

Minuti

Data: Il-Ħamis, 10 ta' Jannar 2019

Post: Assoċjazzjoni Kunsilli Lokali

Ħin: 17:30

Preżenti:

Is-Sur Mario Fava – President
Dr. Samuel Azzopardi – Viċi President
Chev Paul Farrugia – Viċi President
Is-Sur Jesmond Aquilina – Membru
Is-Sur Michael Fenech Adami – Membru
Is-Sur Anthony Mifsud - Membru
Is-Sur Mark Grech – Membru
Is-Sinjura Graziella Galea – Membru

Skuzat:

Is-Sur Joseph Cordina – Membru

Uffiċjal Preżenti:

Snr. Lianne Mifsud – Segretarju Eżekuttiv

16.1 Prezentazzjoni u Approvazzjoni tal-ittri tal-Apologija

- 16.1.1 Is-Segretarju Eżekuttiv prezenta l-ittri ta' apologija tas-Sur Joseph Cordina.
- 16.1.2 Fuq proposta tal-President issekondata minn Chev. Paul Farrugia, l-Eżekuttiv aċċetta l-apologiji.

16.2 Qari u Approvazzjoni tal-Minuti Laqgħa Nu. 13

- 16.2.1 Il-President talab għall-approvazzjoni tal-emendi li saru fil-minuti tal-Minuti Laqgħa tal-Eżekuttiv Nu. 13.
- 16.2.2 Fuq proposta tal-President issekondata minn Chev. Paul Farrugia, l-Eżekuttiv approva l-minuti tal-Laqgħa tal-Eżekuttiv Nu.13.

16.3 Qari u Approvazzjoni tal-Minuti Laqgħa Nu. 15

- 16.3.1 Il-President talab għall-approvazzjoni tal-minuti tal-Laqgħa tal-Eżekuttiv Nu. 15.
- 16.3.2 Fuq proposta tal-President, issekondata mis-Sur Micheal Fenech Adami, l-Eżekuttiv approva l-minuti.

16.4 Punti li joħorġu mill-minuti

16.4.1 Awditjar tal-proġetti tal-UE

Il-President semma li l-Awdituri kienu bghatu ittra formali li ma kienux f'pożizzjoni li jkompli bl-awditjar peress li kien hemm xi dettalji neqsin. Il-kumpanija RSM bghatet fattura tas-siegħat li kienu leħqu haddmu fuqhom. Ittra tal-Awditur annessa mal-minuti u mmarkata bhala DOK A.

Is-Sur Michael Fenech Adami staqsa jekk il-proġetti kienux magħluqa finanzjarjament u jekk l-Assoċjazzjoni kienx għadd fadlilha tieħu flus

tagħhom. Is-Segretarja semmiet li l-proġetti issa kienu kollha magħluqa finanzjarjament.

**16.4.2 Ftehim
Kollettiv Haddiema
Klerikali**

Il-President semma ma kienx hemm żviluppi minn wara l-aħħar laqgħa.

**16.4.3 Health &
Safety Seminar**

Il-President semma li komplew id-diskussjonijiet mal-OHSA. Il-President ippropona sabiex l-Assoċjazzjoni torganizza taħriġ għal Fire Warden kif ukoll taħriġ bażiku fil-First Aid. Dan it-taħriġ ser ikun offrut lill-haddiema tal-Kunsilli Lokali. Dan it-taħriġ kien rekwizit fl-ittra li l-OHSA bgħatet lill-Kunsilli Lokali wara l-ispezzjonijiet li kienu saru. L-eżekuttiv approva l-proposta tal-President u għaldaqstant l-Assoċjazzjoni ser tkun qed tissussudja €22 lill-ewwel partecipant minn kull Kunsill Lokali li jirreġistra biex jagħmel it-taħriġ.

**16.4.4 Sejha għas-
servizzi tal-
assicurazzjoni għall-
Assoċjazzjoni**

Il-President semma li t-Tlieta, 22 ta' Jannar kien ser ikun hemm is-smiġħ tal-appell.

