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EUROPEAN FOOD SAFETY AUTHORITY

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

<b>Name</b>	<b>Action</b>	<b>Sign</b>
Cristina Martin	Write	Digitally signed on 24/06/2024
Luca Tunesi	Review	Digitally signed on 24/06/2024
Selomey Yamadjako	Approve	Digitally signed on 25/06/2024
Bernhard Url	Approve	Digitally signed on 25/06/2024

### Scope of document

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.

### 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	01/01/2023	Harmonisation of expert and chair indemnities for both virtual and physical meetings
04	01/07/2024	Elimination of the ISA experts category and clarification that, if invited to actively participate in meetings relating to the Scientific Committee, Scientific Panels and their Working Groups, they shall participate as Hearing experts. Change to the flight booking modalities: flight tickets purchase is exclusively permitted via the prepaid ticket service managed by EFSA. All rates, allowances and ceilings are removed from the Administrative Act and specified in Annex and the synoptic table is removed from the Annex. Minor editorial changes not modifying the substance of the document.

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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<sup>1i</sup>, hereinafter "EFSA's Founding Regulation",
- Having regard to Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, and in particular Article 237 thereto<sup>2</sup>,
- Having regard to the Commission Decision C(2016) 3301 of 30 May 2016 establishing horizontal rules on the creation and operation of Commission expert groups,
- 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,
- Having regard to the Rules of Procedures of the Management Board of 6 October 2022.

Has adopted the following:

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<sup>1</sup> 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 (OJ L 31, 1.2.2002, p. 1), as amended by Regulation (EU) 2019/1381 of the European Parliament and of the Council of 20 June 2019 on the transparency and sustainability of the EU risk assessment in the food chain and amending Regulations (EC) No 178/2002, (EC) No 1829/2003, (EC) No 1831/2003, (EC) No 2065/2003, (EC) No 1935/2004, (EC) No 1331/2008, (EC) No 1107/2009, (EU) 2015/2283 and Directive 2001/18/EC, OJ L 231, 6.9.2019, p. 1–28

<sup>2</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, OJ L 193 30.7.2018, p. 1, and any successor thereto.



## **1. GENERAL PROVISIONS**

### **1.1 Scope**

These rules shall apply to:

- (a) Any Expert within the meaning of Article 1.3 of this Guide invited to attend an EFSA meeting as defined in accordance with Article 1.2 of this Guide.
- (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, 23g 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

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 specified in the above referenced Regulations and/or in the above referenced Decisions of the EFSA Management Board and of the EFSA Executive Director.

The Experts' entitlement to the coverage or reimbursement of travel expenses, together with the modalities for calculating them, are regulated under Article 2 of this Guide.

The Experts' entitlement to allowances and indemnities, as well as the modalities for calculating them, are regulated under Articles 3 and 4 of this Guide.

Individual Scientific Advisor (ISA) experts, contractors or grant beneficiary experts invited to present actively their own work during EFSA's meetings relating to the Scientific Committee, Scientific Panels and their Working Groups, will participate as Hearing Experts. In this event, EFSA will reimburse travel expenses, as well as allowances and expert indemnity in accordance with Articles 2, 3 and 4. On the contrary, EFSA will not cover/provide any travel or shuttle arrangements or allowances and indemnities detailed in this Guide to ISA experts, contractors or grant beneficiary experts invited to attend the meetings in the frame of a procurement/ISA contract or a grant agreement, as in these cases the provisions of the contract/agreement concerning reimbursements will apply.

## **2. TRAVEL EXPENSES**

### **2.1 General Conditions**

Experts are entitled to the coverage of their travel expenses, with the exception of observers and participants to EFSA's meetings representing industry.

Experts representing their EU/International Organisation are not entitled to the coverage or reimbursement of their travel expenses, as the latter are covered or reimbursed in accordance with the rules applicable to their EU/International Organisation.

As a general rule, Stakeholders are not entitled to the coverage of their travel expenses, except for those of organisations that could not otherwise afford to participate in meetings. Financial contributions may only be awarded to stakeholder organisations which are non-governmental, non-profit making, independent of industry, commerce and business and have as their primary objectives and activities the promotion and protection of the health and safety of consumers and the environment.

#### **2.1.1. Possible routes**

Experts shall use the most appropriate means of transport given the distance involved and shall request for a prepaid ticket to EFSA. For environmental



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

For travel, EFSA provides with a prepaid ticket for Experts based in Europe, covering their transportation from their European location to the meeting destination and return journey to any European destination. For Experts based in non-European countries, EFSA covers the travel to the meeting location and the return journey to their home country (non-EU), or alternatively, the travel to any other European country.

For both European and Intercontinental flights, EFSA requires that Experts secure prepaid tickets upon request.

In case of exceptional itineraries 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.

#### 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.

Experts are eligible to request Premium Economy tickets exclusively for air travel lasting 4 hours or more without stopovers.

#### **Choice of airline:**

EFSA shall select the most favourable airline in view of the principle of cost effectiveness.

