



**CALL FOR EXPRESSION OF INTEREST TO THE MILITARY AUTHORITIES, CIVIL
REGULATORY AUTHORITIES, AVIATION AUTHORITIES AND CIVIL SUPERVISORY
AUTHORITIES OF THE MEMBER STATES OF THE EUROPEAN UNION (EU) AND OF
EURO CONTROL
No. SJU/LC/0044-CFT**

PROVISION OF CIVIL & MILITARY AUTHORITY EXPERTISE

1. Background

In accordance with article 1 paragraph 5 of Council Regulation (EC) n°219/2007, the SESAR Joint Undertaking has to ensure the involvement of the stakeholders of the air traffic management sector in Europe in the execution of the Air Traffic Management (“ATM”) Master Plan.

An early engagement of the regulator in the SESAR program was also identified in the ATM Master Plan itself as a key measure to mitigate the risk that the regulatory framework is unable to keep pace with and enable the changes needed to implement the Target Concept of SESAR.

In its Resolution on the endorsement of the European Air Traffic Management Master Plan adopted on 30 March 2009 this necessary implication of authorities in the development phase of the SESAR project was recalled by the Council: *“(the Council) requests the Commission to ensure during the development phase proper involvement of regulatory authorities in the consultation process set up by the SESAR Joint Undertaking”*.

As indicated in the conclusions of the first meeting of the NSA Coordination Platform that took place on the 16 of December 2009, it is acknowledged that this platform will play an important role on the involvement of authorities in later stages of SESAR, by ensuring that SESAR deliverables are developing in the right direction regarding safety and other aspects. Nevertheless, it is premature to use this platform for a full NSA involvement at the current stages of SESAR program.

Consequently, in order to comply with Council requirements, the SJU identified the need to organize the early involvement of experts from the Authorities. This early involvement will not be a new institutional layer for the participation of Authorities in Single Sky; on the contrary, the SJU will be willing to keep the existing institutional layers (SSC, NSA Coordination Platform) informed on the outcomes of this early involvement.

2. Description of this call

The purpose of this call is to select Authorities (civil and military national regulatory and/or supervisory Authorities) able to designate experts proposed by the Authorities of the Member States of the EU or the Eurocontrol who will support the SJU in the execution of activities derived from SESAR programme which have a potential impact in the field of competence of the Authorities.

In order to ensure a balanced participation of experts from different types of organizations, and in case the number of Authorities proposing experts exceeds 10, the Selection Panel will select a maximum of 10 Authorities out of the following:

Military authorities	Maximum of 2 Authorities
Civil National Supervisory Authorities (NSA) / National Aviation Authorities (NAA)	Maximum of 6 Authorities
Civil MoTs (regulatory authorities)	Maximum of 2 Authorities

3. Eligibility criteria

The eligibility criteria shall consist of

- a) the capability of the Authorities to provide with a list of experts that can be designated to support the SJU
- b) the profiles and the experience of the experts proposed which can be of interest for the SJU responding to the following criteria:

- (a) At least 5 years minimum experience in the aviation sector;
- (b) Proven knowledge of the Air Navigation System;
- (c) And at least one of the following:

- 3 years minimum experience in Air Navigation technical systems,
- 3 years minimum experience in ATS operations,
- 3 years minimum experience in Avionics,
- 3 years minimum experience in Aircraft operations,
- 3 years minimum experience in Technical Standards development,
- 3 years minimum experience in Rulemaking,
- 3 years minimum experience in Risk Analysis and Mitigation,
- 3 years minimum experience in Military Aviation,
- 3 years minimum experience in the SESAR program.

The Authorities shall submit the following documents in order to be eligible for consideration:

- A short letter of the Authority describing their proposed contribution to the SESAR program;
- The Curriculum Vitae (CV) of the proposed experts, preferably in the Europass format (available on the following website: <http://europass.cedefop.europa.eu>).

4. Selection criteria

For the eligible Authorities, the applications will be assessed in view of the following criteria:

- The higher number of available experts meeting the criteria mentioned in Section 3 above (estimate weight of 30% for this criteria)
- The wider experience of available experts in the sectors listed in Section 3 (c) above (estimate weight of 30% for this criteria);

Based on the selection process, the award decisions will also consider the following criteria (estimate weight of 40% for these criteria):

- To ensure a balanced geographical distribution of the Authorities.
- To promote the involvement of Authorities from States different from those states of origin of the SESAR JU members.
- To ensure a balanced presence of the Authorities regarding other forum related to the implementation of Single Sky.

5. Areas of expertise

The SESAR JU needs expertise support from the Authorities in domains such as, but not limited to, the following:

- (a) Providing support, upon request of the SJU, regarding the implementation of the SESAR Work Programme in all domains where an early opinion of civil and military authorities will be of an added-value to the SESAR programme development phase, such as in the following domains:
 - Impact of new concepts on the rulemaking, oversight and certification activities of the Authority in its different fields of competency including safety, security, economic, environmental and airspace Management;
 - Impact of changes in the ATM Master Plan on the authority activity;
 - Methodologies for the acceptable elaboration of safety deliverables (safety cases, safety assessments...), security deliverables (security analysis...), economic deliverables (cost-benefit analysis, financial assessments...) and environmental deliverables (environmental impact analysis, noise/emissions studies...);
 - Different stages of the development of safety, security, economic and environmental cases; and
 - “Certifiability” of future systems/services derived from new concepts.
- (b) Participating, upon SJU request, in work packages by providing its input into the work programme initiation phase;
- (c) Participating, upon SJU request, in the updates of the ATM Master Plan;

6. Selection process

A selection process will be carried out by a Selection Panel following the SJU Implementing Rules.