16.4.5 Dr. Samuel Azopardu u s-Sur Mark Grech daħħlu għal-laqgħa fis-18:05.

16.4.6 Eyetech

Il-President semma li ma kienx hemm żviluppi mill-aħħar li Itaqa' l-Eżekuttiv.

16.4.7 Laqgħat mal-Kunsilli Lokali - Bus Shelters, CWSEF, RSSL, Local Integration Charter u Bereġ

Il-President semma li l-Assoċjazzjoni gabbret il-mandati mingħand il-Kunsilli Lokali li xtaqu jkunu parti mill-ftehim li l-Assoċjazzjoni faslet flimkien mal-CWSEF u RSSL. Il-President semma, li l-ftehim kien ser jiġi ffirmat nhar it-Tnejn, 21 ta' Jannar 2019.

Il-President semma li rigward il-Bus Shelters, l-Assoċjazzjoni kienet għada għaddejja f' kuntatt mal-kumpanija FACES. Semma li l-kumpanija qed iddur il-Kunsilli Lokali biex tasistihom skond il-ħtieġa u kopja tal-minuti ta' dawn il-laqgħat kienu qed jintbghatu lill-Assoċjazzjoni.

16.4.8 Magazine AKL

Il-President semma li fil-jiem li ġejjin għandu laqgħa ma' rappreżentanti ta' The Sunday Times biex jara l-possibilita' li s-suppliment jitqassam mal-gazzetta tal-Ħadd.

16.4.9 Ko-Finanzjarjament

Il-President semma li wara passi legali u għadd ta' notifikazzjonijiet li l-Assoċjazzjoni ħadet, kienet irċeviet il-ħlasijiet pendenti mingħan il-Lead Partners. Għaldaqstant il-proġetti ser ikunu jistgħu jingħalqu wkoll mal-fond tal-Ko-Finanzjarjament.

16.4.10 White Paper - Swieq fil-Beraħ

Il-President semma li gie estiż il-perjodu ta' konsultazzjoni. Il-President semma li beda diskussjonijiet biex ikun hemm registru li fih jirreġistraw l-operaturi tan-negozji kif ukoll hawkers bejjiegħa tal-monti.

6.4.11 Is-Sur Michael Fenech Adami talab biex jiġi skużat fis-18:15 peress li ried jattendi għal-Laqgħa tar-Regjun Ċentru.

**16.4.12 LESA –
Formola ta' proposti
u Rapport ta' hidma
għall-Attivitajiet
imtella' mill-fondi
tal-LESA**

Il-President semma li l-Linji Gwida kif ukoll il-formoli li Kunsill Lokali/ Regjun irid jimla biex ikun eliġibbli għall-fondi ġew approvati u għaldaqstant ser ikunu qed jiġu implimentati fil-jiem li ġejjin.

**16.5 Prezentazzjoni tal-Kwotazzjoni għas-servizz ta' manutenzjoni
għall-binja li tokkupa l-Assoċjazzjoni**

16.5.1 Il-President semma li l-Assoċjazzjoni ma rċivietx l-ebda offerta għal din is-sejħa minn fuq is-sistema elettronika tal-Akkwist.

16.5.2 Il-President semma li peress li s-sejħa għall-kwotazzjonijiet kienet sa massimu ta' €5,000, kien ukoll eliġibbli li wieħed jibgħat l-kwotazzjoni permiss ta' korrispondenza indirizzata lill-Assoċjazzjoni skond id-data stipulata fuq id-dokument tas-sejħa.

16.5.3 Il-President semma li l-Assoċjazzjoni rċeviet kwotazzjoni waħda biss mibgħutha b' korrispondenza elettronika u li kienet konformi mar-rekwiżiti hekk kif mitluba mill-Assoċjazzjoni.

16.5.4 Fuq proposta tal-President, issekondata minn Chev. Paul Farrugia, l-Eżekuttiv approva l-offerta hekk kif sottomessa minn Js Handyman.

16.5.5 Is-Sur Anthony Mifsu daħal għal-laqgħa fis-18:20.

16.6 Talba biex jingabru l-kwotazzjonijiet għas-servizz ta' accountant

16.6.1 Il-President semma li l-kuntratt li l-Assoċjazzjoni għandha mal-accountant li jgħati servizz lill-Assoċjazzjoni ser jiskadi f' Mejju 2019.

