

PROCEDURAL ACT OF THE ENERGY COMMUNITY SECRETARIAT

2012/01/ECS-EnC: On the adoption of the Reimbursement Rules of the Energy Community

The Energy Community Secretariat,

Implementing the Procedures for the Establishment and Implementation of Budget, Auditing and Inspection of the Energy Community as adopted by the Ministerial Council in Skopje on 17 November 2006 and particular Article 37 thereof,

Taking into account experience gained with the implementation of the Reimbursement Rules so far,

ADOPTS THE FOLLOWING PROCEDURAL ACT:

Article 1

The Director of the Energy Community Secretariat adopts Reimbursement Rules as attached.

Article 2

This Procedural Act enters into force on the day of its adoption.

For the Energy Community

Slavtcho Neykov
Director



Done in Vienna on 4 January 2012

Rules for Reimbursement within the Energy Community

as of 4 January 2012

Article 1 General

- 1) These Reimbursement Rules establish the procedure for reimbursement of the costs of travel for attendance of Energy Community events as specified in Article 2 below.
- 2) Only reimbursement for/to participants from state institutions from Contracting Parties and Observers shall be eligible. Representatives from industry and private organizations in particular shall not be eligible.
- 3) Without prejudice to specific rules below, the principles for reimbursement established in Articles 1 to 3 shall apply.
- 4) In case extraordinary circumstances so require, and subject to budget availability, the Director of the Energy Community Secretariat may grant exceptional travel reimbursement beyond the restrictions placed by these Rules upon written confirmation prior to the relevant meeting. Any exceptional reimbursement shall be part of the monthly reporting to the Budget Committee.
- 5) These Rules cannot contradict the approved Budget or the Energy Community *Procedures for the Establishment and Implementation of Budget, Auditing and Inspection*^[1] which shall prevail in case of a conflict.

Article 2 Events under consideration within the Reimbursement Rules

- 1) Without prejudice to more specific rules below, participation at the meetings of the following bodies shall be eligible for reimbursement under these rules:
 - 1.1. the Ministerial Council, the Permanent High Level Group, the Energy Community Fora (Electricity Forum, Gas Forum, Oil Forum, Social Forum) and the Energy Community Regulatory Board, including its Working Groups (EWG, CAO IG, GWG, CWG);
 - 1.2. the Budget Committee;
 - 1.3. the Task Forces established by the Ministerial Council;
 - 1.4. The Security of Supply Coordination Group, as established by the Ministerial Council of the Energy Community;
- 2) Participation in conferences and workshops, organized by the Secretariat in implementing the Work Program of the Energy Community, shall be eligible for reimbursement to the extent this can be accommodated by the Energy Community budget. The Director of the Energy Community Secretariat shall take decisions for each concrete case. Whether participation costs are covered or not shall be explicitly indicated in the relevant invitation.

^[1] Energy Community Procedures for the Establishment and Implementation of Budget, Auditing and Inspection of 17 November 2006 (Procedural Act No 2006/03/MC-EnC)

Article 3 Eligible Participants

- 1) Participants from the Contracting Parties (currently: Albania, Bosnia and Herzegovina, Croatia, former Yugoslav Republic of Macedonia, Republic of Moldova, Montenegro, Serbia, Ukraine and UNMIK) as well as from Observers, excluding Norway (currently: Armenia, Georgia and Turkey) shall be eligible for reimbursement (hereinafter: "the beneficiary parties").
- 2) Only officially nominated representatives from the beneficiary parties shall be eligible for reimbursement of the costs of travel related to the participation in the meeting in question.
- 3) The representatives officially nominated by their respective institutions shall present with the request for reimbursement the act of nomination for the relevant event (e-mail confirmation, travel order etc.).
- 4) Without prejudice to the specified exceptions, only one representative per beneficiary party (ministry, regulatory authority, agency etc.) shall be eligible for reimbursement.
- 5) The Director of the Energy Community Secretariat may allow reimbursement for more than one representative on an *ad hoc* basis for representatives of the Contracting Parties and Observers with specific institutional set up on the ground of their political structure.
- 6) For workshops and conferences, participation of up to two representatives per Contracting Party and one per Observer shall be reimbursed, unless the Director decides otherwise in accordance with Article 2(2).
- 7) Where only one participant is eligible, two or more participants from one beneficiary party may be reimbursed within the overall envisaged funds for one participant in accordance with the established limits.
- 8) In case two or more representatives from the same eligible authority of the beneficiary party attend the same meeting, the Secretariat shall be informed prior to the meeting by or on behalf of the superior of the attendees about the name of the delegate eligible for reimbursement within the established limits. In case such notification is missing, reimbursement shall be made to the representative who first submitted a claim in accordance with Article 11.
- 9) In case two representatives from different eligible authorities of the same beneficiary party attend the same meeting and there is no in advance clarification on the attendee eligible for reimbursement, the Secretariat shall reimburse within the overall limits the first applicant from each of the authorities.

