchange applying on the day of the meeting. All reimbursements shall be made to one and the same bank account. For government experts, reimbursements shall be paid into an account in the name of the Member State, one of its ministries or a public body.



Cette fiche pratique est un résumé de la Réglementation\* relative à l'indemnisation des personnes étrangères à la Commission convoquées en qualité d'expert.

**QUI ?**

**Qui peut prétendre à un remboursement de frais d'expert ?**

- toute personne étrangère à la Commission invitée afin de rendre un avis professionnel et ponctuel dans un comité, un groupe d'experts ou dans le cadre d'une convocation individuelle, quel que soit le lieu de réunion;
- toute personne chargée d'accompagner une personne handicapée invitée par la Commission en qualité d'expert.

Les experts peuvent être privés (représentants de la société civile) ou gouvernementaux (représentants d'une autorité publique d'un Etat membre).

**QUOI ?**

**Sauf mention contraire dans la lettre d'invitation et dans la demande d'organisation de réunion, les experts privés ont droit au paiement d'une indemnité journalière par jour de réunion, et le cas échéant d'une indemnité de logement, à condition qu'ils attestent sur l'honneur ne pas percevoir, au titre du même séjour, des indemnités similaires de la même ou d'une autre Institution communautaire.**

**Les experts gouvernementaux ne bénéficient du paiement de ces mêmes indemnités, que si elles sont prévues par le règlement du comité ou du groupe d'experts et à condition qu'ils attestent sur l'honneur ne pas percevoir des indemnités similaires de leur administration au titre du même séjour.**

#### Frais de voyage

Tout expert peut prétendre au remboursement de ses frais de voyage de son lieu de convocation au lieu de la réunion. Ce voyage doit être organisé sur base du moyen de transport le plus adéquat en cherchant à bénéficier des tarifs les plus économiques.

Les services responsables des paiements auront le droit d'effectuer toute vérification nécessaire et de vous demander tout justificatif utile à cet effet. Ils se réservent également le droit, si cela apparaît justifié, de limiter le remboursement aux tarifs normalement pratiqués sur le trajet usuel entre le lieu de convocation et le lieu de réunion. Soyez donc vigilant au moment d'organiser votre voyage.

En règle générale, les moyens de transport sont :

- le train 1ère classe pour un voyage de moins de 400 km (aller simple);
- l'avion en classe économique pour un voyage de plus de 400 km. La classe affaires est autorisée pour un trajet d'une durée sans escale de 4 heures ou plus;
- la voiture personnelle. Le remboursement est basé sur le tarif ferroviaire 1ère classe ou à défaut au taux de 0,22 €/km.



Les frais de voyage sont remboursés sur présentation de pièces justificatives **ORIGINALES**:

- les billets et factures;
- dans le cadre d'achat de tickets en ligne, réservation électronique imprimée;
- les cartes d'embarquement du voyage « aller ».

Ces documents doivent permettre de déterminer la classe du voyage utilisée, les horaires des trajets, ainsi que les prix payés.

► Les frais de taxi ne sont pas remboursés.

La Commission n'est pas responsable du préjudice moral, matériel ou corporel subi par la personne convoquée, ou par toute personne chargée d'accompagner un expert handicapé, au cours du voyage et du séjour au lieu de réunion, s'il ne lui est pas directement imputable. En particulier, la personne convoquée qui utilise son propre moyen de transport pour ses déplacements, reste entièrement responsable des accidents qu'elle pourrait causer.

#### Indemnité journalière

Il s'agit d'une indemnité établie sur une base forfaitaire. Cette indemnité couvre les frais de repas et les déplacements locaux (bus, tram, train, métro, taxi, parking, péages autoroutes, etc) ainsi que les assurances voyage et accident. Le montant de cette indemnité s'élève à 92 €/jour de réunion.

Si la distance entre le lieu de convocation (votre adresse privée ou professionnelle) et le lieu de la réunion à laquelle vous êtes invité est inférieure ou égale à 100 km, le montant de cette indemnité est diminué de moitié. Vous recevrez donc 46 €/jour de réunion.



#### Indemnité de logement



Si vous devez passer une ou plusieurs nuits sur place, en raison d'incompatibilité entre les horaires de la réunion et ceux des transports, une indemnité de logement vous est également octroyée. Le montant de cette indemnité est forfaitaire et d'un montant de 100 €/nuit, le nombre des nuits ne peut pas dépasser celui des jours de réunion + 1.

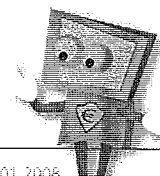
Une indemnité de logement et/ou journalière supplémentaire peut vous être exceptionnellement accordée si la prolongation de votre séjour permet d'obtenir une réduction du coût du transport supérieure au montant des indemnités.