7. Mou

The SJU will offer to each of the selected Authorities a Memorandum of Understanding establishing the practical arrangements for the use of expertise from the Authorities in SJU activities, as per Annex attached. It is foreseen the involvement of experts appointed by the selected Authorities from those of their lists. Depending on the matters object of work and on the availability of these experts each Authority may appoint different experts for different topics. The appointed expert(s) will be bound by the regime of independence and absence of conflict of interests applicable to all experts providing support to SJU, following Appendix C attached.

The views and opinions expressed by the appointed experts will not be considered as representing the formal views of the Authority but the views of its experts only.

Please note that the SJU reserves the right to reject offers stating that the provisions of the draft Mou are accepted subject to a number of conditions.

7. Funding

Mission costs for the execution of the MoU will be reimbursed by the SJU according to the SJU rules on reimbursement of expenses incurred by external experts, upon submission by the Authority of an adequate request for payment of these costs to the SJU Financial Sector using the established forms (attached to the Annex as Appendix D, Appendix E, Appendix F and Appendix G)

8. Duration

The MoUs subscribed shall be in full force and effect until the 31st December 2011. Nevertheless, the duration of the MoU may be extended for one (1) additional year by mutual written agreement of the Parties.

9. Estimated workload

For the overall duration of the MoUs, the SJU estimates a workload for each Authority of 10 working days per expert and year, including the quarterly meetings at the SJU premises.

The SJU may also organize no more than 2 familiarization workshops to set up a baseline of knowledge of the SESAR program among the Authorities.

In any case, it is understood that the participation of the experts from the Authorities is subject to the availability of resources from the Authorities, in particular with due regard to the fulfilment of their obligations on the implementation of the Single Sky initiative.

The SJU will issue its request for support from experts avoiding as far as practicable any conflict of availability of resources of the Authorities with any other forum of participation of the Authorities in the implementation of SES.

10. Timetable/indicative planning

Dispatch of this call	10 May 2010
Deadline for submission of applications	10 June 2010, at 12.00 noon (Brussels time)
Start of activities	1 September 2010

ANNEX

MEMORANDUM OF UNDERSTANDING

**PROVISION OF CIVIL & MILITARY
AUTHORITIES EXPERTISE**

REF – SJU/LC/xxxx-CTR

The **SESAR JOINT UNDERTAKING**, hereinafter referred to as "SJU", set up by EC Council Regulation (EC) No 219/2007 of 27 February 2007,

Located at 100, Avenue Cortenbergh
B-1000 Brussels,
Belgium

Represented for the purpose of the signature of this Memorandum of Understanding by Mr. Patrick KY, its Executive Director,

OF THE ONE PART, AND

....., hereinafter referred to as "the Authority",

Located at

Represented by for the purpose of signing this Memorandum of Understanding by

OF THE OTHER PART,

The SJU and the Authority being hereinafter individually referred to as the "Party" and collectively referred to as the "Parties",

WHEREAS,

In accordance with Article 1 paragraph 5 of amended Council Regulation (EC) n°219/2007, the SJU shall ensure the involvement of the stakeholders of the air traffic management sector in Europe in the execution of the Air Traffic Management ("ATM") Master Plan.

The European ATM Master Plan identifies as one of the main risk for the SESAR programme the lack of early involvement of the regulatory authorities in this programme.

In line with Council Resolution of 30th March 2009, on the endorsement of the European ATM Master Plan, the SJU wish to ensure an optimum involvement of civil and military regulatory authorities as well as supervisory authorities (the "Authorities") in its consultation processes during the development phase of the SESAR Programme.

The SJU has decided to organize the early involvement of experts from the Authorities in the SESAR Programme through the provision of the expert views and opinions of the Authorities regarding the implementation of the SESAR Work Programme. Any arrangement to organize this expertise will not intend to be at all any new institutional layer for the involvement of Authorities in Single Sky.

ARTICLE 1 - PURPOSE

The purpose of this Memorandum of Understanding ("MoU") is to set forth the terms of reference under which the Parties are willing to cooperate, without any purpose to create any legal entity with or without legal personality.