#### **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 land 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 1<sup>st</sup> 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 EUR 100. 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**

In principle, 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 a flat rate of EUR 0.22 per km. Any road tolls incurred during the journey are 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 shall 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 available to all categories of Experts, except for participants to EFSA's meetings representing industry. Arrangements are directly made and covered 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 organised 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 a 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 absence of public transport and impossibility to travel by private car, taxi costs are reimbursed up to a maximum of EUR 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**

in case the meeting is cancelled, or dates are changed, EFSA does not cover any travel or accommodation booked by the Expert prior to the receipt of the invitation letter to the meeting. Experts are therefore invited to book only upon receipt of the official invitation.

Experts shall 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

EFSA shall not cover the cost of the re-booking due to errors in the compilation of the prepaid ticket request form.

If the Expert needs to cancel/shorten/extend his/her participation in a meeting for reasons beyond his/her control (i.e. serious illness, serious personal issues, public transport strike, flight cancellation) or if EFSA meeting ends considerably later/earlier than scheduled, he/she should inform EFSA without delay to explain the circumstances.

EFSA shall not cover the cost to change or cancel a ticket for 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 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) All allowances/flat rates are specified in Annex 1.
- (2) 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.

- (3) 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.). 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%.
- (4) Experts who have to spend one or more nights at the meeting location are entitled to an accommodation allowance. The number of nights may not exceed the number of meeting days + 1.
- (5) 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 the amount of a flat rate per night
- (6) 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.
- (7) If the distance between the place of work or residence and the meeting location is 100 km or less, the expert will receive the accommodation allowance upon presentation of the hotel invoice.
- (8) Whenever the expert is travelling to the meeting by car, the expert will be entitled to receive the accommodation allowance. However, EFSA reserves the right to request presentation of the hotel invoice.
- (9) 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.
- (10) 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.
- (11) The accommodation allowance is not paid for meetings where EFSA provides and pays block bookings directly.
- (12) Experts participating in tele-meetings shall not be entitled to a daily and accommodation allowance.

### **3.1 Insurance covering medical expenses resulting from accidents**

EFSA has underwritten an 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) All indemnities/rates and applicable ceilings are specified in Annex 1.
- (2) Scientific Committee, Scientific Panels and Working Group Members, External Experts and Hearing Experts shall be entitled to one expert indemnity 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. This indemnity includes related meeting preparatory work.

The above provision only applies to the above mentioned Experts' categories.

The expected duration of a given meeting is specified in the letter of invitation for the meeting.

- (3) Management Board members shall not be entitled to receive the expert indemnity.
- (4) 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 per every hour of chairing a meeting. The total ceiling per day for the Chairs is applied. 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 Head of Unit. The Chair of the Management Board shall not be entitled to receive the chair indemnity.

(5) With regards to public hearings, Experts entitled to receive the expert indemnity will receive one expert indemnity in a fixed amount per meeting attendance.

(6) Each Expert selected to be a Rapporteur shall be entitled to an indemnity to cover costs linked to the co-ordination of the preparatory work for the drafting of scientific opinions or scientific reports. However, 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.<sup>3</sup>.

(7) 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.

(8) For the compensation of expert indemnity, the minimum duration of attendance by the Expert shall be at least 30 min.

(9) 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.

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<sup>3</sup> 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, other than prepaid tickets, 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 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 will 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).

Experts 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.

Reimbursements of government Experts<sup>4</sup> shall be paid into an account in the name of the represented Institution unless specifically requested by the Expert following prior authorization of their institution.

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.

Where Experts represent a private organisation or civil society, they can opt for reimbursement to the bank account of the represented organisation.

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

### **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

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<sup>4</sup> 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.



- (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:  
[https://commission.europa.eu/document/download/b21b3e58-0149-45dc-a2ac-70e376943742\\_en?filename=legent\\_indiv\\_en.pdf](https://commission.europa.eu/document/download/b21b3e58-0149-45dc-a2ac-70e376943742_en?filename=legent_indiv_en.pdf) (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:*  
[https://commission.europa.eu/document/download/b21b3e58-0149-45dc-a2ac-70e376943742\\_en?filename=legent\\_indiv\\_en.pdf](https://commission.europa.eu/document/download/b21b3e58-0149-45dc-a2ac-70e376943742_en?filename=legent_indiv_en.pdf)

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 July 2024.

It repeals the Experts' Compensation Guide of 01/01/2023. This guide is currently under revision and will be available towards the end of the year for 2025 implementation.

Done in Parma,

See signature above

Bernhard Url  
Acting Executive Director

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## ANNEX I

### Applicable Rates

#### Allowances

- **Daily allowance:** EUR 92 per meeting day
- **Accommodation allowance:** EUR 100 per night

#### Experts' indemnities

- **Indemnity:** EUR 150 per hour, up to a ceiling of EUR 900 per day
- **Chair indemnity:** Additional EUR 75 per hour; up to a total ceiling of EUR 1,350 per day.
- **Public hearing:** one expert indemnity of EUR 675 per meeting
- **Rapporteur:** up to maximum EUR 900 per opinion