16.6.2 Il-President ippropona li peress li n-nefqa anwali m'għandiex taqbeż l-€5,000, l-Assoċjazzjoni tiġbor tliet kwotazzjonijiet. Fuq proposta tal-President, l-Eżekuttiv approva l-proposta.

16.6.3 Il-President talab lis-Segretarja biex tiġbor tliet kwotazzjonijiet.

16.7 Sejha għall-offerti fuq servizz ta' Traffic Management System li titratta l-fruġ ta' Permessi

16.7.1 Is-Sur Fava semma li l-Assoċjazzjoni ser tkun qed taħdem biex tinholoq sistema komputerizzata li biha ser ikun hemm sistema ħolistika u li tkun agġornata live meta jidaħħlu applikazzjonijiet għall-permessi u jingħalqu t-toroq. Il-President semma li din hija ta' benefiċju biex Kunsill Lokali li jkun ser jiġi affettwat li ser tingħalq triq fil-viċinanzi tal-konfini tal-lokal rispettiv tiegħu, ikun infurmat u possibilment ma tingħalaqx triq oħra li tkun ser iżżid l-impatt.

16.7.2 Il-President semma li din tirrikjedi nefqa kapitali li saħansitra twassal anki għal nefqa ta' €2 miljuni. Il-President semma li potenzjalment l-Assoċjazzjoni ser tkun qed taħdem fuq dan il-proġett flimkien ma' entita' privata.

16.7.3 L-idea tal-Assoċjazzjoni hija li ma tħallasx għal nefqiet relatati ma' din is-sistema imma toffri din is-sistema bħala waħda li potenzjalment l-informazzjoni miġbura minn din is-sistema tkun tista' tinbiegħ lil entitajiet diversi u anki kumpaniji privati.

16.7.4 L-Assoċjazzjoni ser tkun qed tara wkoll li l-Kunsilli Lokali jkollhom aċċess u użu għal din is-sistema mingħajr ħlas.

16.7.5 Fuq proposta tal-President, l-Eżekuttiv approva li jibda l-proċess biex l-Assoċjazzjoni toħroġ sejha għall-offerti.

16.8 Membership CLGF

16.8.1 Il-President semma li l-Assoċjazzjoni giet notifikata mingħand id-Divizjoni għall-Gvern Lokali li l-membership ta' CLGF ma kinitx ser titħallas mid-Divizjoni iperess li ma kienx hemm fondi allokati.

16.8.2 Fuq proposta tal-President, l-Eżekuttiv qabel li l-Assoċjazzjoni għandha tħallas il-membership għas-sena 2019 imma ma jsirux ħlasijiet ta' pagament tas-snin li għadhom pendent.

16.9 Membership ECAD

16.9.1 Fuq proposta tal-President, l-Eżekuttiv approva li l-Assoċjazzjoni għandha tħallas il-membership tal-President bħala membru tal-ECAD.

16.9.2 Il-President semma li ser ikun qed jibgħat komunikazzjoni lir-Regjuni biex jaraw hemmx Kunsilli Lokali li jixtiequ jissieħbu fl-ECAD.

16.9.3 Il-President semma li l-ECAD hija organizazzjoni internazzjonali kontra l-użu ta' drogi fis-soċjeta'.

16.9.4 Il-President semma li l-membership għal sena hija ta €300 għal kull Kunsill Lokali/ Regjun.

16.10 Prezentazzjoni u Approvazzjoni ta' Performance Appraisal tas-Segretarju Eżekuttiv

16.10.1 Il-President talab lis-Segretarju Eżekuttiv biex iħalli l-kamra.

16.10.2 Fuq proposta tal-President issekondata mill-Eżekuttiv, gie approvat l-performance bonus.

16.11 Salarju Haddiema AKL

16.11.1 Il-President semma li l-ħaddiema tal-Assoċjazzjoni huma intitolat li jtilgħu notch fl-istess skala li jinsabu fiha prezentament.

