



GUIDELINES ON EXTERNAL PARTICIPANTS COSTS

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GUIDELINES ON EXTERNAL PARTICIPANT COSTS

I. SCOPE

These consolidated guidelines aim to clarify relevant rules and provide guidance on covering/reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons from outside the UfM Secretariat who are invited to attend UfMS conferences, workshops, seminars (UfMS Events) in line with its annual work programme.

II. ELIGIBILITY

Eligibility rules are governed by the framework of the EU grant agreement signed with UfM Secretariat, related Regulations and the Manual of Internal Procedures (MIP).

As per MIP provisions, the UfMS may, for the implementation of its activities, cover travel, accommodation and other costs which allow external participants to attend its events comfortably and conveniently. These costs shall be covered while ensuring the best use of public funds on a sound financial management basis.

Payment of the concerning costs shall be determined as follows:

No individual expenses covered for:

- External participants from countries outside UfM member states.
- External participants from countries not included in the OECD DAC list.
- External participants from international organisations and institutions.

Individual assistance, accommodation and/or other expenses may be covered for:

- External participants from countries included in the OECD DAC list in accordance with the principles and criteria referred to in sections III and IV below.
- Experts, representatives of non-governmental organisations, media organisations and think tanks from countries not included in the OECD DAC list, on a duly justified basis in accordance with the principles and criteria referred to in sections III and IV below.

III. PRINCIPLES

1. Business requirements

Before any assessment on reimbursement of participation costs, there has to be a definition by the relevant Division/department of the operational need to be specified in relation to the event objectives. Participation of institutions or individuals is considered an input to achieve specific expected results.



Thus, looking for, selecting, contacting and possibly sponsoring participants' follows a targeted approach in the best interest of UfM Secretariat's activities.

Necessary assessment prior to the approval of the authorising officer will be carried out in the course of the event processing. Prior/preliminary assessment could be made when appropriate through UfM Secretariat's internal governance bodies: The Executive Committee or the College.

2. Non automaticity

Eligibility of travel expenses and related costs shall not lead to automatic reimbursement of these costs and/or automatic guest sponsoring.

Given relevance considerations, budgetary constraints and in the interest of sound management, it is necessary to specify the criteria, limits and practical arrangements for reimbursing¹ delegates and attendants travel expenses.

3. Expenses scale

Three levels of cost coverage are set out:

- Level 1: Travel expenses OR accommodation, accommodation being limited to maximum applicable per diem.
- Level 2: Travel expenses AND accommodation, accommodation being limited to maximum applicable per diem.
- Level 3: as an exception upon due justification, full board solution, all costs other than air ticket, being limited to maximum applicable per diem.

Reimbursement for travel expenses incurred for the purposes of the participation to UfMS' events, is regulated under the MIP and relevant provisions in the events framework contract. They are covered exclusively on the basis of the cost of the most appropriate and cost-effective means of transport between the place of residence and the place(s) of the event (Economy class, or equivalent, at the lowest available price taking the date of the event into account).

As general principle, unless otherwise justified, UfM Secretariat is to apply level 1 or 2 as appropriate to sponsor participants to its events.

4. Reasonable cost

UfM Secretariat is to assess the overall cost of its events with regard to budget appropriations and the individual cost of each event with regard to the corresponding budget line and/or sectorial allocation

¹ Purchase of tickets ex ante or ex post reimbursement procedure



with the objective of resources optimisation. Requests for covering or reimbursement of flight and/or accommodation for guests are to be carefully assessed in terms of cost-effectiveness and expected added value. Prior to launching the event request, through consultation with Finance and where appropriate through submission to the Executive Committee, and during the authorisation process of such request an assessment is to be done on the level of covering costs of participants.

UfM Secretariat is to scrutinise particularly closely any requests for covering or reimbursement involving abnormally expensive flights. Where it appears to be justified, the Secretariat restricts reimbursement to the rates normally applied to the usual journey from the participant's residence to the meeting place.

5. Reimbursement procedure

Preferably travel and/or accommodation expenses are paid directly by the participant who subsequently request to be reimbursed upon submission of relevant supporting documents (air tickets and boarding passes, hotel invoice, etc.).

Participants should be informed beforehand on reimbursement ceilings based on quotations provided by the event agency.

In duly justified cases where invited participants are high level personalities (i.e. ministers) travel and/or accommodation arrangements might be taken ex ante by the event agency to provide participant with their tickets/bookings documents.

IV. Criteria

1. Categorisation

External participants can be divided into 3 categories

1. Participation in expert capacity²

Individuals who represent civil society or work for a private organisation who have been invited to give the UfM Secretariat the benefit of their personal expertise or to represent their private organisations in a specific area, but not to defend the interests of a country/institution.

2. Participation in Government capacity

Individuals who have been invited as representatives of a national, regional or local public authority of a Member State or who have been appointed by such an authority to defend the point of view of their country of origin on a particular issue. Such individuals are members of a ministry, authority or public body.

3. Participation on media representative capacity

Individuals who have been invited as representatives of media outlets to ensure valuable coverage of major UfMS events upon proposals from communication agency approved by UfMS, or to participate to

² Expert capacity is a broad category which refers to individuals that are not representing a MS (a ministry or any other public body) or an international organisation and/or financial institution.



in the framework of incoming visits programme duly codified and foreseen within the communication action plan in view of future impactful publications.

2. Guidance

Accordingly and provided eligibility rules reminded above are complied with, individuals participating on government capacity may be entitled to travel expenses reimbursement based on :

- a) Balanced geographical distribution/ representativeness for activities involving Member States.
- b) Existence of a labelled project and/or an initiative under way as per the annual work programme involving the said MS.
- c) Up to two Delegates maximum per MS.

Accordingly and provided eligibility rules reminded above are complied with, individuals participating on expert capacity may be entitled to travel expenses reimbursement based on their respective role in the UfMS events :

- a) Moderator: selected according to his knowledge on the specific conference/workshop topics, recognised skills in the field and whose task is to moderate conference/workshop discussions. A CV and/or a bio info could be added to the dossier.
- b) Speakers/panellist: entail presentation of prepared papers on a related topic or theme, followed by structured discussion of those papers. A CV and/or bio info could be added to the dossier.

Accordingly and provided eligibility rules reminded above are complied with, individuals participating on media representative capacity may be entitled to travel expenses reimbursement based on their respective role in UfMS events :

- a) Media coverage: selected according to UfMS communication agency proposals to leverage UfMS major events (e.g. Ministerial Conferences) visibility in targeted publications/media and provided that no specific media partnership is already concluded as per communication activities.
- b) Incoming visits: editorialists from countries in OECD DAC list selected on balanced geographical distribution to participate in an approved and codified incoming visit programme as part of overall UfMS communication strategy in line with the annual work programme.

In preparing the proposed list of participants, Division/Department in charge of the event identifies category, their specific role/position (head of delegation, speaker, moderator ...), their sending country/organisation with respect to the considerations mentioned above and related limits and provides needed justification in relation to the event's objectives/expected results; and where applicable and duly justified, level of reimbursement as per scale displayed above.