




Executive Director

 Ref. Ares(2019)5512970 - 02/09/2019



Vigo, 2.09.2019  
EFCA/OED/2019

## INVITATION

To: **Members of the Advisory Councils**

Dear Members of the Advisory Board,

You are hereby invited to a meeting in the framework of the European Fisheries Control Agency's Advisory Board.

The meeting will take place **on 21 October 2019** at:

- the **EFCA premises**, Avenida García Barbón nº4, 36201 Vigo, Spain.

The Agency will cover the travel expenditure in accordance with the AB Decision No 15-II-12, of one representative from each AC<sup>1</sup>.

You are kindly requested to confirm your presence by 26 September 2019 (efca@efca.europa.eu).

A draft agenda is attached to this invitation.

[e-Signed]

Pascal SAVOURET

Copies: Chair and Members of the Administrative Board

---

<sup>1</sup> <https://www.efca.europa.eu/en/content/financial-rules>

### European Fisheries Control Agency

Email: [efca@efca.europa.eu](mailto:efca@efca.europa.eu) – Tel: +34 986 12 06 10 – Fax: +34 886 12 52 37

Address: Edificio Odriozola, Avenida García Barbón 4, E-36201 Vigo – Spain

Postal Address: EFCA - Apartado de Correos 771 - E-36200 Vigo – Spain

**Advisory Board meeting**  
**21 October 2019**  
**14h00 to 18h00**

**Proposed draft agenda:**

1. Introduction and state of play:
  - ACs: state of play.
2. EFCA's Annual work programme 2019 implementation
3. EFCA's draft Single Programming document: Multiannual work programme 2020-2024 and Annual work programme 2020
4. The way forward: draft Single Programming document: Multiannual work programme 2021-2025 and Annual work programme 2025
5. Rotation of the Advisory Board representative in the Administrative Board of EFCA
6. AOB

## **RULES FOR REIMBURSEMENT**

All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation (work or home address) to the place of the meeting, by the most appropriate means of transport given the distance involved. In general, for journeys of less than 400 km (one way, according to official distance by rail) this shall be first-class rail travel, and for distances of more than 400 km economy class air travel.

If the journey by air involves a flight of 4 hours or more without stopovers the cost of a business class ticket shall be reimbursed.

The authorising officers for commitments shall specifically try to ensure that meetings are organised in such a way as to enable experts to benefit from the most economical travel rates.

The authorising officers for payments shall scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights. They shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place.

Travel expenses shall be reimbursed on presentation of original supporting documents: tickets and invoices or, in the case of online bookings, the printout of the electronic reservation and boarding cards for the outward journey. The documents supplied must show the class of travel used, the time of travel and the amount paid.

The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.

If the route is not served by a train the cost of travel by private car shall be reimbursed at the rate of EUR 0.22 per km.

Taxi fares shall not be reimbursed.

The daily allowance paid for each day of the meeting is a flat rate to cover all expenditure at the place where the meeting is held, including for example meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance.

The daily allowance shall be determined according to the scale set out in Article 13(2) of Annex VII to the Staff Regulations of Officials and the conditions of employment of other servants of the European Communities.

If the place of departure cited in the invitation is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%.

Experts who have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains<sup>2</sup> shall also be entitled to an accommodation allowance. The accommodation shall be determined according to the scale set out in Article 13(2) of Annex VII to the Staff Regulations of Officials and the conditions of employment of other servants of the European Communities. Accommodation expenses shall be reimbursed on presentation of original supporting documents: hotel invoice or equivalent. The documents supplied must show the hotel used, the time of stay and the amount paid. The number of nights may not exceed the number of meeting days + 1.

---

<sup>2</sup> As a general rule, experts cannot be required:

- to leave their place of work or residence or the place where the meeting is held before 07.00 (station or other means of transport) or 08.00 (airport);
- to arrive at the place where the meeting is held after 21.00 (airport) or 22.00 (station or other means of transport);
- to arrive at their place of work or residence after 23.00 (airport, station or other means of transport).

An additional accommodation allowance and/or daily allowance may, exceptionally, be paid if prolonging the stay would enable the expert to obtain a reduction in the cost of transport worth more than the amount of these allowances.

The daily allowance and/or accommodation allowance may be increased by 50% by reasoned decision of the authorising officer for very high level experts.

The EFCA shall not be liable for any material; non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the meeting is held, unless such harm is directly attributable to the EFCA.