16.11.2 Fuq proposta tal-President, l-Eżekuttiv approva din iż-żieda fis-salarji.

16.12 Laqgħa Plenarja Frar 2019

16.12.1 Il-President semma li l-Laqgħa Plenarja li ser tkun l-aħħar waħda qabel l-elezzjonijiet ta' Mejju 2019 ser tiġi organizzata il-Gimgħa, 15 u s-Sibt 16 ta' Frar għewwa l-lukanda Grand Hotel.

16.12.2 Il-President semma li kien hemm żewġ lukandi li wrew interess. Il-lukanda Calypso kellha rati orħos imma ma kelliex il-facilita' li toffri servizz għall-konferenza ta' l fuq minn 120 ruħ.

- 16.12.3 Il-President spjega li l-Assoċjazzjoni ser tagħmel użu mis-servizz tal-lukanda Gran Hotel biex torganizza l-konferenza imma ser tkun qed toffri ż-żewġ alternattivi proposti mizzewġ lukandi rigward l-akkomodazzjoni biex b' hekk il-Kunsill Lokali / Reġjun jiddeċiedu fejn irid iħallas l-akkomodazzjoni.
- 16.12.4 Il-President semma li l-Assoċjazzjoni ser tkun qed tiġbor ukoll il-ħlas għall-akkomodazzjoni għat-tieni lejl kif ukoll għall-mistiedna.

16.13 Kommunikazzjoni mill-President

16.13.1 Biljetti tal-ajru għall-Membri fil- Kummitat tar-Reġuni

Il-President talab biex kull Membru jagħmel l-aħjar possibli biex ma jħallix il-biljetti tal-ajru għall-aħħar gurnata jew tnejn, dan huwa impossibbli li jsir mhux biss minħabba esigēzi bla bżonn li qed jitpogġew fuq il-ħaddiema tal-Assoċjazzjoni imma wkoll minħabba li l-Airmalta kienet qed tagħmel bdil fl-iskedi tal-ivvjagġar. Il-President għamel ukoll referenza u ġab għallattenzjoni ta' kulħadd linji gwida mibgħutha mill-Kummitat tar-Reġuni rigward li ristrizzjonijiet godda li tpoġġew. Id-dokument jinsab anness mal-minuti u immarkat bħala Dok B.

16.13.2 Qbid tal- Ħamiem

Il-President semma li wara laqgħa li kellu mas-Supredendent tas-Saħħa, jidher li s-sejħa għall-qbid tal-ħamiem li kienet ħarġet mill-Ministeru tas-Saħħa kienet ġiet sospiża. Għaldaqstant, is-sejħa għall-kwotazzjonijiet għall-qbid ta' ħamiem permezz ta' gaġeġ kienet ser terġa' toħroġa l-Assoċjazzjoni biex tkun f' pożizzjoni li toffri s-servizz lill-Kunsilli Lokali.

Il-President semma li fil-jiem li ġejjin ser tkun qed titella' din is-sejħa fuq is-sistema.

16.14 Mistoqsijiet mill-Eżekttiv

16.14.1 Is-Sur Jesmond Aquilina staqsta lill-President jekk kienx hemm xi żviluppi fuq l-emendi fir-Riforma għall-Gvern Lokali li jappartjenu l-presidenti tar-Regjuni.

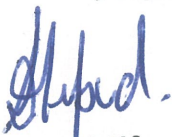
16.14.2 il-President semma li l-mandat tal-President u l-Membri tal-Assoċjazzjoni għandu jibqa' kif inhu, jiġifieri sa sena 2021.

16.15 Approvazzjoni Skeda tal-Pagamenti Nu. 16

16.15.1 Fuq proposta tal-President li giet issekondata minn Chev. Paul Farrugia u Dr. Samuel Azzopardi, l-Eżekuttiv approva unanimament l-iskeda ta' pagamenti għall-perjodu ta' bejn it-12 ta' Diċembru 2018 u l-10 ta' Jannar 2019 li kienet tammonta għall-€59,544.78.

