



PROCEDURAL ACT OF THE ENERGY COMMUNITY SECRETARIAT

2026/08/ECS-ENC: ON PERSONNEL TRAVEL RELATED FUNDING SOURCES FINANCED FROM MANAGEMENT FEE (MF) AND EXTRABUDGETARY (ExB)

The Energy Community Secretariat (the Secretariat),

Having regard to the Secretariat's travel policy framework, including:

- The Staff Regulations of the Energy Community, adopted by the Ministerial Council on 18 December 2007, and amended by Ministerial Council Procedural Acts 2009/04/MC-EnC of 18 December 2009, 2022/02/MC-EnC of 15 December 2022, and 2024/01/MC-EnC of 19 February 2024 (the Staff Regulations),
- The Financial Management Rules, Adopted by Procedural Act 2019/08/ECS-EnC of 3 December 2019 as amended by Procedural Act 2025/09/ECS-EnC of 27 February 2025 on the adoption of Annex II, and Procedural Act 2025/17/ECS-EnC of 27 October 2025 on the adoption of the amended Annex I of the Financial Management Rules of the Energy Community (the Financial Management Rules),
- Procedural Act 2026/05/ECS-ENC: On the Adoption of the Handbook on the Internal, Technical and Financial Management of the EU4Unergy Phase II + EU Funded Project,
- Procedural Act 2025/14/ECS: On the adoption of the Handbook on the Internal, Technical and Financial Management of the Moldova Energy Independence and Resilience (MEIR) project financed under the Neighbourhood, Development and International Cooperation Instrument (NDICI-Global Europe 2024/ACT-62648)", (together, the Travel Policy),

Recognising the need to ensure consistent budgeting, accounting, and reporting of travel expenditures for personnel financed through different funding sources,

Having regard to the fact that the Travel Policy does not distinguish between personnel funded from the core budget of the Secretariat, on the one hand, and personnel financed through Management Fee (MF) made available by the contributors to the Ukraine Energy Support Fund



for its operation by the Secretariat, or Extra-Budgetary (ExB) arrangements, on the other, with respect to the funding source used for travel expenditures,

Determined to establish a clear policy framework governing the funding source for travel expenditures of personnel financed from Management Fee (MF) and Extra-Budgetary (ExB) arrangements,

Committed to ensure consistency between personnel costs and the related operational expenditures and to facilitate transparent financial reporting,

Taking into account the evolving nature of budgetary funding arrangements of the Secretariat,

ADOPTS THE FOLLOWING PROCEDURAL ACT:

Scope

Article 1

This Procedural Act establishes a formal policy applicable to travel expenditures financed through the Management Fee (MF) and Extra-Budgetary (ExB) arrangements of the Secretariat.

General Principles

Article 2

- a. Travel expenses for personnel should be budgeted, authorised, and reported under the same funding source that finances the personnel's engagement.
- b. The Travel Rules of the Energy Community, as described in Article 17 of the Staff Regulations, apply to travel of all personnel regardless of the funding source of their engagement.

Exceptions

Article 3

- a. Travel costs may be covered from another budget source than the one that funds the personnel's engagement where duly justified and incurred during the implementation of the Secretariat's work-program. These include, but are not limited to, core budget-funded

personnel travelling for MF or ExB related activities, as well as MF or ExB funded personnel travelling for the ECS work programme activities.

- b. Such exceptions shall be proposed by the HoAF, and approved by the Director in accordance with the Article 7(1) of the Financial Management Rules on the “dual-control principle” before the travel authorisation, when:
 - i. the travel is initiated for a purpose other than the personnel's primary project or externally funded activity (e.g. participation in institutional or Secretariat-wide events); or
 - ii. core budget-funded personnel travels to the regional offices.
- c. In such cases, the funding source and justification should be clearly indicated in the travel order and supporting documentation.

Implementation

Article 4

The Administrative and Financial Unit shall ensure the prompt implementation of this Procedural Act.

Entry into force

Article 5

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

For Energy Community Secretariat



Artur Lorkowski
Director

Done in Vienna, on 16 September 2026