**COMMENT ?**

Afin de pouvoir obtenir le remboursement de vos frais vous devez impérativement **fournir aux secrétaires de réunion les documents nécessaires exigés par les règles financières applicables à la Commission au plus tard 30 jours calendrier à compter du dernier jour de la réunion, le cachet de la poste, la date de la télécopie ou du courriel faisant foi.**

Passé ce délai, la Commission est déchargée de toute obligation de remboursement des frais de voyage ainsi que du paiement des indemnités.

Les remboursements sont effectués en euros, le cas échéant au taux de change en vigueur le jour de la réunion. Chaque remboursement de frais est effectué sur un seul et même compte bancaire. Pour les experts gouvernementaux, le remboursement est réalisé sur un compte au nom de l'Etat membre, d'un de ses ministères ou d'un organisme public.





**WHEN AND HOW TO FILL IN THIS DOCUMENT:**

All sections if your bank details have changed or are not known to the COMMISSION

Only sections 1 and 4 if you have forgotten your identification sticker

Only section 1 if your address has changed

Do you represent a government department or body?

YES ☐

(If no answer is given it will be assumed that you do.)

NO ☐

**1-EXPERT (for mailing purposes)**

SURNAME   
NAME   
ADDRESS   
TOWN/CITY   
COUNTRY  POSTCODE   
TELEPHONE  FAX   
MOBILE PHONE   
E-MAIL

**2-ORGANISATION FOR WHICH YOU WORK**

NAME   
ADDRESS   
TOWN/CITY  POSTCODE   
COUNTRY

**3-ACCOUNT NAME (OBLIGATORY)**

ACCOUNT NAME (1)   
ADDRESS   
TOWN/CITY  POSTCODE   
COUNTRY   
CONTACT PERSON  TELEPHONE   
E-MAIL

**4-BANK**

BANK NAME   
BRANCH ADDRESS   
TOWN/CITY  POSTCODE   
COUNTRY   
SORT CODE  ACCOUNT NUMBER   
IBAN   
OBLIGATORY (IF CODE EXISTS)

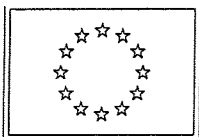
**5-REMARKS**

BANK STAMP + SIGNATURE BANK REPRESENTATIVE (2)  
BOTH OBLIGATORY

DATE+SIGNATURE ACCOUNT HOLDER  
OBLIGATORY

(1) The name or title under which the account has been opened and not the name of the authorized agent

(2) It is preferable to attach a copy of recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.

**APPLICATION FOR REIMBURSEMENT**  
(to be sent to the person responsible for the meeting)**EXPLANATIONS****Section I**

In order to obtain reimbursement of their expenses, experts must fill in **Section II** of this form.

- The cost of the journey must be given in the currency concerned and be supported by a copy of the ticket and the original travel agency invoice or, failing that, written confirmation of the electronic reservation, giving the amount paid

Experts who do not have (or have forgotten) their personal identification sticker must fill in the expert identification sheet overleaf (see instructions on the document) or indicate the number of the third-party file

**THIS DOCUMENT IS VALID ONLY IF SIGNED BY THE EXPERT AND THE MEETING SECRETARY.**

**TO BE FILLED IN BY THE EXPERT (in block capitals)****Section II**

PLEASE ATTACH AND INITIAL YOUR IDENTIFICATION  
STICKER TO CONFIRM THAT YOUR DETAILS ARE  
CORRECT

Mr ☐ Ms ☐

SURNAME: .....

FIRST NAME: .....

NATIONALITY: .....

Form of transport used	Outward journey		Return journey		Price paid	Currency
	Dep. time	Arr. time	Dep. time	Arr. time		

☐ Train/boat <sup>(1)</sup> .....☐ Air (economy class) <sup>(1)</sup> .....☐ Private car Registration no: ..... km (outward/return) .....☐ Other .....<sup>(1)</sup> see explanations**TAXI FARES AND PARKING FEES WILL NOT BE REIMBURSED**

I certify that I have been informed of the obligation to present the documentation concerning this meeting within thirty calendar days of the end of the meeting.

I certify that these particulars are true and accurate and that I will not be receiving any similar reimbursement from any other or the same institution or public or private organisation in respect of the same journey or stay.

DATE / /

SIGNATURE OF EXPERT:

**TO BE COMPLETED BY THE MEETING SECRETARY****Section III**

I certify that the Expert took part <sup>(2)</sup> from / / to / / in  
Meeting code Title arranged by DG:

and that the expenses claimed (dates and amounts) correspond to the attached supporting documents.

Location <sup>(4)</sup>: BRU/LUX/ISPRA/Other: ..... Departure point (stated in the invitation): .....

Expert invited as: ☐ Individual ☐ Government representative

Ticket pre-paid by the Commission: ☐ yes ☐ no

COMMENTS: .....

**Budget item <sup>(4)</sup>****MEETING SECRETARY <sup>(3)</sup>:**

Date: / /

Name (block capitals): .....

Address: ..... Tel: .....

Signature: .....

<sup>(4)</sup> please attach attendance list<sup>(2)</sup> on behalf of the authorising DG<sup>(4)</sup> indicate the budget heading