

# Decision of the Executive Director of the European Union Agency for Railways on the contribution to travel expenses and subsistence allowances for candidates invited by ERA to a selection procedure and or pre- engagement medical check-up

## THE EXECUTIVE DIRECTOR OF THE EUROPEAN UNION AGENCY FOR RAILWAYS,

Having regard to Regulation (EU) n° 2016/796 of the European Parliament and of the Council of 11 May 2016 on the European Union Agency for Railways and repealing Regulation (EC) n° 881/2004 (hereinafter referred to "Agency Regulation") and in particular to Article 54.5.,

### Whereas:

- (1) Following an internal assessment on the various interpretations for executing the contribution to travel expenses for candidates invited to selections procedures and/or pre-engagement medical check-up organized by the ERA, it was decided to have a harmonised ERA approach enshrined in an ED Decision on the subject with the purpose to implement a simplified system and to establish a consistent approach.

### HAS ADOPTED THIS DECISION:

#### *Article 1*

A contribution to the travel expenses and subsistence allowances for candidates invited to a selection procedure organized by the ERA and/or to a pre-engagement medical check-up shall be made in accordance with the provisions set out below.

**TRAVEL EXPENSES AND ACCOMODATION ALLOWANCE***Article 2*

- (1) No contribution to the travel expenses and accommodation allowances shall be paid where the distance between the place of residence/place of current employment as stated on the application form and Valenciennes, France<sup>1</sup> or the place of the pre-engagement medical check-up (Luxembourg), is less than or equal to 200 km.
- (2) Specific arrangements for Middle Management and Senior Management functions: a flat rate contribution in case of preselection if the distance is more or equal to 165 km. Travel expenses for the subsequent phases of the selection procedure will be reimbursed on the basis of the actual costs.
- (3) Unless a specific provision is made to the contrary, where the place of residence/place of current employment is outside the territory of the European Union, the contribution to the travel expenses shall be paid only from the point in the European territory (geographically speaking) of one of the Member States, which is nearest to it.
- (4) the distance shall calculated as the crow flies via DistanceFromTo.net.
- (5) In other cases, a contribution shall be paid as follows, for the recruitment of Middle and Senior Management (table 1) and the recruitment of other candidates (table 2):

Table 1

Distance between place of residence or the current place of employment and Valenciennes <sup>2</sup> /pre- engagement medical check-up service	Contribution lump-sum in EURO
0 to 165 km	0
165 to 300 km	100
301 to 500 km	120
501 to 1 000 km	180
1 001 to 2 000 km	255
2 001 to 3 000 km	325
Over 3 001 km	360

<sup>1</sup> Or Brussels, Belgium for candidates who are invited to an assessment center contracted by ERA for testing managerial skills

<sup>2</sup> See Footnote 1

Table 2

Distance between place of residence or the current place of employment and Valenciennes <sup>3</sup> /pre- engagement medical check-up service	Contribution lump-sum in EURO
0 to 200 km	0
201 to 300 km	100
301 to 500 km	120
501 to 1 000 km	180
1 001 to 2 000 km	255
2 001 to 3 000 km	325
Over 3 001 km	360

(6) By "distance" is meant the shortest possible one-way distance from either the place of residence or the current place of employment to Valenciennes, France<sup>4</sup> or to the place of the pre-engagement medical check-up.

(7) If the place of residence and the current place of employment are in the same country, the place of residence shall be taken as the point of departure. If the place of residence and the current place of employment are in different countries, the shortest possible distance to Valenciennes, France<sup>5</sup> or to the place of the pre-engagement medical check-up will apply.

### Article 3

#### CANDIDATES WITH DISABILITIES AND SPECIAL NEEDS

An accommodation allowance of EURO 100 per night shall be granted where the distance between the place of residence and Valenciennes, France<sup>6</sup> or the place of the pre-engagement medical check-up (Luxembourg) is more than 200 km. This allowance shall be granted in cases where the candidate has to stay one night to maximum three because of incompatibility between the times specified in the letter of invitation and transport timetable in the areas of Luxembourg, Brussels, Paris, Lille or Valenciennes. It shall be paid on presentation of a hotel bill.

#### CANDIDATES WITH DISABILITIES AND SPECIAL NEEDS

### Article 4

Subject to prior authorization from the Executive Director or his delegated authorising officer -in order to avoid exceptional hardship- and on the explicit and justified request by the candidate prior to the selection

<sup>3</sup> See Footnote 1

<sup>4</sup> See Footnote 1

<sup>5</sup> See Footnote 1

<sup>6</sup> See Footnote 1

procedure or the pre-engagement medical check-up-, a derogation from the above provisions may be granted, in particular for candidates with disabilities or special needs. An additional sum to the standard contribution may be granted up to a maximum of double the amount the candidate would have been entitled to.

## SPECIFIC CASES

### *Article 5*

As stipulated in Article 3, an accommodation allowance of 100 Euro per night is foreseen upon a formal hotel invoice/receipt for candidates who are invited for a selection procedure or a pre-engagement medical check-up and who are obliged to spend one night in a hotel in the areas of Luxembourg, Brussels, Paris, Lille or Valenciennes.

Subject to prior authorization from the Executive Director or his delegated authorising officer an accommodation allowance of 100 Euro per night is foreseen upon a formal hotel invoice/receipt for candidates who are invited for a selection procedure or a pre-engagement medical check-up and who are obliged to spend more than three nights in a hotel in the areas of Luxembourg, Brussels, Paris, Lille or Valenciennes.

This allowance shall only be paid to candidates who by virtue of Article 1 are entitled to a contribution towards their travel expenses.

The total amount of the accommodation allowance paid following the special provisions of Articles 4 and 5 shall not exceed EUR 300.

## SUPPORTING DOCUMENTS

### *Article 6*

In order to benefit from the contribution to the travel expenses and the hotel night(s) (Articles 3, 4 and 5), the requested supporting documents such as hotel invoice/receipt (including the prior authorisation if applicable), boarding passes, tickets (train, bus etc...) shall be provided. If the candidate decides to take his/her private car, the relevant paragraph of the contribution form shall be dully filled in. The requested supporting documents have to be submitted to the ERA HR Sector by post, by e-mail or in person within **three months of the date of the tests, interview or examination**.

In cases of doubt or incomplete information due to missing supporting documents the contribution will not be processed until additional clarifications are provided by the candidate within the deadline set forth by the ERA HR Sector.

## FINAL PROVISIONS

### *Article 7*

Amounts due under the above rules shall be paid by bank transfer in Euros or in the currency of the country where the place of residence / place of current employment (whichever is applicable by virtue of Article 1) is situated.

Amounts shall be converted by means of the monthly conversion rate fixed by the INFOREURO (monthly accounting rate of the Euro as published by the European Commission) for this purpose.

#### *Article 9*

The ERA will not pay a contribution to candidates who benefit from a contribution on the basis of provisions applicable to persons working within the EU institutions/agencies/bodies or to candidates who benefit from a contribution to these travel expenses and accommodation allowances from other sources.

#### *Article 10*

This decision replaces and repeals the following Decision of the Executive Director:

> ERA-ED-DEC-1142-2016 on the contribution to travel expenses and subsistence allowances for candidates invited by the European Railway Agency (ERA) to a selection procedure and/or a pre-engagement medical check-up.

This decision shall enter into force after its adoption.

It shall be published on the Agency intranet.

Done at Valenciennes, on 07.01.2019



Josef DOPPELBAUER  
Executive Director

Annex: new contribution form and the PMO presentation