



An Roinn Airgeadais
Department of Finance

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November 2004

Circular 30 / 2004 EU Council Travel Expenses Recoupment 2004

I am directed by the Minister for Finance to advise Departments/Offices of new arrangements for recoupment of travel expenses incurred in attendance at EU Council meetings. The arrangements apply to the present year 2004 and to future years.

The new arrangements arise because the EU Council Secretariat has changed the method for recoupment of travel expenses of persons attending Council and Council Working Party meetings.

Prior to 2004 recoupment was on an individual claim basis. The new system changes from an individual claim basis to an annual block allocation to Member State basis.

The monies from the block allocation to Ireland for 2004 have been received and are currently held in this Department pending claims from Departments/Offices for recoupment of travel expenses actually incurred in 2004. **It should be noted that all recoupments will be made by internal transfer to individual Votes only.**

2004 Claims

Departments/Offices are now requested to send their claim in respect of 2004 in the attached form to reach this Department by 7 December. Any Department/Office not making a claim by that date will be concluded not to have any significant claim to make. The recoupment will be proportionate to the claims received up to the total of the block allocation. **It is clearly in Departments/Offices own interest to ensure that they enter this claim by 7 December.**

2005 Claims

For 2005 and subsequent years, this Department will recoup Departments/Offices on the same basis as for 2004, ie on foot of receipt of claims as in the attached form to be received by 7 December of the year concerned.

Departments/Offices should continue to fill in attendance forms when attending Council meetings as these are used by the Council Secretariat in calculating the block allocation. Departments/Offices should also ensure that they keep records of travel, as the Council Secretariat is expected to make occasional audit checks on the use of the block allocation.

Any queries about this circular should be made to Mr Ciarán Óg O'Reilly at 6045417 or Mr Terry Jennings at 6045471.

Stephen O'Sullivan
Assistant Secretary

FORM

Claim for recoupment for EU Council travel expenses

Department/Office :

Year :

A. Total amount of EU Council travel expenses incurred in year to 7 December for attendance at qualifying meetings – qualifying meetings are as listed in attached annex 1.

B. *(Where applicable, mainly Departments of Foreign Affairs, Justice and Defence).

Total amount of above claim that related to attendance at meetings under ESDP (European Security and Defence Policy)

C. Bodies under aegis of Department/Office on whose behalf separate claim is made and total amount of such claim

<u>Body</u>	(i) <u>Total Amount</u>	(ii) <u>Amount of (i) for ESDP*</u>
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***Separate provision within block allocation is made for ESDP meetings.**

It is certified that the above claim is valid, being based on an examination of Department's/Office's record of qualifying Council travel expenses incurred in the period concerned.

Certified By: _____

Name and Rank : _____
(Normally Assistant Secretary)

Completed form to be sent to : EU Council Travel Claims, EU Section, Department of Finance, 73-79 Lower Mount Street, Dublin 2.

Meetings giving entitlement to reimbursement or not from Council

1. MEETINGS GIVING ENTITLEMENT TO REIMBURSEMENT

1. (i) Council meetings;
- (i) joint Council meetings;
- (ii) working parties and committees in the list of committees and working parties involved in the Council's preparatory work established by COREPER (including joint working parties and committees)². This list is regularly updated by the Secretariat in the light of the operation of the Council³;
- (iv) Troika meetings as scheduled by the Presidency under the Common Foreign and Security Policy;
- (v) Biennial ministerial meetings of the WTO;
- (vi) Summits between the Union and the countries in a region (e.g. Latin America and the Caribbean, Africa and Asia);
- (vii) Intergovernmental conferences and their dependent bodies.

2. Meetings in the country of the Presidency

The number of working party or committee meetings traditionally organised in the country of the Presidency and eligible under these arrangements may under no circumstance exceed fifteen.

² In the framework of bilateral and regional fishing agreements which are the exclusive competence of the Community, the Working Party on External Fisheries Policy is required to participate in the meetings referred to in the Annex. In such cases, only applications for the annual meeting of the agreement in question, or alternatively for the meeting considered most important, give entitlement to reimbursement.

³ Current version : see 7003/03 of 4 March 2003

(ii) MEETINGS WHICH DO NOT GIVE ENTITLEMENT TO REIMBURSEMENT

(1) Committees set up by the Treaties

(i) Economic and Financial Committee

- The secretariat of this committee is provided by the Commission, which also meets its travel expenses;

(ii) Employment Committee

- This consultative committee, set up under Article 130 of the Treaty, formulates opinions at the request of either the Council or the Commission, and contributes to the preparation of the Council proceedings. Its travel expenses are met by the Commission.

(iii) Social Protection Committee

- Travel expenses are met by the Commission.

(2) Other meeting (in Brussels and elsewhere)

(i) COST – the technical committees [Exceptions : the Committee of Senior - Officials (CSO) and the Working Party on Legal, Administrative and Financial Question (JAF) are still eligible for the reimbursement arrangements]

(ii) The Energy Charter

(iii) Association committees

(iv) Corporation committees

(v) Coordination meetings held under the auspices of the Commission

(vi) Coordination meetings alongside an international conference or meeting. Coordination meetings in Geneva alongside WTO meetings, and meetings of the Working Party on General Affairs held alongside Parliamentary sessions in Strasbourg are included in this category.

(vii) External fisheries policy meeting, with the exception of those listed in the Annex.

(viii) Meetings of joint committees set up under joint agreement irrespective of who presides.

(ix) Meetings of joint committees set up under Community agreements.

(x) No preparatory or follow-up meetings to the summits held under paragraph 1.1 (vi) above (held outwith Council headquarters), whether or not it is a meeting of the Council or a Council body, shall be eligible for reimbursement.

Annex to ANNEX 1

Bilateral and regional fishing agreements

Regional :

NAFO	NASCO
ICCAT	IBSFC
SEAFO	IOTC
NEAFC	IATTC

Bilateral :

EC - Estonia	EC - Argentina	EC - Mauritius
Faroe Islands	Cape Verde	Morocco
Greenland	Comoros	Sao Tomé and Príncipe
Iceland	Côte d'Ivoire	Senegal
Latvia	Equatorial Guinea	Seychelles
Lithuania	Gabon	
Norway	Guinea	
Poland	Guinea-Bissau	
Russian Federation	Madagascar	
Angola	Mauritania	