

**PROCEDURAL ACT  
OF THE ENERGY COMMUNITY SECRETARIAT**

2021/02/ECS-EnC on the adoption of amendments to the Energy Community Travel Rules

The Energy Community Secretariat,

Implementing the Staff Regulations adopted by the Ministerial Council in Belgrade on 18 December 2007 and amended on 18 December 2009, in particular the Travel Rules as an attachment to the Staff Regulations;

Taking into account experience gained with the implementation of the Travel Rules;

Having regard to the approved Environmental Policy of the Secretariat,

**ADOPTS THE FOLLOWING PROCEDURAL ACT:**

**Article 1**

The Director of the Energy Community Secretariat adopts amendments to the Energy Community Travel Rules as per the Annex to this Procedural Act.

**Article 2**

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

For the Energy Community Secretariat

A handwritten signature in blue ink, reading "Janez Kopač".

Janez Kopač

Director

Done in Vienna on 5 March 2021

## ANNEX

### Amendments to Chapter 17 of the Staff Regulations of the Energy Community (Attachment: Travel Rules of the Energy Community)

1. Point 2.1 of Chapter 17 of the Staff Regulations of the Energy Community (Attachment: Travel Rules of the Energy Community, hereinafter: "Travel Rules") is amended as follows:
  - 2.1. Before leaving on official travel, authorization must be obtained in the form of an approved travel request. Travel requests are approved by the Director or an official authorized by him. If participation at the event concerned by the travel request and achievement of all expected results is possible via videoconference or by other remote means, staff members are encouraged to avoid travel. Officials authorized by the Director for approving travel requests shall consider a possibility to use remote means before approving the travel request.
2. Point 3.1. of the Travel Rules is amended as follows:
  - 3.1. As a general rule, the most cost-effective mode of transportation, including the carbon footprint of the transport method, relative to the purpose and duration of the travel, will be authorized. Travel by air shall take place by the most direct route at the lowest available price.
3. Point 3.2. of the Travel Rules is amended as follows:
  - 3.2. When no air transport is available or it is not cost-effective, or when a lower carbon footprint can be achieved by other means of transportation in a comparable timeframe of travel, travel by car, bus or rail will be authorized. The normal standard for travel by railway shall be second class for a distance up to 200 km and first class for distance above.
4. Point 3.4. of the Travel Rules is amended as follows:
  - 3.4. Exceptionally, the use of private car may be authorized by the Director. In this case, mileage costs based on the most recent scale under Austrian legislation<sup>1</sup> will be reimbursed, but only up to 500 EUR in total. The mileage 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. When more than one staff member travels by car, reimbursement is made to the owner of the car only.

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<sup>1</sup> Since 1.1.2011 EUR 0.42/km <https://www.bmf.gv.at/themen/steuern/kraftfahrzeuge/kilometergeld.html>

When using the private car, Energy Community cannot assume liability for any third party claim, damage to the car, loss or theft of personal items left in the car.

5. Point 4 of the Travel Rules is amended as follows:

4 Purchase of tickets

- 4.1. Bookings of travel arrangements are centralized and carried out by the official(s) authorized by the Director to provide travel arrangements for the officials of the Secretariat (travel managers).
- 4.2. Staff members are expected to communicate their travel needs as early as possible so that the most economical fare can be obtained.
- 4.3. In case of flights, the travel manager books using the authorized travel agent's online booking tool. Alternatively, the travel manager forwards the travel requests to the travel agent.
- 4.4. In case a travel arrangement (eg. bus ticket or a low cost carrier flight) cannot be obtained through the travel agent, staff members purchase the ticket themselves and request reimbursement upon the submission of the related travel claim.