Article 4 Reimbursement for participation at meetings of ECRB and its Working Groups

- 1) Only one officially nominated representative from the regulatory authority from each beneficiary party shall be eligible for reimbursement.
- 2) The President in office of the ECRB will receive refund of expenditures for her/his participation at the meetings of the ECRB and other institutional meetings of the Energy Community as required for the purpose of those meetings.

Article 5 Reimbursement for participation at meetings of the Energy Community For a

- 1) For participation at the Electricity, Gas and Social Fora of the Energy Community, one representative from the government and one representative from the regulatory authority per beneficiary party may be reimbursed in the maximum reimbursable amount as stated in Article 7.4).
- 2) One representative per beneficiary party shall be eligible for reimbursement for the Oil Forum.

Article 6 Speakers' Reimbursement for the Energy Community meetings

Requests for reimbursement of speakers at Energy Community events shall be considered eligible only if the Director of the Energy Community Secretariat has approved their reimbursement in advance. The staff member inviting a speaker shall ask the Director for confirmation in writing before making an invitation.

Article 7 Reimbursable Costs and Limits

- 1) The reimbursement shall cover the minimum necessary period of stay for the relevant event.
- 2) Only costs of travel are reimbursed. No per diems will be paid in addition to the travel expenses.
- 3) The costs of travel comprise the costs of transportation and costs of accommodation as necessary for the purposes of the meeting in question.
- 4) For all events where participation is eligible for reimbursement, the cost of travel to be reimbursed per meeting and per eligible participant from any beneficiary party may not exceed EUR 800. This maximum may be subject to changes, depending on the budgetary situation of the Energy Community.

Article 8 Transport

- 1) As a matter of principle, reimbursement shall only be made for taking the most direct route and the most cost-effective mode of transport.
- 2) Subject to the following specifications, costs of travel by airplane, public transport and car will be reimbursed.
- 3) For travel by plane, the costs of an economy class return ticket will be reimbursed.
- 4) For travel by train, the costs of a 2nd class return ticket will be reimbursed.
- 5) For travel by private car, mileage costs based on the most recent scale under Austrian legislation^[2] will be reimbursed. The reimbursement covers all incidentals related to the travel, like costs of petrol, insurance, toll fees, costs of parking, wearing down etc. A co-driver will not be reimbursed.
- 6) Costs for public transportation (bus, train, metro) shall be reimbursed. Taxi costs may be reimbursed exceptionally, when public transportation is not in place or not reasonable. In such case, the traveler shall enclose the taxi invoice together with a short explanatory note justifying the use of taxi services. For meetings taking place in Vienna, public transportation shall be used.

^[2] Since 1.1.2009 EUR 0.42/km

Article 9 Accommodation

- 1) Accommodation costs for the number of nights necessitated by the meeting in question shall be reimbursed. Overnight stay shall not be considered necessary where travel from or back to the traveler's home destination on the day of the meeting is reasonable.
- 2) The costs of accommodation shall be reimbursed up to EUR 120 per night. Exceptionally, when the cost of accommodation in the hotel, where the relevant meeting takes place is higher, costs of accommodation up to EUR 150 per night shall be reimbursed.
- 3) Only costs of accommodation shall be reimbursed. Any other expenditure related to the stay at the hotel shall not be reimbursed (internet, costs of phoning, copying, minibar, non-included breakfast, etc.).

