

# Remuneration of external experts

10 May 2023, Solna

## ECDC's general terms for the indemnification and reimbursement of remunerated external

### 1. Legal Bases:

- Article 237(2) of [Regulation \(EU, Euratom\) 2018/1046](#)<sup>1</sup>
- Articles 6 and 7 of ECDC Management Board decision MB49/10 of 17 June 2020 on the selection and remuneration of external experts
- ECDC Internal Procedure on the selection and remuneration of external experts (ECDC/IP/140)
- ECDC Implementing Rule no 15 on the guide to missions and authorised travels by analogy

### 2. Scope:

These general terms only apply to **remunerated external experts as defined in Article 237 of Regulation (EU, Euratom) 2018/1046**, meaning external experts who have been appointed by the ECDC Director following a call for expression of interest and who have concluded a written expert contract with ECDC.

They **do not apply** to ECDC staff and personnel, non-remunerated experts (as defined in Article 238 of Regulation (EU, Euratom) 2018/1046), ECDC contractors and their staff and personnel, members of ECDC governing bodies (such as the Management Board or the Advisory Forum), representatives of coordinating competent bodies, members of surveillance and other dedicated networks, job applicants or any other invitees, who are subject to the [ECDC rules for reimbursement of expenses incurred by invitees invited by ECDC](#).

### 3. Purpose:

This document **aims at providing information to current and prospective ECDC remunerated external experts** about the ECDC rules and regulations (see Section 1 above) governing the experts' rights to indemnification for the work rendered and to the reimbursement of assignment related expenses.

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<sup>1</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

## 4. Indemnity:

The indemnity shall reward the external expert for the work rendered. The amount of the indemnity is **pre-defined** and indicated in the ECDC Appointment Decision as well as in the expert contract. In general, the indemnity shall amount to **EUR 450.00 (excluding taxes) per working day**. A working day comprises **eight hours of work**. In no circumstance, the amount of EUR 450.00 (excluding taxes) per working day shall be exceeded. However, this amount may be reduced, in duly justified exceptional circumstances (e.g., if ECDC wants to engage a junior expert). The external expert is obliged to document the work rendered by providing ECDC with all work-related documents (such as drafts and final reports, correspondence etc.). In addition, he/she shall report his/her working time using the template request for payment attached to the expert contract (as its Annex 4). In the request for payment, the expert shall specify the deliverable he/she has worked on.

The expert is responsible for ensuring compliance with the applicable taxation regime. In the unlikely case that the national tax authority of a Member State claims value added tax (hereinafter: 'VAT') for the indemnities paid, the expert shall complete the necessary formalities with the relevant authorities to ensure that the supplies and services required for implementation of the expert contract are exempted from taxes and duties, including VAT, based on Articles 3 and 4 of the [Protocol No. 7 on the privileges and immunities of the European Union](#). ECDC does not pay VAT to third countries and does not reimburse the expert for VAT payable to third countries.

## 5. Reimbursement of expenses:

### 5.1. Travel related expenses:

#### 5.1.1. General remarks:

It may be necessary for the completion of the assignment that the experts perform some of their tasks at ECDC's premises or at a third location (hereinafter: "place of mission"). Such situations requested and/or pre-authorised by ECDC, may include, e.g., participation in face-to-face meetings of panels/working groups/committees, events, site/country visits. In such cases, travels from (a) the expert's place of residence or his/her usual place of work to (b) the place of mission are deemed to be necessary (hereinafter: "necessary travel"). ECDC will indicate in the Terms of Reference of each assignment whether the assignment foresees a necessary travel, and indicate the place of mission, if applicable, as well as the indicative dates and estimated number of days required outside the expert's place of residence/usual place of work.

**Upon signature of the contract**, the external expert shall proceed with the necessary travel and accommodation arrangements. It is the **external expert's responsibility** to book a travel and accommodation within the indicated maximum amounts (see below). The provisions of ECDC implementing rule no. 152 on the guide to missions and authorised travel apply to the reimbursement of the travel and accommodation cost incurred by the experts by analogy.

#### 5.1.2. Travel and accommodation expenses:

The experts shall be reimbursed for the **actual travel and accommodation expenses incurred upon provision of supporting documents** (e.g., invoices or receipts) **up to a maximum amount fixed for each country/ region of destination**. The maximum amounts are indicated in the attachment to this document (see pages 6-9). Expenses for **train and economy-class flight travels** from the expert's place of residence or usual work to the place of the mission as well as **transfers from and to the airport by public transport** are reimbursable travel expenses.

Only in duly justified exceptional cases and following prior authorisation by ECDC, airport transfers by taxi may be reimbursed if public transport is not available or viable (e.g., on security grounds). Expenses for **local transportation within the place of necessary travel** are included in the daily subsistence allowance and therefore **non-reimbursable**.

