

EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

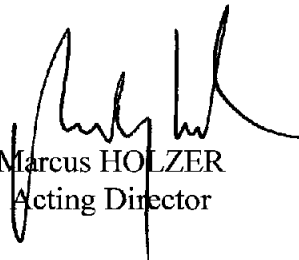
Directorate I. Internal Resource Management  
I.4. Financial Management of EAGF

Brussels, the **01 JUL. 2009**  
AGRI/I.4/MP D(2009) 158671  
3.11.06.03.15.01.05

**NOTE TO THE PERMANENT REPRESENTATIONS OF THE MEMBER STATES**

**Subject: Invitation – by e-mail – to the Member States to the 45th meeting of the Committee on the Agricultural Funds**

The representatives of the Member States are hereby invited to the meeting referred to above, which will be held in Brussels from 09:30 to 13:00 on Friday 17 July 2009 in room A, 11th floor, rue de la Loi 130. **Given the limited capacity of the room, the Commission can only provide a maximum of two places per Member State; non-reserved places will be allocated to the Commission.** The Member States' delegates must present a copy of this invitation for inspection on entry to the building. If they have never attended a meeting of the Committee on the Agricultural Funds since 24 January 2007, their surnames and first names must be communicated to Mr Parrot by 15 July 2009. Please also read document «**Specific Privacy Statement for processing of personal data related to Comitology Committees**» (SPS-cdFa-29-10-08-final.zip), available on CIRCA<sup>1</sup>.



Marcus HOLZER  
Acting Director

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Annexes: – agenda for the 45th meeting of the Committee on the Agricultural Funds (AGRI/D/159587/2009);  
– rules on the reimbursement of travel expenses for outside persons invited to Committee on the Agricultural Funds meetings as government experts, with bank details forms annexed; in order not to delay the above reimbursement, please bring the ticket with you to the meeting as well as a **photocopy** of it.

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[http://circa.europa.eu/Members/irc/agri/feoga/library?l=/test/2008/committee\\_1711\\_2008/concerning\\_directorate/distribution\\_documents&vm=detailed&sb=Title](http://circa.europa.eu/Members/irc/agri/feoga/library?l=/test/2008/committee_1711_2008/concerning_directorate/distribution_documents&vm=detailed&sb=Title)



Brussels, the 1 July 2009  
AGRI.I.4/MP D(2009) 159587  
3.11.06.03.15.01.04 2009

### AGENDA

for the 45th meeting of the Committee on the Agricultural Funds, to be held in room A, 11th floor, rue de la Loi 130, Brussels, from 9:30 to 13:00 on Friday 17 July 2009

#### **ITEMS CONCERNING DIRECTORATE I**

1. Consultation on monthly payments to be made in August for booking of expenditure incurred in June 2009.
2. Information on the use of appropriations and on draft Report No 8/2009 on the trend in EAGF expenditure.
3. Information on major decisions and developments affecting agricultural markets.
4. Opinion on a draft Commission Decision fixing, for the 2010 financial year, the standard amounts to be used for financing physical operations arising from the public storage of agricultural products.
5. Opinion on a draft Commission Regulation amending Commission Regulation (EC) No 884/2006 laying down detailed rules for the application of Council Regulation (EC) No 1290/2005 as regards the calculation of financing costs.
6. Other business.

#### **DOCUMENTS**

- D/.../2009<sup>(1)</sup> (partly in French and partly in English); D/.../2009<sup>(1)</sup>-FR (draft Decision)
- D/.../2009<sup>(1)</sup>-EN  
D/.../2009<sup>(4)</sup>-EN and D/.../2009<sup>(4)</sup>-FR
- D/.../2009<sup>(1)</sup>-EN
- D/.../2009<sup>(1)</sup>-FR (working paper and annexes)  
D/.../2009<sup>(1)</sup>-FR (draft Decision)
- D/.../2009-EN<sup>(2)</sup>
- 6.1. Distribution of documents.
- Updated list of Committee members to be consulted in August 2008 concerning payments to be made in September 2008 for expenditure incurred in July 2008. D/139275/2009-ANN-REV<sup>(3)</sup>-EN, FR
- Addendum 6 to the detailed EAGF budget nomenclature for 2009. D/16909/2008-REV5-ADD6<sup>(4)</sup>
- Situation with regard to public stocks in the period from 1 October 2008 to 30 April 2009. D/.../2009-EN and D/.../2009-ANN (partly in French and partly in English)<sup>(2)</sup>;
- Minutes and summary record of the 44th meeting of the Committee on the Agricultural Funds held on 18 June 2009. D/158796/2009(2)-FR, EN; D/145151/2009<sup>(2)</sup>-FR
- Report No 6/2009 on the early warning system. .../2009-EN<sup>(1)</sup>

