

**CODE OF CONDUCT FOR MEMBERS OF THE EUROPEAN COMMISSION**

**ANNEX 1 – DECLARATION OF INTERESTS**

**Full name:**

**I. PREVIOUS ACTIVITIES (Article 3(4)(b) and (c) of the Code)**

**I.1. Posts held over the last 10 years, in foundations or similar bodies**

*(Please indicate the nature of the post, the name of the body and its objective/activity)*

**I.2. Posts held over the last 10 years in educational institutions**

*(Please indicate the nature of the post and the name of the institution)*

**I.3. Posts held over the last 10 years in the governing, supervisory and advisory organs of companies and other bodies devoted to commercial or economic activities.**

*(Please indicate the nature of the post and the name and the business of the company or other body)*

**I.4. Other professional activities held over the last 10 years, including services, liberal profession, consulting activities.**

*(Please indicate the nature of the activity)*

**II. CURRENT OUTSIDE ACTIVITIES in line with Article 8 of the Code (Article 3 (4)(b) and (c) of the Code)**

*(Unpaid courses, publications and speeches – Article 8(2)(a) to (c) of the Code - do not have to be declared)*

**II.1. Honorary posts currently held in foundations, similar bodies or educational or research establishments (Article 8(2)(d) of the Code)**

*(Please indicate the nature of the post, the name of the body and its objective/activity)*

**II.2. Additional relevant information on other functions (e.g. other functions of an honorary nature and/or attributed for life)**

**III. FINANCIAL INTERESTS (Article 3(4)(a) and (c) of the Code)**

*Please indicate all financial interests, including assets as well as liabilities, which could be considered to be capable of giving rise to a conflict of interest. Bank*

*accounts, specific goods or loans for the purchase of real estate for private purposes do normally not have to be declared.*

*Investments of a value of more than EUR 10,000 have to be declared in all cases.*

*Please indicate in both cases*

- the kind of interest (e.g. shares, bond, loans);*
- the entity concerned (e.g. company, bank, fund) - if the investment is managed on an independent basis by a third party, the name of the entity does not have to be declared unless the investment is linked to specific industries like sector or thematic funds);*
- the size of the interest (e.g. number of shares and their current value, percentage of participation).*

**IV. FINANCIAL INTERESTS OF SPOUSES, PARTNERS<sup>1</sup> AND MINOR CHILDREN WHERE THOSE MIGHT BE CONSIDERED TO BE CAPABLE OF GIVING RISE TO A CONFLICT OF INTEREST (Article 3(4)(a) of the Code)**

*(Please provide in that case, in principle, the same information as under III)*

**V. MEMBERSHIP OF ASSOCIATIONS, POLITICAL PARTIES, TRADE UNIONS, NON-GOVERNMENTAL ORGANISATIONS OR OTHER BODIES IF THEIR ACTIVITIES, IN PUBLIC OR PRIVATE, ARE INTENDED TO INFLUENCE OR AFFECT THE EXERCISE OF PUBLIC FUNCTIONS (Article 3(4)(d) of the Code)**

*(Please specify the name of the organisation and its area of activity; membership of clubs in the cultural, artistic, social, sporting or charitable fields does not have to be declared)*

**VI. REAL ESTATE (Article 3(4)(e) of the Code)**

*(Homes reserved for the exclusive use of the owner and his or her family do not need to be declared)*

**VII. SPOUSE'S/ PARTNER'S<sup>2</sup> PROFESSIONAL ACTIVITY (Article 3(4)(f) of the Code)**

*(Please set out the nature of the activity, the title of the position held and the name of the employer)*

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<sup>1</sup> Stable non matrimonial partner as defined in Article 1(2)(c) of Annex VII of the Staff Regulations.

<sup>2</sup> See footnote 17.

