



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE

Directorate D – Sustainable Resources
Unit D.02 Oceans and Water

EMAIL

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From: **MARTINSOHN Jann**
Head of Unit JRC D.2

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Unit D.02 Ocean and Water

SUBJECT

**STECF EWG 25 09 (HYBRID MEETING)
Stock assessments in the Western Mediterranean Sea 2025**

DATE

06-12/09/2025 (09:00h - 18:00h)

PLACE

**06-07/09/2025
Hotel Europa,
Via al Porto 68,
Ispra 21027 (VA)**

**08-12/09/2025
JRC Ispra
Via Enrico Fermi 2749,
Ispra 21027 (VA)
Building 102 Room 306A**



Subject: Invitation letter

Dear Madam, Dear Sir,

You are hereby invited, as private expert; to participate in the **STECF EWG 25 09 (HYBRID MEETING)** that will take place in:

- **Hotel Europa, Via al Porto 68, Ispra 21027 (VA)** between **06-07/09/2025** and,
- **JRC, Via Enrico Fermi 2749, Ispra 21027 (VA)** between **08-12/09/2025**.

The draft agenda for the meeting will be sent by the meeting's chair shortly.

- Expenses shall be reimbursed based on Commission Decision of 5/12/2007 Doc. C(2007)5858. From 1 January 2023 the daily and accommodation allowances have been adjusted (for more information, see the annexes).

- Special allowances will be allocated based on [European Commission Decision 2016/C 74/05](#).

I would like to remind all participants that experts attending STECF meetings are expected to act in a completely independent manner and attend in their personal capacity.

As you have been informed, the Commission will now use **the Advanced Gateway for meetings**.

In order to register to the meeting, please carefully follow the steps indicated in the link below and fill in the different sections for the expense claim sheet before the meeting date in order that all bank accounts are valid by the time the meeting is closed, this way the reimbursement process will be faster.

Please note that the reimbursement application is to be submitted as soon as possible and no later than 30 calendar days at the end of the day of the meeting, failing which the Commission is absolved from any obligation to reimburse travel expenses or pay allowances.

<https://ec.europa.eu/tools/agm/en/support/General>

See Annex I on the Reimbursement of Expert's Expenses in French and in English.
See Annex II on the Specific Privacy Statement in English.

I wish you a successful meeting.
Yours sincerely,

Electronically signed
Jann MARTINSOHN
Acting Head of Unit D.2 JRC

ANNEX I

Reimbursement of Expert's Expenses

Travel cost:

Article 3 of Doc. C(2007)5858

- (1) 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.
- (2) 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.
- (3) 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.
- (4) The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.
- (5) 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.
- (6) Taxi fares shall not be reimbursed.

Article 2 of Doc. C(2007)5858

The Commission 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 Commission.
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.

Subsistence allowance:

Article 4 of Doc. C(2007)5858

- (1) 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.
- (2) The daily allowance shall be EUR 92.00. (see adjustment in annex III)
- (3) 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%.
- (4) Experts who have to spend one or more nights at the place where the meeting is held because the time of meetings is incompatible with the time of flights or trains¹, shall also be entitled to an accommodation allowance. This allowance shall be EUR 100.00 per night. The number of nights may not exceed the number of meeting days + 1. (see adjustment in annex III)
- (5) 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.
- (6) The daily allowance and/or accommodation allowance may be increased by 50% by reasoned decision of the responsible authorising officer by delegation for very high-level experts, with a minimum of EUR 300 when the increase applies to both the daily allowance and the accommodation allowance.

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).

ANNEX II SPECIFIC PRIVACY STATEMENT

Description: Personal data related to this invitation will be processed in accordance with Regulation (EC) n° 45/2001 of the European Parliament and of the Council 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.

Purpose: The purpose of the processing of personal data for the meeting is: Management of the meeting, including management of: lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, information sharing.

Personal data collected and further processed are:

- data necessary for the organisation and management of the meeting, such as Gender (needed for the right title)/name/surname/profession/ postal & e-mail addresses/ phone number/fax number...;
- identity/passport n°/date of birth (for access control purpose by security guards to the Commission's premises – see DPO-508);
- information about the form of transport used & hotel, and banking information (for purpose of reimbursement of travel expenses/allowances – see DPO-372);
- if you are invited as a member/observer of a Commission Experts Group, some of your personal data (listed in the Notification DPO-2194) will be made publicly available in the Commission's Register of Expert Groups (http://ec.europa.eu/secretariat_general/regexp/) for as long as the membership upholds and/or until removal from the public site is requested, in view of the transparency policy of the European Institutions² and the need to inform the public of the identity and qualifications of the experts advising the Institution.

Controller: Head of Unit "Human resources, IT and document management", DG Maritime Affairs and Fisheries.

Recipients: The access to all personal data as well as all information collected in the context of this meeting, and the organisation thereof, is only granted through User Id/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community legislation. These users typically are: The chairman and the secretary of the meeting, both supported by a team in the operational services inside DG Maritime Affairs and Fisheries.

Data retention: Your personal data will be part of a list of contact details shared internally amongst the Commission services for the purpose of contacting data subjects in the future in the context of the Commission's activities. If you do not agree with this, please contact the Controller by using the Contact Information mentioned in the invitation letter and by explicitly specifying your request.

Contact: Please use the contact information mentioned in the invitation letter.

Recourse: Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor.

ANNEX III ADJUSTMENT OF DAILY ALLOWANCE AND ACCOMMODATION ALLOWANCE

Commission Decision C(2007)5858 lays down the rules for the reimbursement of costs of external experts who take part in meetings organised by Commission services.

In accordance with Article 9(2) of Decision C(2007)5858, the daily allowance and accommodation allowance which are paid in accordance with Article 4 of this Decisions, are adjusted by decision of the Director of the PMO in consultation with DG BUDG and the Secretariat-General.

On the basis of the replies to these formal consultation, I herewith confirm that the allowances payable under Article 4 of Commission Decision C(2007)5858 shall be adapted as follows:

- the daily allowance shall be set at 113.00 EUR;
- the accommodation allowance shall be set at 168.00 EUR.

These amounts shall be applicable for requests for cost reimbursements regarding expert meetings which take place as of 1 January 2023.

² See also 'COM(2007)127 final' and http://ec.europa.eu/transparency/eti/index_en.htm