The **actual accommodation expenses incurred** are reimbursable **up to the maximum amount** set out in accordance with the relevant Commission's delegated regulation if, due to the length of the necessary travel, the external experts must stay one or more nights away from their place of residence. The experts are eligible for a reimbursement of accommodation expenses if the **linear distance** between the place of mission and the experts place of residence or usual place of work is **100km or more**. The maximum amount for each country of destination is indicated in the attachment to this document (see pages 6-9).

### 5.1.3. Daily Subsistence Allowance:

In case of a necessary travel, the external experts are also eligible for a **daily subsistence allowance (DSA)**, if the **linear distance** between the place of mission and the experts place of **residence is 100km** or more.

The daily subsistence allowance is a **flat-rate lump sum** that covers all expenses incurred by the external expert during a necessary travel, such as breakfast, two main meals and incidental expenses such as local public transportation, meeting room rental, telecommunication, translation, photocopying costs, fees for access to waiting facilities, visa, medical prophylaxis, vaccination, etc. With this said, the Centre will not cover any additional expenses nor apply any deduction form the DSA. The DSA is payable for **each calendar day spent at the place of mission as requested by ECDC in the interest of the assignment**. The number of days that have to be spent at the place of mission are **indicated in the expert contract**. A half DSA is payable if the expert has to spend more than six hours per calendar day at the place of mission. A full DSA is payable if the expert has to spend more than 12 hours per calendar day at the place of mission. Like the maximum ammount for the accommodation expenses, the DSA is defined for each country of destination pursuant to the provisions of Article 13 (1) Annex VII to the Staff Regulations<sup>2</sup> and periodically updated by the European Commission by a delegated regulation. ECDC follows the European Commission and adjust these amounts accordingly (see pages 6-9).

Please take note that ECDC does **not pre-fund travel related expenses** to external experts.

### 5.2. Non-travel related expenses:

In addition to the reimbursement of expenses for necessary travels, the expenses for shipment are also reimbursable, if such expenses have been duly authorised in advance by ECDC.

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<sup>2</sup> Regulation No 31 (EEC), 11 (EAEC) laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the Euroean Antomic Energy Community.

## Maximum amounts and lump-sums for reimbursements of necessary travel of remunerated external experts.

### a. Daily subsistence allowances and maximum accommodation reimbursement a. For necessary travel to EU Member States

DESTINATIONS	Daily subsistence allowance in €	Maximal accommodation allowance in €
Germany	97	128
Austria	102	132
Belgium	102	148
Bulgaria	57	135
Cyprus	88	140
Croatia	75	110
Denmark	124	173
Spain	88	128
Estonia	80	105
Finland	113	142
France	102	180
Greece	82	112
Hungary	64	120
Ireland	108	159
Italy	98	148
Latvia	73	116
Lithuania	69	117
Luxembourg	98	148
Malta	88	138
Netherlands	103	166
Poland	67	116
Portugal	83	101
Czech Republic	70	124
Romania	62	136
Slovakia	74	100
Slovenia	84	117
Sweden	117	187

### b. For necessary travel to third countries.

DESTINATIONS	Daily subsistence allowance in €	Maximal accommodation allowance in €
Afghanistan	50	75
South Africa	50	145
Albania	50	160
Algeria	85	85
Andorra	68,89	126,57
Angola	105	175

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Anguilla	75	140
Antigua and Barbuda	85	140
Dutch Antilles	90	185
Saudi-Arabia	85	195
Argentina	75	210
Armenia	70	210
Aruba	80	185
Australia	75	135
Azerbaijan	70	200
Bahamas	75	115
Bahrain	80	195
Bangladesh	50	140
Barbados	75	140
Belize	50	135
Benin	50	100
Bermudas	70	140
Bhutan	50	130
Belarus	90	135
Bolivia	50	100
Bonaire	90	185
Bosnia-Herzegovina	65	135
Botswana	50	135
Brazil	65	180
Brunei	60	165
Burkina Faso	55	90
Burundi	50	115
Cayman Islands	60	135
Cambodia	50	115
Cameroon	55	105
Canada	65	165
Cape Verde	50	75
Chile	70	175
China	55	155
West Bank and Gaza Strip	60	110
<b>DESTINATIONS</b>	<b>Daily subsistence allowance in €</b>	<b>Maximal accommodation allowance in €</b>
Colombia	50	120
Comoros	50	85
Democratic Republic of the Congo	105	140
Republic of the Congo	70	115
Cook Islands	50	135
North Korea	50	180
South Korea	100	200
Costa Rica	50	140
Ivory Coast	60	130