**I hereby declare that the information given above is correct.**

**Date:**

**Signature:**

*This declaration will be made public in line with Article 3(5) of the Code.*

## **CODE OF CONDUCT FOR MEMBERS OF THE EUROPEAN COMMISSION**

### **ANNEX 2 – USE OF THE COLLEGE'S GLOBAL ENVELOPE AND TRAVEL ON OFFICIAL BUSINESS (MISSIONS) BY COMMISSIONERS<sup>3</sup>**

#### **1. BUDGET**

The Commission's global envelope, which covers mission expenses and receptions and professional representation expenses, is fixed annually by the budgetary authority. It is distributed between all Members of the Commission according to their respective portfolios and real needs, under the responsibility of the President. Global envelope expenses are authorised by the Head of Cabinet of the Member concerned<sup>4</sup> (legal authorising officer), who also certifies the validity of invoices. They are paid on the basis of the invoice and proof of payment, under the responsibility of the Director of the Office for the Administration and Payment of Individual Entitlements (PMO – authorising officer for budgetary commitments and payments).

Mission expenses incurred by Members of the Commission travelling on official business are covered by an allocation from budget item 25.010213. Mission expenses for the staff of Cabinets are covered (in accordance with the Commission's Guide to Missions) from budget item 25.010211.01.01.10

#### **2. NOTIFICATION OF MISSION - CANCELLATION OF MISSION**

A travel order, signed by the Member of the Commission concerned, must be drawn up for all missions using the appropriate form (MIPS). It must set out the following:

- purpose of the mission,
- the place of mission,
- means of transport to be used,
- date and time of departure and return,
- start and completion of work.

In the event of a mission being cancelled, the Member of the Commission must immediately:

- see that the travel tickets and reservations issued by the travel agency are cancelled in writing,
- ensure that hotel reservations are also cancelled in writing.

#### **3. MEANS OF TRANSPORT**

Members of the Commission may use any means of transport appropriate for the purposes of the mission based on its cost-effectiveness and taking into account the needs of the Institution and in line with Article 6 of the Code.

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<sup>3</sup> In the absence of specific rules, the general rules in the Guide to Missions are applicable by analogy.

<sup>4</sup> The Head of the President's Cabinet may sub-delegate this power to the Director of Coordination and Administration in the President's Cabinet.

#### **4. TICKETS AND TRAVEL EXPENSES**

According to the Guide to Missions, travel expenses reimbursed in the context of a mission are in principle for travel between Brussels and the place of the mission.

Tickets are issued on request by the Commission's official travel agency. The costs are borne in full by the Member of the Commission's mission allocation. Any unused, including partly unused, tickets or reservations must be returned promptly to the travel agency. Any private travel will be personally paid for by the Member, who will pay the travel agency directly by credit card.

#### **5. CHARTERING AIR TAXIS**

The use of air taxis must be authorised by the President. As a general rule, the air taxi may be authorised only under exceptional circumstances, either when commercial flights are not available to reach a destination or when they cannot fit with the Member of the Commission's diary, or for security reasons. A careful check of all options should be made, including agenda planning, so that the air taxi is only envisaged as a last option.

Requests completed with all practical details (place, date, programme, participants, justification, etc.), and the contractor's offer, must receive the approval from the PMO before being submitted for authorisation by the President. For travellers other than the Member of the Commission, financial participation equivalent to the cost of a regular flight ticket is foreseen.<sup>5</sup> The PMO will implement the necessary distribution between budget lines.

#### **6. DURATION OF A MISSION**

The duration of a mission is reckoned from the time of departure to the time of arrival back at the place of employment by the means of transport used.

#### **7. MISSIONS COMBINED WITH LEAVE**

Missions combined with leave are reckoned as starting at the beginning of the official work if the leave is taken before the mission and is finishing at the close of the official engagement if the leave follows the mission. The same applies in the case of public holidays and weekends, unless the work schedule provides otherwise. Even if this is the case, however, no allowances are paid for the public holidays/weekends if the official engagement is in the country of origin of the Member of the Commission.

