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EXECUTIVE DIRECTOR

EFSA/HUCAP/DEC/21481020/2019

**DECISION OF THE EXECUTIVE DIRECTOR  
OF THE EUROPEAN FOOD SAFETY AUTHORITY**

**Laying down the rules on the contribution towards travel and subsistence expenses of candidates invited to a selection procedure or a pre-employment medical examination organised by the European Food Safety Authority**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN FOOD SAFETY AUTHORITY,

HAVING REGARD to the Treaty on the functioning of the European Union,

HAVING REGARD to Regulation (EC) No 178/2002 of 28 January 2002 of the European Parliament and of the Council laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety, and in particular to Article 26(2)(a) and (g) and Article 48 thereof, regarding the role of the Executive Director of the European Food Safety Authority,

HAVING REGARD to the 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 European Atomic Energy Community, and in particular Articles 29 and 33 and Annex III of the Staff Regulations of Officials (SR) and Articles 12, 13, 82 and 83 of the Conditions of Employment of Other Servants (CEOS),

HAVING REGARD to the Decision of the Management Board of 18 June 2015 laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS,

HAVING REGARD to decision of the management board laying down general provisions for implementing article 79(2) of the CEOS governing the conditions of employment of contract staff employment under the terms of article 3(a) of those conditions of employment dated 16 September 2019.

Whereas:

- (1) The European Food Safety Authority (EFSA) organises open competitions to fill vacant positions in EFSA on the basis of qualifications, interviews and written tests,
- (2) Candidates in recruitment procedures of EFSA need to be reimbursed for travel and subsistence expenses incurred in relation to interviews and for participation in written tests,
- (3) Before appointment, a successful candidate shall be medically examined by one of the institution's medical officers,
- (4) Detailed rules on the criteria for reimbursement of expenses are desirable.

HAS DECIDED AS FOLLOWS:

*Article 1*  
*General*

A contribution to the travel and subsistence expenses of candidates invited to a selection procedure or a pre-employment medical examination organised by EFSA shall be made in accordance with the provisions set out below.

*Article 2*  
*Travel and Subsistence Expenses*

The contribution shall be paid where the distance between the place of residence, as stated in the application form of the candidate, and the venue is above 200 km, based on the table below:

<b>Distance between the place of residence and the venue</b>	<b>Contribution for a full return trip in EUR</b>
0 to 200 km	0
201 to 500 km	150
501 to 1000 km	250
1001 to 2000 km	350
2001 to 3000 km	450
Over 3001 km	500

"Distance" means the distance (one way) between the two locations as calculated by the website [www.viamichelin.co.uk](http://www.viamichelin.co.uk) or [www.viamichelin.it](http://www.viamichelin.it), to consider the recommended route.

The contribution referred to in the first paragraph is considered to cover all expenditures, incurred by candidates travelling for attending an assessment in the framework of EFSA selection procedures.

*Article 3*  
*Candidates with disabilities or special needs*

In order to avoid exceptional hardships and on the explicit and justified request by the candidate, upon prior agreement with HUCAP head of unit, EFSA may allow derogation from the above rules, in particular in cases for candidates with disabilities or special needs and may grant additional sums, up to a maximum of the double amount the candidate would have been entitled to.

*Article 4*  
*Specific Cases*

An accommodation allowance of EUR 120 shall be paid to candidates who are entitled to receive the contribution for travel and subsistence expenses provided for in Article 2, first paragraph and are invited to an assessment<sup>1</sup> which, for organisational reasons, lasts (from beginning to end<sup>2</sup>), longer than 5 hours.

Before the payment is processed, candidates may be asked to provide EFSA with a formal receipt of hotel accommodation.

*Article 5*  
*Form and supporting documents*

To benefit from the contribution, the candidate shall fill in the relevant form and send it to EFSA no later than 30 days after the selection procedure or the pre-employment medical examination.

Before the payment is processed, candidates may be asked to provide EFSA with supporting travel documents (proof of travel).

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<sup>1</sup> Written test, interview, Assessment Centre (if applicable), pre-employment medical visit.

<sup>2</sup> Date and time(s) indicated in the invitation shall be taken as a reference.

*Article 6*  
*Final Provisions*

Amounts due under the above rules shall be paid by bank transfer in Euros. EFSA shall not pay any contribution to candidates who benefit from a contribution on the basis of rules applicable to persons working within the European Institutions or to candidates who benefit from a contribution to travel and subsistence expenses from another source. False declarations in order to receive the financial contribution may lead to the exclusion of the candidate from the competition/selection procedure.

All of the above provisions shall apply to candidates invited to take part in a selection procedure or a pre-employment medical examination.

The present Decision repeals the Decision of the Executive Director of 17 July 2017 laying down the rules on the contribution towards travel and subsistence expenses of candidates invited to a selection procedure or a pre-employment medical examination organised by EFSA and shall enter into force on the day following the date of its adoption.

Done in Parma, 18/11/2019