16.16 Aġġornament

16.16.1 Il-Laqgħa aġġornat fis-sebġha u nofs ta' filgħaxija. L-Eżekuttiv qabel li għandu jerga' jiltaqa' nhar il-Ħamis, 31 ta' Jannar 2019 fil-ħamsa u nofs ta' filgħaxija.



Lianne Mifsud

Segretarju Eżekuttiv

Dawn il-minuti ġew approvati fil-Laqgħa tal-Eżekuttiv Nu.17 li nżammet nhar il-Ħamis, 31 ta' Jannar 2019.



Mario Fava

President

Doc A.

RSM

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8th January 2019

Ms Lianne Mifsud
Executive Secretary
Local Councils Association
Local Government Building,
Local Government Road,
Marsa, Malta

Re – First Level Control reviews for the Meshartility, Enescom and Effivet funded projects

Dear Ms Mifsud,

Our email correspondence regarding the conduct of the abovementioned first level control reviews (FLCs) refers.

After being selected, through a public call for quotations, RSM Malta have started to conduct the FLC reviews. Nonetheless, given the circumstances we could not proceed further with our reviews given that certain critical information and documentation was not available for the relevant projects funded under the Meshartility, Enescom and Effivet programmes. The critical documentation that was not available for our review included:

- a) The manual for the relevant funding programmes which would include the terms and conditions which need to be followed for the eligible expenses. Such manual would also include details regarding the reporting approach to be adopted for the FLCs.
- b) No claim form which includes the full details of the expenses claimed for refund could be traced or it could not be confirmed if the claim form available was effectively the latest version since various version of the relevant forms (all signed and dated) were held in file. Even if such information is provided, we would eventually need to confirm if sufficient evidence is available to substantiate the amounts claimed as the relevant documentation is currently stacked in boxes and still needs to be properly filed.

Accordingly, in view of such circumstances we confirm that we cannot proceed further to finalise the FLCs as indicated earlier, unless the above are made available.

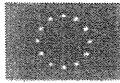
We are enclosing invoice ARI014831 to cover the costs incurred to date for the work conducted and services provided in relation to such exercise.

Regards,


William Spiteri Bailey
Partner, RSM Malta

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Dok B.



European Committee
of the Regions

Brussels, 0204-2018-
SoB ssch DEC 573 2018 28 NOV. 2018

DECISION No 0204-2018-

on the implementing provisions for Regulations No 8/2017, No 9/2017 and No 2/2018 of the European
Committee of the Regions

THE SECRETARY-GENERAL,

HAVING REGARD TO Article 10 of Regulation No 8/2017 on the reimbursement of travel
expenses and the payment of flat-rate travel and meeting allowances for
members and alternates of the European Committee of the Regions;

HAVING REGARD TO Article 7 of Regulation No 9/2017 on the reimbursement of travel
expenses and the payment of flat-rate subsistence allowances for third
parties participating in the activities of the European Committee of the
Regions;

HAVING REGARD TO Article 10 of Regulation No 2/2018 on the reimbursement of travel
expenses and the payment of flat-rate travel and meeting allowances for
rapporteurs' experts and speakers who participate in the activities of the
European Committee of the Regions;

WHEREAS it is necessary to lay down implementing provisions for these regulations;

WHEREAS any reference to members in articles 2-12 shall be deemed to also refer to
rapporteurs' experts, speakers and third parties,

HAS ADOPTED THE FOLLOWING DECISION:

Article 1
Participation of alternates

1. In meetings and activities organised by the Committee, members may be replaced by duly mandated alternates according to the provisions of the CoR Rules of Procedure. The alternate shall be entitled to the reimbursement of travel expenses and the payment of flat-rate travel and meeting allowances, under the same conditions as the member whom (s)he is replacing.
2. The relevant meeting secretariat shall be informed, no later than the day before the meeting, of the replacement and/or delegation of voting rights via the electronic system provided for members for this purpose. If the electronic system is temporarily unavailable, the member shall send his/her signed delegation by e-mail or fax.
3. Attendance at a plenary session or another meeting (other than a Committee Bureau meeting) held the day before or during the plenary session shall entitle either the member or his/her alternate to the reimbursement of travel expenses and payment of a flat-rate travel allowance and daily meeting allowance. These shall be paid to the member, unless (s)he directs otherwise.
4. An alternate appointed as rapporteur shall be entitled to the reimbursement of travel expenses and payment of flat-rate travel and meeting allowances for his/her attendance at commission meetings or plenary sessions for the day on which the opinion for which (s)he is rapporteur is on the agenda. This provision shall apply even when the member for whom (s)he was acting as alternate at the time of his/ her appointment as rapporteur is also present.
5. An alternate may, under the same conditions as members, participate in meetings, seminars, conferences and other events not organised by the Committee of the Regions but which are of particular interest to the Committee's work, and shall be entitled to the reimbursement of travel expenses and the payment of flat-rate travel and meeting allowances, if s/he is duly mandated by a member or has been appointed as rapporteur for an opinion related to the topic of the seminar or conference.

Article 2
Authorised travel itineraries

1. If the member chooses a route other than the direct route from his/her official address to the meeting venue, whether it be shorter or longer, s/he must give notification of the price difference compared with the direct route for that meeting. Only a statement from a travel agency or airline (internet simulation via an airline website) can be accepted for this purpose.
2. The same procedure applies when a member arrives more than 48 hours before the start and/or leaves more than 48 hours after the closure of the meeting or if the journey is interrupted for more than 24 hours at any place on the route, including when making a stopover of more than 24 hours in an airport located on the direct route between his/her place of residence and the meeting venue or vice versa.

3. If the notification of the price difference has not been submitted together with the claim form, the claim will be put on hold until the member submits to the authorising officer by sub-delegation the reasons for the indirect journey, along with a notification from either a travel agent or airline regarding the price difference. The authorising officer by sub-delegation will inform the member of the final decision.

Article 3

Reimbursement of expenses for travel by rail, bus or boat

1. Rail, bus or boat fares, including supplements, actually paid shall be reimbursed upon presentation of the tickets or electronic reservations.
2. The cost of travel by tram, city-bus or underground railway shall also be eligible for reimbursement under the same conditions.
3. As the cost of hiring a cabin on a ship or a night train is already covered by the flat-rate travel allowance, such costs shall not be reimbursed.
4. The cost of a railway season ticket for the year "n" shall be reimbursed in January of the year "n+1" upon presentation of proof of payment and provided that the corresponding cost does not exceed the rate without a season ticket for journeys made by train on behalf of the Committee in the year "n".
5. The cost of purchasing a discount card shall only be reimbursed if the saving for the Committee is greater than the cost of the card.

Article 4

Reimbursement of expenses for travel by car

1. Members must indicate the registration plate of the vehicle used on the claim form.
2. The administration shall check the distances declared by members on the basis of the fastest route calculated using the software employed by the CoR for this purpose, the most recent version of which shall be used. If the calculation cannot be made using this software, the administration reserves the right to check the distance by other appropriate means.
3. The cost of travel by car for a return journey of more than 1 000 kilometres shall only be reimbursed upon presentation of documentary proof of the distance travelled, such as receipts for purchases of fuel, hotel bills, or parking and motorway toll receipts.
4. For claims involving a return journey by car of more than 2 000 kilometres, reimbursement shall be limited to a maximum distance of 2 000 kilometres, even if this journey covers several Committee activities in different venues.

5. The cost of travel by rental car shall be reimbursed according to the flat-rate allowance per kilometre upon presentation of the invoice.
6. The cost of travel by official car shall be reimbursed directly to the bank account of the member's public authority. These costs can only be reimbursed to the member's private bank account upon submission of evidence of the amount paid to the public authority for the use of the official car.

