Rules for Reimbursement within the Energy Community

presented at the occasion

of the

6th meeting of the Permanent High Level Group (PHLG)

on 17 December 2007 in Belgrade
1. Rules for Reimbursement – background, budgetary aspects

2. General aspects
   - types of meetings
   - beneficiary parties
   - maximum ceiling of reimbursement

3. Eligible Applicants

4. Reimbursable costs – definition

5. Procedure
Reimbursement of costs of traveling

The idea behind

- **To encourage** the participation of the representatives from the Contracting Parties (and in future of the Observers) at the meetings of Energy Community institutions and its substructure

- **To contribute** to the overall budget of the beneficiary parties required for traveling expenditure its representatives at the meetings within the Energy Community process
Rules for Reimbursement within the Energy Community process

Background

- Established in 2006 Rules for Reimbursement within the Energy Community were revised and respectively approved in November 2007

- These rules were issued on the basis of article 37(1) of the EnC Procedural Act No. 2006/03 of the Ministerial Council (Procedures for Establishment and Implementation of Budget, Auditing and Inspection)

Budgetary aspects

- In general, revision of rules and guidelines is subject to budget adopted every second year by the Ministerial Council of the Energy Community

- Year 2007 is to be considered as transitional period in terms of budget implementation
General aspects, Rule I

- Travel of experts to the **meetings of institutions** under the Treaty (see I.2)
  - Ministerial Council
  - Permanent High Level Group
  - Electricity Forum
  - Gas Forum
  - Energy Community Regulatory Board

- **Beneficiary Parties**, definition (see I.3)
  - Albania
  - Bosnia & Herzegovina
  - Croatia
  - Former Republic of Macedonia
  - Montenegro
  - Serbia
  - UNMIK
Applicants’ Eligibility, Rule II

- One (1) representative per beneficiary party
  - in case, where more than one (1) representative from the beneficiary party attends the meeting as defined in the rules, information about the eligible participant is required to the Secretariat

- Fora meetings
  - in case, where beneficiary party decides to be represented at a Forum meeting via two institutions, like government and/or regulator, ceiling for reimbursement of EUR 1,000.00 applies

- Official nominations are required (Act of Nomination), when applying for reimbursement
Reimbursed Costs, Rule III

- **Costs of travel** are defined as
  - Costs of transportation
  - Costs of accommodation up to EUR 120,00 ("hotel ceiling")

- Costs of transportation, types of means
  - travel by plane - economy class
  - travel by private car – mileage
  - travel by train – 2\textsuperscript{nd} class
  - costs for public transportation (bus, train, metro)
  - Exemptions for usage of taxis may be allowed -> justification (note) is required
Procedure, Rule VII

- Application through Travel Reimbursement Claim Form within **14 days** after the date of the meeting
- Sent per mail, e-mail or fax
- Originals (or copies) of documents of evidence for the expenditures have to be attached
- Reimbursement in **EUR** to the bank account of **institution** nominating the delegate (expert) for meeting
- No reimbursement to the **private** bank accounts of the applicants
- **Minimum information is required** for smooth bank transfer: name of the beneficiary (account holder), IBAN, Swift Code
Rules for Reimbursement 2008

Outlook

- **Extension of the circle of eligible applicants** starting 1 Jan 2008
  
  - Georgia
  - Moldova
  - Turkey
  - Ukraine

- All other principles will remain the same, in particular

  - Ceiling for reimbursement, per beneficiary party, will remain at the level of **EUR 1,000.00** for all cases of participation at the meetings of the Fora

  - In case, beneficiary party is represented by two institutions at the relevant meeting, i.e. government and regulator, split of contribution at a **ratio of 50%** will be applied

- **Update of Rule for Reimbursement** will be available starting 1 January 2008 also through the website of the Energy Community.