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Cuba	75	150
Djibouti	65	170
Dominican Republic	60	170
Dominica	75	140
Egypt	65	140
El Salvador	55	125
United Arab Emirates	70	195
Ecuador	50	140
Eritrea	50	80
United Kingdom	125	209
United States of America (other)	80	200
United States of America (New York)	100	275
Ethiopia	50	145
Fiji	50	120
Gabon	75	115
Gambia	50	120
Georgia	80	215
Ghana	70	140
Grenade	75	140
Guadeloupe	65	115
Guam	60	135
Guatemala	50	125
Guinee, Rep.	50	135
Equatorial Guinea	60	85
Guinea-Bissau	50	90
Guyana	50	160
French Guyana	55	140
Haiti	65	125
Honduras	50	125
Hong-Kong	60	205
India	50	195
Indonesia	50	145
East Timor	50	110
<b>DESTINATIONS</b>	<b>Daily subsistence allowance in €</b>	<b>Maximal accommodation allowance in €</b>
Iraq	60	85
Iran	55	145
Island	85	160
Israel	105	210
Jamaica	60	170
Japan	130	275
Jordan	60	135
Kazakhstan	70	175
Kenya	60	165
Kirghizstan	75	180

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Kiribati	60	145
Kuwait	85	195
Laos	50	145
Lesotho	50	100
Lebanon	70	190
Liberia	85	150
Libya	50	175
Liechtenstein	80	95
Macao	55	95
North Macedonia	50	160
Madagascar	50	105
Malaysia	50	200
Malawi	50	165
Maldives	50	135
Mali	60	95
Northern Mariana Islands	70	135
Morocco	75	130
Marshall	50	135
Rep. of Mauritius	60	140
Mauritania	50	75
Mayotte	50	110
Mexico	70	185
Micronesia	55	135
Moldova	80	170
Monaco	72,58	97,27
Mongolia	70	90
Montenegro	80	140
Montserrat	55	140
Mozambique	60	140
Myanmar	50	75
Namibia	50	85
Nauru	50	135
Nepal	50	135
<b>DESTINATIONS</b>	<b>Daily subsistence allowance in €</b>	<b>Maximal accommodation allowance in €</b>
Nicaragua	50	135
Niger	50	75
Nigeria	50	185
Norway	80	140
New Caledonia	55	180
New Zealand	60	125
Oman	70	135
Uganda	55	180
Uzbekistan	75	155
Pakistan	50	130

ECDC NORMAL

Palau	50	135
Panama	50	160
Papua New Guinea	55	135
Paraguay	50	140
Peru	75	135
Philippines	60	135
French Polynesia	60	135
Puerto Rico	65	140
Qatar	65	135
Réunion	60	90
Russia	90	275
Rwanda	65	160
Sainte-Lucie	75	140
Saint-Kitts-et-Nevis	85	185
Saint-Marin	60,34	114,33
Saint-Vincent-et-les-Grenadines	75	190
Salomon	50	120
Samoa	50	135
American Samoa	70	135
São Tomé et Príncipe	60	95
Senegal	65	135
Serbia	80	140
Seychelles	85	140
Sierra Leone	55	135
Singapore	75	150
Somalia	50	125
Soudan	55	215
Sri Lanka	50	105
Switzerland	80	140
Suriname	55	125
Swaziland	50	90
Syria	80	145
Tajikistan	75	110
<b>DESTINATIONS</b>	<b>Daily subsistence allowance in €</b>	<b>Maximal accommodation allowance in €</b>
Taiwan	55	200
Tanzania	50	200
Tchad	65	145
Thailand	60	145
Timor-Oriental	50	110
Togo	60	95
Tonga	50	105
Trinidad and Tobago	60	115
Tunisia	60	85
Turkmenistan	80	150



Turks et Caicos Islands	55	135
Turkey	55	165
Tuvalu	50	135
Ukraine	80	190
Uruguay	55	160
Vanuatu	60	110
Vatican	60,34	114,33
Venezuela	85	125
Virgin Islands (US)	55	140
Virgin Islands (UK)	75	140
Vietnam	50	205
Wallis & Futuna Islands	50	135
Yemen	60	165
Zambia	50	135
Zimbabwe	50	115
Other countries	60	145

**b. Maximum reimbursement for travels from the usual place of work to the place of the assignment**

**Table 1: Standard ceilings / recommended estimate, economy fares only**

<b>EU :</b>	€ 600.00
<b>EFTA/EEA :</b>	€ 600.00
<b>Europe Non-EU :</b>	€ 800.00
<b>Africa/Asia/Americas :</b>	€ 1,500.00
<b>Oceania :</b>	€ 1,500.00