#### **ITEM CONCERNING DIRECTORATE G**

#### **DOCUMENTS**

7. Information on the Rural Development programmes. D/.../2009 and annexes<sup>(3)</sup>-EN

Contact person:

Mr PARROT

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G:\Garantie from 2006\15 Documents du secrétariat du comité du FEOGA (cdF) et du comité des Fonds agricoles (cdFa)\15.01.04 Ordres du Jour (ODJ)\2009\odj45cdFa-EN-17-7-09.DOC



## ITEMS CONCERNING DIRECTORATE J

8. Consultation on a draft Commission Decision excluding from Community financing certain expenditure incurred by Member States under the by the European Agricultural Guarantee Fund (EAGF) and the European Agricultural Fund for Rural Development (EAFRD) [Decision No 31].
9. Opinion on a draft Commission Regulation laying down the form and content of the accounting information to be submitted to the Commission for the purpose of the clearance of the accounts of the EAGF and EAFRD as well as for monitoring and forecasting purposes, and exchange of views on the above draft.
10. Communication pursuant to Article 13(2) of Commission Regulation No 885/2006 of 21 June 2006, on the renewal of the term of office of a member of the Conciliation Body in the context of the clearance of the accounts of the Agricultural Funds.
11. Other business.
  - 11.1 Latest versions of guide-lines 1 to 8.
  - 11.2 Programme of missions by Directorate J (audit of agricultural expenditure) for the period between ... June and 30 September 2009.
  - 11.3 Distribution of documents.

<sup>(1)</sup> Available at the meeting and on CIRCA on or after 15 July 2009.

<sup>(2)</sup> Available on CIRCA by 9 July 2009 at the latest [final date for e-mailing the documents for the above meeting to the delegations in accordance with Article 3(1) of the Rules of Procedure of the Agricultural Funds Committee].

<sup>(3)</sup> Available on CIRCA between 10 and 14 July 2009.

<sup>(4)</sup> Available on CIRCA.

<sup>(5)</sup> Available on CIRCA after the meeting.

*NB:*

- This agenda may be amended between now and the meeting. Delegates are therefore requested to consult the version of the agenda provided at the meeting.
- In accordance with letter No 12660 of 10 June 2000 (distributed at the 560th meeting, held on 22 May 2000) from the Chairman of the EAGGF Committee to the Committee's correspondents and its spokesperson, which also applies to the Agricultural Funds Committee, documents previously available at meetings and those published on CIRCA on or before 14 July 2009 will not be available in hard copy at the meeting.
- INTERPRETING PROVISION:  
([http://europa.eu.int/comm/scic/help/workwithinter\\_en.htm](http://europa.eu.int/comm/scic/help/workwithinter_en.htm))
  - there will be no interpretation out of BG, CS, ET, FI, HU, LT, LV, MT, PL, RO, SK or SL;
  - there will be no interpretation into BG, CS, DA, EL, ET, FI, HU, LT, LV, MT, PL, PT, RO, SK, SL or SV.
- ATTENDANCE LIST  
Delegates are reminded not to leave the meeting without first having filled in and signed the attendance list.