Article 5
Reimbursement of expenses for travel by air

1. Members who submit their claim via the electronic system must submit the boarding cards covering the entire return journey.
2. Members who prefer to submit their claim on paper should at least present the original boarding cards or electronic boarding cards for the outbound journey. If these are not submitted, the administration shall accept a scanned copy of the originals for the return journey or written confirmation from the airline that the air tickets submitted were actually used.
3. Mobile phone boarding cards can only be accepted if presented in a readable format. Alternatively, a written statement from the airline may be presented as documentary evidence.
4. Air travel expenses will only be reimbursed upon submission of the electronic ticket itinerary receipt constituting the contract of carriage within the meaning of Article 3 of the Warsaw Convention of 12 October 1929¹ for the entire return journey. Moreover, if the amount or fare used is not shown on the ticket or the issuer used a promotional discount (often indicated by the abbreviation "IT"), resulting in a lower price than the basic fare, the ticket shall be accompanied by the agent coupon or ticket mask showing the real fare cost and taxes actually paid.
5. Members should always submit the invoice showing the passenger's name, the price of the ticket and the corresponding ticket number and/or reservation code unless all these details are mentioned on the electronic ticket itinerary receipt. Agency transaction fees shall be listed separately on the invoice.
6. Should a member have to cancel/modify his/her ticket, the expenses that are not eligible for reimbursement by a third party shall be reimbursed by the Committee provided that the cancellation/modification is duly justified.

¹

Travel agents are required, in accordance with IATA resolutions 722g and 800z to issue passengers an electronic ticket-itinerary containing: passenger's name, issuing agency, airline name or operating carrier, reservation status code(s), ticket number, date of issue, tariff class used, flight number(s), date and time of flight(s), origin and destination for each flight, numbers and dates of the flights, fare basis identification, its amount and calculation, detail and amount of taxes and calculation, total price.

Exception: some low-cost airlines, such as Ryanair, are not members of IATA and issue only a reservation confirmation indicating the price paid. In this case, beneficiaries are asked to submit the reservation confirmation.

7. The use of a private airplane cannot be taken into account for reimbursement unless the member has obtained prior agreement from the secretary-general in accordance with Article 8 (Cases not covered) of the Regulation on the reimbursement of travel expenses and the payment of flat-rate travel and meeting allowances for members and alternates of the European Committee of the Regions. The request, to be submitted to the authorising officer, shall set out the reasons for not using a scheduled flight and must be accompanied by a declaration issued by a travel agency or an airline indicating the price of a ticket in business class, on a scheduled flight, on the day of the meeting. The member shall submit the invoice, indicating the route, the passenger name(s) and the price. Reimbursed costs for travel by private airplane may not, under any circumstances, exceed the price of a business class ticket for the same journey.

Article 6

Taxi invoices and parking fees

1. Taxi invoices shall include the price, the date and time, and the place of pick-up and drop-off.
2. The cost of a taxi ride between a member's officially declared place of residence and the airport, railway station or port of departure shall not be reimbursed, with the exception of the cost of a combined taxi/ferry service incurred by members living on islands without an airport, for the distance between their residence and the airport on a neighbouring island and vice-versa, or the use of a shared shuttle service.
3. For meetings held outside Brussels, travel costs by taxi from the station, airport or port to and from the meeting venue/hotel shall be eligible for reimbursement if evidence is submitted that no public transport or transport provided by the (co-)organisers of the meeting was available or in the event of early departure (before 8 a.m. by rail and before 9 a.m. by air) or late arrival (after 9 p.m.).
4. Parking fees at airports or railway stations are not eligible for reimbursement.

Article 7

Ancillary travel expenses

1. Agency fees arising in connection with the purchase of travel tickets with a travel agent not contracted by the CoR shall only be reimbursed on presentation of the travel agency invoice. The reimbursement of these agency fees shall be limited to € 40 per transaction plus VAT.
2. Costs such as seat reservation fees, fees related to payment by credit card, cancellation and rebooking fees (non-exhaustive list) may be reimbursed on the condition that they are clearly specified in the invoice of the ticket.
3. The cost of prepaid airline meals shall be reimbursed only if the member travels in a class lower than business class.

4. The cost of access to VIP lounges in airport terminals incurred by the president or first vice-president of the Committee shall be reimbursed upon submission of supporting documents proving the amounts paid.
5. Visa fees for travel outside the EU shall be reimbursed upon presentation of evidence of expenditure.
6. Toll-bridge charges shall be reimbursed in lieu of the cost of travel by boat, upon presentation of the toll-bridge tickets.
7. As the Committee already provides travel insurance/personal assistance cover, no costs of this kind shall be reimbursed.

