



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EMPLOYMENT, SOCIAL AFFAIRS AND INCLUSION

Working conditions and social dialogue
Social Dialogue

Brussels
EMPL.C.3/JT/CC/CC

**Ms Marie AUDREN
HOTREC**

**Mr Kristjan Bragason
EFFAT**

**Subject: Sectoral Social Dialogue Committee for Horeca
Plenary Meeting on 25 November 2022**

Dear Social Partners,

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

Friday 25 November 2022, 9am – 4pm

at A. Borschette Centre, 36 rue Froissart, 1040 Brussels, Room 4B.

The joint meeting will start at 10am. The preparatory meeting for the workers' delegation will be held from 9 - 9.50am with interpretation in room 4B. The employers will organize their own preparatory meeting.

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

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

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 AND CHOOSING GREENER MODES OF TRANSPORT

The following **reimbursement ceilings** apply: plenary meetings (maximum 27 per side); working group meetings (maximum 15 per side) and steering group meetings (maximum 5 per side).

What is reimbursed?

Travel expenses	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>Taxi fares and parking fees are not reimbursed (see daily allowances).</p>
Daily allowance	<p>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).</p> <p>You are <u>not</u> entitled to a daily allowance if you live and/or work in or near Brussels.</p>
Accommodation allowance	<p>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.</p>

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

CHOOSING GREENER MODES OF TRANSPORT

In the Communication on greening the Commission to reach carbon neutrality by 2030¹, the Commission committed to reduce by 60% its greenhouse gas (GHG) emissions compared to the 2019 level. One of the key actions is to reduce by 50% (by 2024) the GHG emissions due to business travel of its staff and experts whose travel is reimbursed by the Commission under the administrative budget (attending comitology and expert group meetings). It also calls on a similar approach toward all other experts or speakers for whom it bears the travel costs, whilst maintaining a strong bond between the Institution and the experts.

The principles listed below are implemented by staff and experts referred to above. They consist in choosing greener mode of transport when travelling. We encourage you to implement them as much as possible:

- When assessing the **financial cost**, **the greener alternative should be favoured** when the price is not more than 40% above the price of a plane ticket for the journey or segment, in agreement with the relevant Commission departments.
- When assessing **the duration of a journey**, the time spent for checks, boarding, and transfer to the airport or to the final destination should be taken into consideration². The greener alternative should be favoured when the time spent on the train is reasonable for the purpose of the mission and compatible with the operational constraints of the service.
- **Air travels** should be well justified³, and direct flights favoured when available.
- **Travel by road** should preferably be done by zero- or low-emission vehicle⁴, and by car sharing, when feasible.
- As a matter of principle, **trains should be used** for distances⁵ up to 500 km, and when they are an efficient alternative to air travel (e.g. high-speed and/or night trains).

¹ C(2022) 2230. https://ec.europa.eu/info/files/communication-commission-greening-commission_en.

² The greater convenience of working on a train, should also be factored in, if applicable.

³ This includes constraints linked to security reasons or particularly heavy schedules (e.g. multiple meetings in different places).

⁴ [Regulation \(EU\) 2019/631](#) setting CO2 emission performance standards for new passenger cars and for new light commercial vehicles. 'zero- and low-emission vehicle' means a passenger car or a light commercial vehicle with tailpipe emissions from zero up to 50 g CO2/km.

⁵ Defined as the straight-line distance between the place of employment and the place of the meeting.