

**DIRECTOR DECISION 2019-02**

**of 4 February 2019**

**concerning the financial contribution to expenses sustained by persons invited to the written examination and the oral interview for a selection procedure and to a pre-employment medical examination**

THE DIRECTOR OF THE AGENCY FOR THE COOPERATION OF ENERGY REGULATORS,

Having regard to Regulation (EC) No. 713/2009 of the European Parliament and of the Council of 13 July 2009 establishing an Agency for the Cooperation of Energy Regulators<sup>1</sup> (hereinafter “Agency”), and, in particular, Article 17(5) thereof,

Having regard to the Staff Regulations of Officials of the European Union (hereinafter “Staff Regulations”) and the Conditions of Employment of Other Servants of the European Union (hereinafter “CEOS”), laid down by Council Regulation (EEC, EUROATOM, ECSC) No 259/68, and, in particular, Articles 7 and 33 of the Staff Regulations and Article 10 of CEOS<sup>2</sup>,

Having regard to Director Decision 2017-16 of 1 August 2017 on the Rules of Procedure for the selection of Temporary and Contract Staff of the Agency for the Cooperation of Energy Regulators, and, in particular, Article 11 thereof,

Whereas:

- (1) The Agency organises written examinations and oral interviews with the view of filling a vacant temporary or contract staff post, or in order to establish a reserve list of suitable candidates.
- (2) The Agency organises medical examinations with a view to a possible recruitment of temporary or contract staff.
- (3) Following an internal assessment of the various aspects for providing contributions to the expenses sustained by candidates invited to a written examination and an oral interview for a selection procedure or to a medical examination organised by the Agency, it was decided to implement a simplified system and to establish a consistent approach thereof,

**HAS ADOPTED THIS DECISION:**

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<sup>1</sup> OJ L 211, 14.8.2009, p. 1.

<sup>2</sup> OJ P 045, 14.6.1962, p.1385, as amended (1962R0031, 1.1.2014).

**Article 1**  
**General provisions**

- (1) A financial contribution towards expenses is granted to candidates invited to a written examination and an oral interview of a selection procedure, or to a medical examination, according to the conditions set out in this Decision.
- (2) For the purpose of this Decision, “expenses” include travel, accommodation and other expenses, including those related to transfers to/from airports, train stations and ferry terminals, directly linked to the participation in a written examination and an oral interview of a selection procedure, or to a medical examination.

1. WRITTEN EXAMINATION AND ORAL INTERVIEW

**Article 2**  
**Contribution towards expenses for selection procedures**

- (1) No contribution towards expenses shall be granted to a candidate in case the distance<sup>3</sup> between the place of residence or the place of current employment, as indicated in the candidate’s application, and the place of the written examination and the oral interview, as specified in the letter of invitation issued by the Agency, is less than 200 km.
- (2) Without prejudice to paragraph (1), the Agency shall grant candidates a flat-rate contribution towards expenses in accordance with the following scale:

Geographical distance (one way) between the place of residence or the place of current employment and the place of the written examination and the oral interview	Flat-rate amount applicable (in EUR)
201 - 500 km	200
501 - 900 km	400
901 - 1700 km	600
> 1701 km	800

<sup>3</sup> Geographical distance, as per [www.viamichelin.com](http://www.viamichelin.com)

- (3) Notwithstanding paragraph (2), where both the place of residence and the place of current employment, as indicated in the candidate's application, are outside the territory of the European Union, the Agency shall grant a contribution equal to actual expenses for travelling from the place of residence or the place of current employment to the place of the written examination and the oral interview, as specified in the letter of invitation issued by the Agency, based on the most economical transport and route, up to a maximum of 1000 EUR, upon presentation of supporting documents, as referred to in Article 4(2) of this Decision. In duly justified cases, the Authorising Officer may authorise contributions in excess of 1000 EUR, if applied for by the candidate in advance.

Most economical transport means direct transport in economy (second) class with appropriate arrival and departure times in view of the candidate's participation in the selection procedure. The use of private transport (car), while discouraged, may be authorised, upon prior request, when it is more economical than the use of public transport. No reimbursement will be granted for taxi services, unless duly justified (for example, in case no public transport is available).

### **Article 3**

#### **Place of departure**

- (1) For the application of Article 2(1) and (2), the geographical distance (one way) between the place of residence or the place of current employment, as indicated in the candidate's application, and the place of the written examination and the oral interview, as specified in the letter of invitation issued by the Agency, shall be calculated by the Agency. When the place of residence and the place of current employment, as indicated in the candidate's application, are different, the candidate shall be deemed to travel from the place which is geographically closer to the place of the written examination and the oral interview.
- (2) In case a candidate intends to depart from a place different from the place of residence or the place of current employment, prior authorisation from the Authorising Officer shall be obtained for the purpose of the contribution granted in accordance with this Decision. The authorisation, which should not be unreasonably withheld, specifies the place from where the candidate is deemed to travel for the purpose of applying Article 2 of this Decision. Such a place should generally be the one closest to the place of the written examination and the oral interview among the place of residence, the place of current employment and the intended place of actual departure.

### **Article 4**

#### **Claim form and supporting documents**

- (1) In order to benefit from the contribution towards expenses, on the day of the written examination and the oral interview the candidate shall fill in the reimbursement claim form, sign it and attach a proof of travel. Alternatively, the candidate can send it by regular post within 2 months after the date of the interview. The following documents are considered as a proof of travel: flight tickets or boarding passes, train and bus tickets, bills for petrol and tolls.
- (2) In addition to the documentation specified in paragraph (1), candidates referred to in Article 2(3) shall provide the bills, tickets and receipts indicating the actual expenses incurred.

- (3) Legal Entity and Financial Identification Forms shall also be filled in, signed and accompanied by supporting documents. Incomplete forms and files with missing supporting documents or claims submitted after the deadline shall not be processed.

## 2. MEDICAL EXAMINATION

### **Article 5** **Reimbursement of expenses for medical examinations**

- (1) No contribution towards expenses shall be granted to a candidate where the distance<sup>4</sup> between the place of residence or the place of current employment, as indicated in the candidate's application, and the place of the medical examination, as specified in the letter of invitation issued by the Agency, is less than 200 km.
- (2) Without prejudice to paragraph (1), the Agency shall grant a contribution equal to the actual expenses incurred for travelling from the place of residence or the place of current employment to the place of the medical examination, based on the most economical transport and route, up to a maximum of 1000 EUR, upon the presentation of supporting documents, as referred to in Article 4 of this Decision.

Most economical transport means direct public transport in economy (second) class with appropriate arrival and departure times in view of the candidate's participation in the medical examination. The use of private transport (car), while discouraged, may be authorised, upon prior request, when it is more economical than the use of public transport. No reimbursement will be granted for taxi services unless duly justified (for example, in case no public transport is available).

- (3) In order to benefit from the contribution towards expenses referred to in paragraph (2) the candidate shall fill in the reimbursement claim form, sign it and submit it to the Agency within 2 months after the date of the interview. Bills, tickets and receipts, indicating the actual expenses incurred, shall be attached to the claim form.

## 3. PAYMENTS

### **Article 6** **Payments**

- (1) Payment of the sums due under these rules shall be made by transfers in Euros. Payments to accounts outside the Euro-zone may be subject to exchange rate variations. Account holders need to ensure that transfers in Euros are accepted by their bank.

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<sup>4</sup> The distance is considered as per [www.viamichelin.com](http://www.viamichelin.com).

- (2) False declarations in the reimbursement claim form might lead to the exclusion of the candidate from the selection procedure and may be subject to additional anti-fraud procedures<sup>5</sup>.

#### 4. OTHER PROVISIONS

##### **Article 7** **Candidates with special needs**

In duly justified cases, upon prior request of the candidate concerned, the Agency may reimburse, in addition to the above mentioned contribution, further actual expenses which occurred in relation to the special needs of the candidate.

##### **Article 8** **Final provisions**

This Decision enters into force on the day of its signature and repeals Director Decision 2012-25 of 13 August 2012.

Done at Ljubljana on 4 February 2019.

  
Alberto Pototschnig  
Director *ad interim*

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<sup>5</sup> For more information, please consult the website of the European Anti-Fraud Office (OLAF):  
[https://ec.europa.eu/anti-fraud/home\\_en](https://ec.europa.eu/anti-fraud/home_en)