



Brussels
EMPL.C.3/JT/MP/APDS

Ms Marie AUDREN
HOTREC

Mr Kristjan BRAGASON
EFFAT

**Subject: Sectoral Social Dialogue Committee for HORECA
Plenary Meeting on 22 November 2021**

Dear Social Partners,

We are pleased to invite you to the above-mentioned meeting, in hybrid format, to be held on

Monday 22 November 2021, 9am – 1pm

At A. Borschette Centre, 36 rue Froissart, 1040 Brussels, Room 3A.

The joint meeting will start at **9am**, on site and by videoconference.

Simultaneous interpretation has been requested for the following languages: **English, French, German and Spanish (active), Italian and Danish (passive).**

The list of participants must be finalised in AGM eight days before the meeting. Access to reimbursement (see annex) and interpretation will be subject to this list.

Registered participants will receive links to connect to the videoconference platform and must test their connectivity **between 8.30am and 9am.**

The applicable data protection notice is available in CIRCABC.

Yours faithfully,

Electronically signed
Jörg Tagger
Head of Unit

Encl.:
1. Rules for the reimbursement of expenses
2. Draft Agenda

RULES FOR THE REIMBURSEMENT OF EXPENSES

What is reimbursed?	
Travel expenses	Your travel expenses will be reimbursed from your place of work or home address to the place of the meeting (and back) on the basis of the shortest and cheapest usual route: • by first-class rail travel for journeys of less than 400 km (one way), • by economy-class air travel if the distance by rail exceeds 400 km. If business class is used, justification is required from the travel agency proving that no lower fare was available, • by car, in which case travel expenses are reimbursed at the same rate as for the journey by first-class rail, if available, or, if not, at the rate of € 0.22/km, • local transport from the airport or the railway station to the meeting place and back. Taxi fares and parking fees are not reimbursed (see daily allowances).
Daily allowance	A flat-rate daily allowance (€92) is paid to cover your incidental expenses, for instance meals and local transport (e.g. taxi fares) and also your personal travel and accident insurance. If the distance between the place of departure (be it your private or business address) and Brussels is 100 km or less, only half of the full daily allowance is paid (€46). You are <u>not</u> entitled to a daily allowance if you live and/or work in or near Brussels.
Accommodation allowance	The accommodation allowance is a fixed amount of €100 per night. You are entitled to this allowance if you have to spend one or more nights in Brussels because the times of meetings are incompatible with the times of flights or trains. The number of nights may not exceed the number of meeting days + 1. No invoices are required.

IMPORTANT

All documents necessary for reimbursement must be uploaded in AGM within 30 calendar days. Beyond that deadline the Commission is no longer under the obligation to reimburse travel expenses or pay any allowances

HYBRID MEETINGS AND COVID-19

- There is no change to the usual rules on reimbursement (plenary meetings (maximum 28 per side); working group meetings (maximum 15 per side) and steering group meetings (maximum 5 per side)). However, in practice, the number of reimbursements cannot exceed the ceiling of maximum number of participants on site per meeting (currently 28, including the Commission).
- If the Commission will be obliged to cancel a meeting because of Covid-19, participants, who have already booked non-refundable tickets/accommodation, will be reimbursed by the Commission, provided that they do not receive reimbursement through another source (such as travel insurance). See details in [Other expenses \(non-standard\) | Advanced Gateway to your Meetings \(europa.eu\)](#) and [Claim expenses for a cancelled meeting | Advanced Gateway to your Meetings \(europa.eu\)](#)
- If a participant cancels his/her trip due to illness, the usual rules apply [Other expenses \(non-standard\) | Advanced Gateway to your Meetings \(europa.eu\)](#)
- Buying flexible tickets and having travel insurance is recommended (the costs of travel insurance are not reimbursed by the Commission).
- If a participant does not attend a meeting for another reason than its cancellation by the Commission or illness, he/she will not be able to claim reimbursement to the Commission. It is a personal responsibility to check and comply with rules to enter [Belgium](#) and [the Commission premises](#) prior to making travel arrangements and departure.