## DOCUMENTS

- D/170910/2009 (draft Decision): <sup>(2)</sup>-EN; <sup>(1)</sup>-DE, FR.  
D/170910/2009-ANN1 (total corrections): <sup>(3)</sup>-EN; <sup>(1)</sup>-CS, EL, ES, FI, HU, IT, LT, LV, MT, NL, PL, PT, SL; <sup>(5)</sup>-other languages.  
D/170910/2009-ANN2 <sup>(3)</sup>-EN, FR, DE (full Summary Report)  
D/170910/2009-ANN3 <sup>(3)</sup>-CS, EL, ES, FI, HU, IT, LT, LV, MT, NL, PL, PT, SL (mixed Summary Report)  
D/145789/2009-MEMO2 (**2<sup>nd</sup> Memorandum**): <sup>(2)</sup>-EN; <sup>(1)</sup>-DE, FR; <sup>(5)</sup>-other languages.  
D/145789/2009-REG (**draft Regulation**),  
D/145789/2009-ANN1 (**X table**), D/145789/2009-ANN2 (**technical specifications**), D/145789/2009-ANN3 (**Aide-mémoire**), D/145789/2009-ANN4 (**EAFRD budget codes**) and D/145789/2009-MEMO (**1<sup>st</sup> Memorandum**): <sup>(2)</sup>-EN; <sup>(3)</sup>-DE, FR; <sup>(1)</sup>-other languages.  
D/.../2009 <sup>(1)</sup>-FR

D/.../2009 <sup>(2)</sup>-EN

D/.../2009 <sup>(1)</sup>-EN

This information sheet is a summary of the Rule\* on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.



**Who is entitled to a reimbursement of expert's expenses?**

- anyone from outside the Commission who is invited to give a specific professional opinion in a committee, an expert group or by personal invitation, wherever the location of the meeting;
- anyone responsible for accompanying a disabled person who has been invited by the Commission to attend a meeting in an expert capacity

Experts may be private-sector experts (representing the civil society) or government experts (representing a public authority of a Member State).



**Unless stated otherwise in the letter of invitation and the request to organise the meeting, private-sector experts shall be entitled to a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from the same institution or another Community institution for the same visit.**

**Government experts shall receive a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, provided that provision for this is made in the rules of procedure of the committee or expert group and on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from their own administration for the same visit.**

**Travel expenses**

All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation to the place of the meeting. This travel must be organised on the basis of the most appropriate means of transport and trying to benefit from the most economical travel rates.

The services in charge of reimbursements shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place. So please do be careful when organising your trip.

As a general rule, means of transport are:

- first-class rail travel for journeys less than 400 km (one way);
- economy class air travel for distances of more than 400 km. Business class is allowed for a flight of 4 hours or more without stopovers;
- private car. The travel shall be reimbursed at the same rate as the first-class rail ticket, or by default at the rate of 0.22 € per km.



Travel expenses shall be reimbursed on presentation of ORIGINAL supporting documents:

- tickets and invoices;
- in the case of online bookings, the printout of the electronic reservation;
- boarding cards for the outward journey.

The documents supplied must show the class of travel used, the time of travel and the amount paid.

► Taxi fares shall not be reimbursed.

The Commission shall not be liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the meeting is held, unless such harm is directly attributable to the Commission.

In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

**Daily allowance**

The daily allowance is a flat rate. It covers all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance. It amounts to 92 € per day of meeting.

If the distance between the place of departure cited in the invitation (be it your private or professional address) is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%. You shall then only receive 46 € per day of meeting.



**Accommodation allowance**



If you have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains, you shall also be entitled to an accommodation allowance. This allowance shall be 100 € per night. The number of nights may not exceed the number of meeting days + 1.

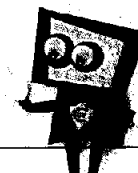
An additional accommodation allowance and/or daily allowance may, exceptionally, be paid if prolonging the stay would enable you to obtain a reduction in the cost of transport worth more than the amount of these allowances.



You must provide the secretaries of the meeting with the documents necessary for their reimbursement, as required by the financial rules applicable in the Commission, by letter, fax or e-mail postmarked or dated no later than 30 calendar days after the final day of the meeting.

Beyond this deadline, the Commission is absolved from any obligation to reimburse travel expenses or pay any allowances.

Reimbursements shall be made in euros, where appropriate at the rate of exchange applying on the day of the meeting. All reimbursements shall be made to one and the same bank account. For government experts, reimbursements shall be paid into an account in the name of the Member State, one of its ministries or a public body.