Article 8
Flat-rate travel allowance

1. The flat-rate travel allowance is calculated based on the actual distance between the place of departure, the meeting venue and the place to which the beneficiary returns. The method of calculation depends on the type of transport used.
2. In the case of air travel, distances shall be calculated on the basis of the route between the departure airport and the arrival airport in accordance with the official distances established by the International Air Transport Association (IATA).
3. In the case of travel by car or train, distances shall be calculated on the basis of the fastest route by the software the Committee uses for this purpose, the most recent version of which shall be used.
4. If a meeting is cancelled at short notice or the member is unable to take part in a meeting as a result of unforeseen circumstances, (s)he must submit for decision to the competent authorising officer by sub-delegation his/her request for reimbursement of travel expenses and payment of a travel allowance justifying these circumstances.

Article 9
Flat-rate meeting allowance and subsistence allowance

Irrespective of the reason, the meeting allowance or the subsistence allowance may not be granted if the member has not attended the meeting.

Article 10
Reimbursement procedure

1. If the member fails to sign the official attendance list at each meeting or on each meeting day, s/he shall send a signed declaration to the Members' Financial Service, stating the reasons for this and testifying to his/her attendance at the meeting in question. This declaration must be accompanied by additional documentary evidence such as photographs, written confirmation by staff members or other participants, statements made during the meeting, etc. Each application will be submitted for decision to the authorising officer by sub-delegation.
2. If the member has submitted the claim and supporting documents in electronic format, s/he should keep the original documents available until two years after the end of the year to which the supporting document refers.
3. When (part of) the ticket has been obtained using air miles or an equivalent, only the amount actually paid by the beneficiary shall be eligible for reimbursement.

Article 11
Tickets ordered via a travel agent contracted by the CoR

1. When tickets are ordered via a travel agent contracted by the CoR, the corresponding invoice is sent directly to the Members' Financial Service and the member does not need to submit supporting documents (boarding passes and electronic flight tickets/itineraries).
2. The designated CoR travel agent may only issue tickets for direct journeys that comply with the rules on the reimbursement of travel expenses.
3. The CoR travel agent may not issue tickets for private journeys or journeys that are not related to the activities of the Committee.

Article 12
Arrangements for payment of allowances and reimbursement of travel expenses

1. Statements of flat-rate allowances paid and travel expenses reimbursed shall be sent by e-mail to a confidential e-mail address provided by the member. The e-mail shall be sent when the payment instruction is sent to the bank.
2. The member shall send the Committee a financial identification form with his/her full bank details, the stamp and signature of the bank and the account holder's signature.

The member shall also send the Committee the legal entity form containing his/her personal details, signature, a clear double-sided copy of his/her passport or national identity document and, if necessary, an official document stating that his/her VAT number is correct.

Bank transfers cannot be carried out until these details have been validated in the European Commission's central files.

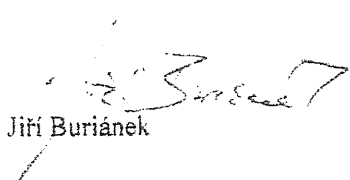
3. Payment instructions for a member requesting that the reimbursement be paid to a bank or post office account in a European Union country shall be sent with an instruction that costs are to be shared. These payments may only be considered to be domestic payments if IBAN and BIC codes are provided.
4. Members who have incurred bank charges during year "n" may apply for these costs to be reimbursed during the year "n+1", by presenting supporting documents that state the actual amounts paid.
5. Currency conversions for countries outside the euro area shall be made at the official rates published by the European Commission in the edition of Infor-Euro for the date of the meeting attended by the member.

Article 13
Final provision

This decision shall supersede Decision No 21/2018 on the implementing provisions for Regulations No 8/2017, No 9/2017 and No 2/2018 of the European Committee of the Regions.

This decision shall enter into force on 1 January 2019.

The Secretary General


Jiří Buriánek