#### **8. DAILY SUBSISTENCE ALLOWANCE**

The daily subsistence allowance payable to Member of the Commission is the allowance payable to officials plus 5%. This is calculated using the rules applicable to officials in the Guide to Missions.

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<sup>5</sup> For the purpose of the publication under Article 6(2) of the Code, the individual travel cost of the Member of the Commission will be based on the average cost per person (Members and staff) on the flight. This is without prejudice to the overall responsibility of the Member of the Commission on the mission.

## **9. HOTEL EXPENSES**

Hotel expenses (excluding breakfast and other meals) are reimbursed on presentation of the bill. If hotel expenses exceed € 300 per day, a justification shall be attached to the statement of expenses.

## **10. OTHER EXPENSES**

Other expenses justified by the nature of the mission are reimbursed on application and on presentation of supporting documents. Entertainment and representation expenses must be claimed separately in line with a Commission decision governing such expenses.

## **11. EXPENSES CLAIMS**

Members of the Commission will be reimbursed on the basis of a statement of mission expenses to be sent as soon as possible for the reimbursement of mission expenses to the PMO using the appropriate form (MIPS).

Claims must contain the following details:

- the purpose of the mission,
- the place of mission,
- date and time of departure and arrival at the place of employment by the means of transport used,
- starting and finishing times of the work,
- number of days' leave, if any, combined with the mission,
- transport costs paid on the spot by the Member of the Commission,
- hotel expenses (excluding breakfast and other meals),
- any meals paid by third parties for the Member of the Commission,
- other expenses for which reimbursement is claimed.

All supporting documents must be attached.

## **12. CERTAIN EXPENSES PAID BY REPRESENTATIVE OFFICES AND EU DELEGATIONS IN OTHER COUNTRIES**

In certain cases authorisation may be given for expenses incurred during a mission to be paid at the destination by Representative Offices and Delegations. This is an exceptional procedure which is authorised only when expenses incurred on mission cannot be paid with the corporate credit card or directly billed to the PMO<sup>6</sup>. Given the heavy administrative burden involved, such requests should be limited to the strict minimum.

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<sup>6</sup> Article 66 of the implementing rules of the Financial Regulation limit the use of imprest accounts to cases where, owing to the limited amounts involved, it is materially impossible or inefficient to carry out payment operations by budgetary procedures.

### **13. SPECIAL RULES CONCERNING MISSIONS BY THE DRIVERS OF COMMISSION MEMBERS AND THE USE OF THE CAR POOLS OF COMMISSION REPRESENTATIONS AND EU DELEGATIONS IN OTHER COUNTRIES**

Under Article 14 of the Commission's Decision of 14 September 1979, all Members of the Commission have an official car and driver assigned to them at all times. Drivers may not be asked to make private journeys if this involves overtime or mission expenses for the driver, unless security dictates.

Daily commuting between the Belgian residence of the Member of the Commission and the office (or the station and airport) shall be considered professional travel.

Drivers are covered by a travel order when driving the official car of a Member of the Commission, even if the Member or an official of the Cabinet is not in the car, when returning from an official destination or bringing the car back from there. Claims for mission expenses should be filled in by the driver using the appropriate form (MIPS) and signed by the Head of Cabinet, giving the following particulars:

- the purpose of the mission,
- the place of mission,
- route taken,
- date and time of departure and return to workplace,
- hotel expenses (excluding breakfast and other meals),
- other details included on the claims form.

Drivers' mission expenses are covered by the Cabinet's own mission budget.

A Member of the Commission visiting a Commission Representation or an EU Delegation is entitled to an official car within the limits of the resources available to the Representation or the Delegation. If a Member of the Commission's visit obliges to contract transportation services outside the normal functioning of the Representation, the respective costs are charged to the Member's mission allocation. For visits to Delegations, the rules or arrangements agreed between the Commission and the EEAS which are in effect at the time apply.