**RULES FOR THE REIMBURSEMENT OF TRAVEL EXPENSES FOR OUTSIDE PERSONS  
INVITED AS GOVERNMENT EXPERTS TO THE MEETINGS OF THE COMMITTEE ON  
THE AGRICULTURAL FUNDS<sup>1</sup>**

**1. Administrative formalities**

Attention is drawn to the need to **comply strictly** with the following formalities.

**1.1. Application form for reimbursement**

For *each* meeting, the experts must fill in and sign an application form. **The original return ticket** must be produced during the meeting in order to enable the Commission to check and reimburse the price actually paid. The experts must ensure that the fare **is shown on the tickets**, or else provide an **invoice** (see **OTHER PROVISIONS**).

**1.2. Bank identification<sup>2</sup>**

In order to register a new bank account (i.e. for the first payment by the Commission into this account) or to amend banking data, the following **must** be submitted on paper to the meeting secretary:

- either a document (or copy) issued by the bank and containing the number and holder of the bank account (account statement, proof of opening of the account, account identification number), together with the attached financial information sheet duly completed and signed by the account holder;
- or, if the above is not possible, the financial information sheet duly completed and signed **by the bank and the account holder**.

Without this/these document(s), the Commission will not be able to reimburse expenses.

**2. Travel expenses**

Travel expenses are always reimbursed from the departure point stated in the invitation and the meeting place as follows:

- (a) For **air travel** (authorised only if the distance is greater than 400 km or the journey involves a sea crossing):
- i) *Participants are recommended to book their air tickets as shortly as possible after the reception of the convocation, so as to achieve lower rates;*
  - ii) Journey involving a flight of less than 4 hours:
    - In **economy** class, on the basis of the most economical fare available at the time of the invitation and allowing participation in the meeting and travel during the week; if, **exceptionally**, for **reasons beyond the expert's control**, seats have to be booked in business class and/or at a higher rate, the expert must **produce, together with the ticket, evidence from the travel agency that a lower rate was not available;**
    - *Business class tickets will be only partially reimbursed, up to the level of the applicable economy class rate, in case there is no appropriate justification available.*
  - iii) If the journey involves a flight of 4 hours or more without stopovers the cost of a business class ticket shall be reimbursed.
- (b) For travel by **train** or **car** (if the distance is lower than 400 km):
- i) Reimbursement shall be based on the of the shortest and most economical route by first-class rail;
  - ii) No reimbursement is authorised for:
    - taxi fares / parking fees;
    - the cost of transporting a car by ferry.

<sup>1</sup> Travel costs will be reimbursed for a maximum of two (2) government experts per Member State.

<sup>2</sup> A government bank account should be given.

## **OTHER PROVISIONS**

1. Experts must provide the secretary of the meeting with the documents necessary for their reimbursement, as required by the financial rules applicable in the Commission, by letter, fax or e-mail postmarked or dated no later than 30 calendar days after the final day of the meeting.
2. Expenses will be reimbursed by bank transfer in **euros**. Standard information (name of expert, place and date of meeting) will be included in the payment communication. If the account holder wishes to have more detailed information, please indicate this clearly in the reimbursement claim.
3. A postal address will be required for sending information on reimbursements made and confirmation of the bank particulars registered.
4. The financial department may at any time crosscheck the statements made in an application for reimbursement with other signatories of the application.
5. Recipients will be required to repay any sums paid in error.
6. No action may be brought against the Commission in respect of any personal or material loss or injury suffered by a person invited to a meeting in the course of the journey or during the stay at the place where the meeting is held, unless such loss or injury is attributable to the Commission.
7. Any person using his or her own vehicle to travel to a meeting remains fully liable in the event of an accident.

- Annexes<sup>3</sup>:
- Eleven financial information sheets in the official languages of the countries which were members of the European Union on 30 April 2004 (DA for Denmark, DE for Austria and Germany, EL for Greece, EN for Ireland and the United Kingdom, ES for Spain, FI for Finland, FR for Belgium, France and Luxembourg, IT for Italy, NL for Belgium and the Netherlands, PT for Portugal and SV for Sweden).
  - One special financial information sheet in English (third-country sheet) for the other member states.

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<sup>3</sup> Available at the meeting and on CIRCA.