Article 10 Purchase of ticket

- 1) The participants, eligible under these Rules, are required to purchase their tickets as early as possible so that the most economical fare can be obtained.
- 2) Bookings of the tickets shall be made individually by the traveler to the meeting.

Article 11 Reimbursement Procedure

- 1) A claim for reimbursement of travel expenses has to be submitted using the ECS form (*see attachment*) to the Secretariat **within 30 calendar days** after the date of the meeting in question.
- 2) Reimbursement claims submitted later than 30 days after the date of the meeting will not be considered.
- 3) The claim must be supported by documents as evidence of the costs incurred, namely flight, railway, public transport tickets, hotel invoices etc.
- 4) Reimbursement claims may be sent via regular mail to the postal address of the Energy Community in Vienna or via e-mail to accounting@energy-community.org.
- 5) Reimbursements shall be made only via bank transfer.
- 6) Reimbursement will be made in EURO to the stated **bank account of the institution** nominating the delegate.
- 7) On exceptional basis, reimbursement shall be made to private bank accounts only upon explicit and official written reasoned request by the institution nominating the participant to the meeting concerned.
- 8) Payment requests for advance expenditure for participants as referred to in Article 3 above in eligible events, including bookings of flights and/or hotels on behalf of the Energy Community are precluded.
- 9) The bank account details given have to contain the following details: name of the beneficiary (account holder), address of the account holder, bank name, bank account number (IBAN), Swift Code (BIC).

Article 12 Administrative and final provisions

- 1) The Head of Administrative and Finance Unit of the Energy Community Secretariat shall apply these Rules and be responsible for their proper implementation. He/she shall – if needed - communicate operationally with the claimers for reimbursement.
- 2) The Accounting Officer shall be responsible for adequate filing and archiving of the full set of documentation, concerning the reimbursement, including documents related to exceptional treatment.
- 3) The Reimbursement Rules shall be made available for information upon their adoption to the Budget Committee, PHLG and ECRB, as well as to the Energy Community Secretariat staff members.
- 4) These rules repeal any previous versions of the Reimbursement Rules. .

TRAVEL REIMBURSEMENT REQUEST

Please forward by email at accounting@energy-community.org or by mail at Energy Community Secretariat, Am Hof 4, Level 5, 1010 Vienna, Austria

1. MEETING DETAILS						
Description of the meeting:					Place:	
Date:		No. of days:				
2. PARTICIPANT						
FAMILY NAME:			FIRST NAME:			
INSTITUTION:			FUNCTION:			
COUNTRY:						
E-MAIL:			TEL:			
3. BANK DETAILS – In order to have money transferred you must provide full IBAN and SWIFT/BIC code						
NAME AND ADDRESS OF ACCOUNT HOLDER (INSTITUTION):						
BANK NAME						
Account Number						
SWIFT Code						
IBAN						
Remarks:						
4. ACCOMODATION						
DATES OF STAY		From:		To:		
Total number of hotel nights (fixed rate of 120 €/night)			Number:	Total (€):		
5. TRAVEL EXPENSES						
PLANE, TRAIN, Long Distance BUS, etc.	From	To	Class	Amount	Currency	In €
DEPARTURE						
ARRIVAL						
<i>Continue on separate sheet if required</i>						
CAR (including rented car)	From:		To:		To (return):	
Proof of distance attached <input type="checkbox"/>				Km (both ways):		
Mileage (fixed) rate 0,42 € / km				Total (€):		
LOCAL TRANSPORT – receipts required						
TAXI - Receipts required; additional justification necessary				Amount	Currency	€
TOTAL AMOUNT CLAIMED in €						
OTHER REMARKS						
I certify that this travel claim is a true statement of travel expenses incurred by me. I have not been and will not be reimbursed for these expenses from any other source nor have I included any expenses paid or to be paid directly from another source. I am aware of the Reimbursement Rules within the Energy Community in its most recent version.						
Date:			PARTICIPANT SIGNATURE:			

FOR ECS USE

Form and documents checked and approved

Date:

Signature: