



Executive Director



Vigo, 18 ENE. 2016
EFCA/ED/2016/D- 00038

INVITATION

To: **Members of the Advisory Councils**

Dear Members of the Advisory Board,

You are hereby invited to a meeting in the framework of the European Fisheries Control Agency's Advisory Board.

The meeting will take place **on 23 February 2016** at DG MARE premises (room to be confirmed).

The Agency will cover the travel expenditure in accordance with the AB Decision No 08-I-14 (1), of one representative from each AC.

You are kindly requested to confirm your presence by 09 February 2016 (patricia.sanchezabeal@efca.europa.eu).

A draft agenda is attached to this invitation.

*Looking forward to have as usual a fruitful meeting with you, I remain,
Yours sincerely*

Pascal SAVOURET

Copies: Chair and Members of the Administrative Board

REIMBURSEMENT OF EXPENSES

The Advisory Board Members invited to attend a meeting in an expert capacity will be entitled to the reimbursement of the travel expenses in accordance with the AB decision 08-01-14(1), see detailed explanation enclosed.

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

Unless the expert can provide a proper justification that is accepted by reasoned decision by the responsible authorising officer, failure to comply with the rule above shall absolve the EFCA from any obligation to reimburse travel expenses.

Advisory Board meeting

23 February 2016

14h00 – 18h00

Proposed Draft Agenda:

1. Introduction and state of play
 - ACs: state of play
2. EFCA Annual Report 2015
3. Exchange of views: activities within the framework of the Single Programming Document: Multiannual Work Programme 2017-2021 and Annual Work Programme 2017
4. Conflict of Interest
5. European Union Coast Guard Capacity
6. Rotation of the Advisory Board representative in the EFCA Administrative Board
7. AOB

RULES FOR REIMBURSEMENT

All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation (work or home address) to the place of the meeting, by the most appropriate means of transport given the distance involved. In general, for journeys of less than 400 km (one way, according to official distance by rail) this shall be first-class rail travel, and for distances of more than 400 km economy class air travel.

If the journey by air involves a flight of 4 hours or more without stopovers the cost of a business class ticket shall be reimbursed.

The authorising officers for commitments shall specifically try to ensure that meetings are organised in such a way as to enable experts to benefit from the most economical travel rates.

The authorising officers for payments shall scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights. They 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.

Travel expenses shall be reimbursed on presentation of original supporting documents: tickets and invoices or, in the case of online bookings, the printout of the electronic reservation and boarding cards for the outward journey. The documents supplied must show the class of travel used, the time of travel and the amount paid.

The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.

If the route is not served by a train the cost of travel by private car shall be reimbursed at the rate of EUR 0.22 per km.

Taxi fares shall not be reimbursed.

The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.

The daily allowance shall be determined according to the scale set out in Article 13(2) of Annex VII to the Staff Regulations of Officials and the conditions of employment of other servants of the European Communities.

If the place of departure cited in the invitation is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%.

Experts who 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 trains¹ shall also be entitled to an accommodation allowance. The ceiling of this accommodation allowance shall be EUR 100.00 per night. Accommodation expenses shall be reimbursed on presentation of original supporting documents: hotel invoice or equivalent. The documents supplied must show the hotel used, the

¹ As a general rule, experts cannot be required:

- to leave their place of work or residence or the place where the meeting is held before 07.00 (station or other means of transport) or 08.00 (airport);
- to arrive at the place where the meeting is held after 21.00 (airport) or 22.00 (station or other means of transport);
- to arrive at their place of work or residence after 23.00 (airport, station or other means of transport).

time of stay and the amount paid. 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 the expert to obtain a reduction in the cost of transport worth more than the amount of these allowances.

The daily allowance and/or accommodation allowance may be increased by 50% by reasoned decision of the authorising officer for very high level experts.

The EFCA 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 EFCA.

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.

ADMINISTRATIVE FORMALITIES

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

- **APPLICATION FORM FOR REIMBURSEMENT**

For *each* meeting, an application form shall be filled in and signed by the expert. The original return ticket must be produced during the meeting in order to enable the EFCA services to copy it, check and reimburse the effectively price paid. The experts must ensure that the fare is shown on the tickets, or else provide the relevant invoice.

- **BANK IDENTIFICATION²**

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

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

This/These document(s) must be provided to enable the EFCA to reimburse costs.

- **LEGAL ENTITY FILE**

It is requested from the experts who take part in meetings organised by the EFCA, whether it be on a private basis or as a representative of a private or public company, to fill out and sign one of the legal entity form and to join the necessary supporting document(s) (depending on which case applies: copy of identity card or passport for a private person, extract from the trade/VAT register if representative of a private company, etc...).

² For States representatives, a governmental bank account should be given.

EFCA PRIVACY STATEMENT

for processing of personal data related to:

Management Members of the Administrative and Advisory Board

1. Context and Controller

As the EFCA collects and further processes personal data, it is subject to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Processing operations are under the responsibility of the Controller – European Fisheries Control Agency.

2. What personal information do we collect, for what purpose and under which legal bases?

Types of personal data

For the Administrative Board members: name including title and function, contact details, commitment of independence, declaration of interest, summary CV/ résumé, confidentiality undertaking, letters of appointment from Member States.

In particular, as regards declarations of interest: previous or current employments, other membership/ affiliations or professional activities, ownership or other investment including shares, membership of a managing body or entity, (research) funding received, intellectual property rights, membership, role or affiliation in organisations/ bodies/ clubs. Household members (spouse/ partner, dependent children) current activity and financial interests

Administrative Board members are encouraged to use the specific template developed for the purpose of providing Declarations of Interest/Declarations of conflict of Interest. Names of household members do not need to be declared.

With regard to personal data collected from household members, the template for declarations of interest to be used, requests the Administrative Board members to inform household members that EFCA will be processing data about them mentioned in the template form and that further information is available on EFCA's website.

For the Advisory Board members: name including title and function, contact details

Purpose

Management and organisation of the Administrative and Advisory Board meetings and including management of: lists for contacts, invitations, participants, minutes of the meetings, distribution of minutes and other documents, follow-up of meetings and actions, information sharing, etc. For the Administrative Board also management of declarations of interest, confidentiality undertakings and CVs.

In particular, publication of the list of names and whom they represent (MS/ COM) of Administrative Board members, their declarations of interest and résumés (the latter on a voluntary basis) and the names of the representative of the Advisory Board to the Administrative Board and alternate on EFCA website to give information to the public on the members, alternates and the general composition of the Administrative Board. Also publication of minutes of Administrative Board meetings together with list of participants.

Legal bases

Processing is necessary for the performance of tasks carried out in the public interest on the basis of the Treaties establishing the European Communities and Council Regulation (EC) No 768/2005, as well as art. 5(a) of the Regulation (EC) No 45/2001 of the European Parliament and

the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

For the Administrative Board:

Art. 24(2), 26(7), 28, 33 Regulation (EC) No 768/2005.

AB Decision 14-II-8(1) of 17 October 2014 adopting the policy on the prevention and management of conflicts of interest of the European Fisheries Control Agency

For the Advisory Board:

Art. 31(5) R. 768/2005

3. Who has access to your personal data and to whom is it disclosed?

For the purpose detailed above, access to your personal data is given to Secretariat of the Executive Director staff, Executive Director, Policy Officer, Communication Officer, Legal Officer.

Public (published on EFCA website):

- List of names and whom they represent (MS/ COM) of Administrative Board members,
- Administrative Board members declarations of interest and résumés (the latter on a voluntary basis)
- Names of the representative of the Advisory Board to the Administrative Board and alternate on EFCA website to give information to the public on the members, alternates and the general composition of the Administrative Board.
- Minutes of Administrative Board meetings together with list of participants

With regard to activities of the spouse/partner such information is only published if related to the professional activities of the Administrative Board members.

For more information you can receive the notification on "Management Members of the Administrative and Advisory Board" made to the EFCA Data Protection Officer upon request from the EFCA Executive Director.

4. How do we protect and safeguard your information?

All the paper documents containing personal data are physically stored in a locked cupboard in the Secretariat of the Office of the Executive Director. The key is kept in the secretariat.

The documents containing personal data received by e-mail are stored in a specific folder in Outlook and classified per year by staff of the Secretariat of the Executive Director. The information published on the EFCA website is stored on EFCA servers.

5. How can you verify, modify or delete your information?

You can access all your personal data, including the supporting documents and may request for a rectification, (in particular of data relating to identification)/blocking/erasure/objection (where applicable).

In particular, as regards the publication of Declarations of Interest of Administrative Board members on the EFCA website, they have the right to object to this publication on the basis of compelling legitimate grounds pursuant to article 18 of Regulation 45/2001.

In addition, partners, spouses and dependent children (household members) of Administrative Board members have the right to object to the publication of their personal data (notably information on their professional activity) pursuant to article 18 of Regulation 45/2001.

If you request the Executive Director orally, by email or by paper to exert your rights, the controller will facilitate you the exercise of the rights.

6. How long do we keep your personal data?

Paper documents: Retention period of 5 years after the person in question ceased to be a member of the Administrative or Advisory Board (to allow possible review of nominations and for budgetary and audit purposes in accordance with EFCA Financial Regulation).

Information published on the website: DoI to be replaced by next annual DoI, Résumé to be replaced by updated résumé received. Names of the Administrative Board members, DoI, résumé to be deleted when person in question ceases to be a member of the Administrative Board. Names of Advisory Board members to be deleted when person in question ceases to be a member of the Advisory Board.

7. Contact information

For any questions related to your rights, feel free to contact the Controller by using the contact information below, and by explicitly specifying your request.

Executive Director
European Fisheries Control Agency
Avda. García Barbón, 4
E-36201 Vigo
SPAIN

8. Recourse

Persons concerned are also entitled to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>