In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

**EFCA PRIVACY STATEMENT**  
on the processing of personal data related to the  
**Members of the Administrative Board and the Advisory Board**

## 1. Context

- ✓ As the European Fisheries Control Agency collects and further processes personal data, it is subject to **Regulation (EU) 2018/1725**<sup>3</sup>.
- ✓ Processing operations are under the responsibility of the **data controller**: the EFCA.
- ✓ Data is processed for the **purpose** of managing and organising the Administrative Board and Advisory Board meetings.
- ✓ The tasks above are carried out in the **public interest** according to art. 5(a) of Regulation (EU) 2018/1725<sup>1</sup>, and performed on the basis of:
  - Council Regulation (EC) No 768/2005<sup>4</sup> establishing a European Fisheries Control Agency, and in particular Art. 24(2), 26(7), 28, 33 for the Administrative Board, and Art. 31 for the Advisory Board.
  - AB Decision 14-II-8(1) of 17 October 2014 adopting the policy on the prevention and management of conflicts of interest of the European Fisheries Control Agency as amended by AB Decision 16-I-(10) of 10 March 2016.
  - AB Decision II-07-10(01) concerning the Rules of Procedure to be applied to the Advisory Board of the Community Fisheries Control Agency, inter alia, Art. 6 on Transparency.

## 2. What personal information do we collect?

- ✓ Both for the Administrative Board and Advisory Board members the following data is collected:
  - Name, including title and function
  - Contact details
  - Declaration of interest, which includes:
    - Previous or current employments,
    - Other membership/ affiliations or professional activities,
    - Ownership or other investment including shares,
    - Membership of a managing body or entity,
    - (research) funding received,
    - Intellectual property rights,
    - Membership,
    - Role or affiliation in organisations/ bodies/ clubs.
    - Household members (spouse/ partner, dependent children) current activity and financial interests
  - Résumé/ summary CV
  - Minutes of the meetings
- ✓ In addition to the above, Administrative Board members shall provide:
  - Letters of appointment from Member States.
  - Commitment of independence

<sup>3</sup> [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation \(EC\) No 45/2001 and Decision No 1247/2002/EC. OJ L 295, 21.11.2018, p. 39–98](#)

<sup>4</sup> [OJ L 128, 21.5.2005, p. 1–14 Regulation as last amended by Regulation \(EU\) 2016/1626 \(OJ L 251, 16.9.2016, p. 80\).](#)

## — Confidentiality undertaking

Administrative and Advisory Board members are encouraged to use the specific templates developed for the purpose of providing Declarations of Interest/Declarations of conflict of Interest and résumés/ summary CVs. Names of household members do not need to be declared. If declared, these are blackened before further processing the declarations.

With regard to personal data collected from household members, the template for declarations of interest to be used, requests the Administrative and Advisory Board members to inform household members that EFCA will be processing data about them mentioned in the template form and that further information is available on EFCA's website.

### **3. Who has access to the data and to whom is it disclosed?**

Access to your personal data is given to Secretariat of the Executive Director staff, Executive Director, Policy Officer, Communication Officer, Legal Officer. In case of investigation/disciplinary procedure or audit: Auditors (IAS, ECA), Internal Auditor, OLAF, Persons fulfilling functions in administrative proceedings or disciplinary procedures

Public (published on EFCA website):

- List of names and whom they represent (MS/ COM) of Administrative Board members,
- List of the Advisory Board members,
- Administrative and Advisory Board member's declarations of interest and résumés/ summary CVs.
- Minutes of the meetings
- With regard to activities of the spouse/partner such information is only published if related to the professional activities of the Administrative or Advisory Board members.

### **4. How do we protect and safeguard your information?**

In order to protect your personal data, a number of technical and organisational measures have been put in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the data being processed. Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.

### **5. How can you verify, modify or delete your information?**

You can access all your personal data, including the supporting documents and may request for a rectification (in particular of data relating to identification)/blocking/erasure/objection (where applicable).

In particular, as regards the publication of Declarations of Interest and résumés/ summary CVs of Administrative and Advisory Board members on the EFCA website, they have the right to object to this publication on the basis of compelling legitimate grounds pursuant to article 15.2b of Regulation 2018/1725.

In addition, partners, spouses and dependent children (household members) of Administrative and Advisory Board members have the right to object to the publication of their personal data (notably information on their professional activity) pursuant to article 15.2b of Regulation 2018/1725.

To exert these rights, you can address the Executive Director orally, by email or by paper, explicitly specifying your request and using the contact information below:

Executive Director  
European Fisheries Control Agency  
Avda. García Barbón, 4  
E-36201 Vigo, SPAIN

## **6. How long do we keep your personal data?**

Paper documents: Retention period of 5 years after the person in question ceased to be a member of the Administrative or Advisory Board (to allow possible review of nominations and for budgetary and audit purposes in accordance with EFCA Financial Regulation).

Information published on the website: DoI to be replaced by next annual DoI, résumé/ summary CV to be replaced by updated résumé/ summary CV received. Names of the Administrative or Advisory Board members, DoI, résumé/ summary CV to be deleted when person in question ceases to be a member of the respective Board.

## **7. Contact information**

For more information, the EFCA Data Protection Officer can be contacted at (EFCA-DPO@efca.europa.eu). You can, upon request, consult the data protection Record registered by the Executive Director on this activity.

## **8. Recourse**

You are entitled to have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu). If you consider that your rights under Regulation 2018/1725 have been infringed as a result of the processing, we recommend that you request the data controller to take action. If the problem cannot be solved this way, you may lodge a complaint with the EDPS.