The following Appendixes forms a part of this Mou

- Appendix A Specifications (relevant parts of the call for expression of interest)
- Appendix B Proposal of Interest (Offer received from the Authority)
- Appendix C Declaration of Independence, Commitment, Confidentiality and Conflict of Interest,
- Appendix D SJU Rules on the reimbursement of expenses incurred by external experts
- Appendix E Legal identity form (to be filled in to the extent applicable)
- Appendix F Financial identification form
- Appendix G Application for reimbursement

ARTICLE 2 - COMMON OBJECTIVES

Within the scope of this MoU the Authority shall cooperate with the SJU by:

- (d) Providing, upon SJU request, support regarding the implementation of the SESAR Work Programme in all domains where an early opinion of civil and military authorities will be of an added-value to the SESAR development phase, such as in the following domains:
 - Impact of new concepts on the rulemaking, oversight and certification activities of the Authority in its different fields of competency including safety, security, economic, environmental and airspace Management;
 - Impact of changes in the ATM Master Plan on the authority activity;
 - Methodologies for the acceptable elaboration of safety deliverables (safety cases, safety assessments...), security deliverables (security analysis...), economic deliverables (cost-benefit analysis, financial assessments...) and environmental deliverables (environmental impact analysis, noise/emissions studies...);
 - Different stages of the development of safety, security, economic and environmental cases; and
 - "Certifiability" of future systems/services derived from new concepts.
- (e) Participating, upon SJU request, in work packages by providing its input into the work programme initiation phase;
- (f) Participating, upon SJU request, in the updates of the ATM Master Plan;

For the participation on these tasks, the SJU will issue to the Authorities, when considered necessary, a request for support in which the details of the task will be described. The Authorities will confirm the participation of their experts when feasible on the tasks as described by SJU.

It is understood that the participation of the experts from the Authorities in these tasks are subject to the availability of resources from the Authorities, in particular with due regard to the fulfilment of their obligations on the implementation of Single Sky initiative.

It is recommended that these tasks are performed collecting, as far as practicable, the expert views of the wide authority community through appropriate existing platforms of authorities such as the National Supervisory Authority (NSA) Coordination Platform, the Safety Regulation Commission (SRC), the Military Advisory Board (MAB), or other suitable regional authorities forum for the best results of the execution of this MoU.

ARTICLE 3 - WORKING ARRANGEMENTS

3.1. Experts from the Authority

- a) The Authority shall nominate expert(s) for the tasks above mentioned taking into account the matters to be covered in the meeting.
- b) Depending on the matters object of work, on the availability of these expert(s), and in order to provide the most qualified expertise, the Authority may appoint different experts for different tasks. The Authority shall communicate to the SJU the name of the expert(s) that will take part on each task before its initiation. The SJU may for justified reasons ask for a replacement of the appointed expert.
- c) The nominated expert(s) will be from those identified in the list of the proposal unless otherwise agreed with the SJU.
- d) The views and opinions expressed by (an) appointed expert(s) shall not be considered as representing the formal views of the Authority but the views of its expert(s) only.

3.2. Organisation and Management

- a) The SJU shall organise the support of the experts from the authorities through telecommunications or convening meetings in Brussels or other locations with the experts when considered necessary.
- b) Additionally, the SJU will organize quarterly meetings in the SJU offices to review the status of the tasks supported by the experts of the Authorities. For practical purposes:
 - the quarterly meetings will be followed generally by a maximum of 10 experts, depending on the tasks to be reviewed.
 - the meeting venue shall be the SJU offices.
 - the outcomes of each quarterly meeting shall be recorded by the SJU in meeting reports.
- c) Finally, the SJU may organize a maximum of two familiarization workshops to set up a baseline of knowledge of SESAR program among the Authorities.

ARTICLE 4 – FUNDING OF THE MEETINGS

Mission costs for the attendance to meetings convened by the SJU will be reimbursed by the SJU according the SJU rules on reimbursement of expenses incurred by external experts attached hereto as Appendix B, upon submission by the Authority of an adequate request for payment of these costs to the SJU Financial Sector following the format indicated in Appendix C. To perform the reimbursement, the Financial Identification Form (Appendix C) should be completed.

ARTICLE 5 - LIABILITY

With respect to the Activities undertaken pursuant to this Agreement including the related mission stay and travel by its officials, the Parties will not take any responsibility or liability

with respect to loss of property, injury or death of the other Party's employees, except in the case of gross negligence or wilful misconduct.

Subject to Article 4 the SJU does not take any responsibility/liability for any economic loss incurred by the Authority/the Authority's employees pursuant to the Activities undertaken in this Agreement.

ARTICLE 6 - EXCHANGE OF INFORMATION

Each Party shall provide the other Party with all information technically essential for the co-operation and the implementation of the activities agreed under this MoU, subject to the rules on exchange of information from their respective national administration rules,

- a) This information will in any case be only used by the parties for the purpose of this MoU.
- b) The appointed expert(s) will be bound by the regime of confidentiality applicable to all external experts providing support to the SJU

ARTICLE 7 - CONFLICT OF INTEREST

- a) In accordance with its national administration principles, the Authority shall prevent any situation that could compromise the impartial and objective performance of the MoU or compromise its independence.
- b) The appointed expert(s) will be bound by the regime of independence and absence of conflict of interests applicable to all experts providing support to SJU, following Appendix A attached.

ARTICLE 8 - ENTRY INTO FORCE AND DURATION

This MoU shall entry into force as of the date it is signed by the last Party and shall continue in full force and effect until the 31st December 2011. Nevertheless, the duration of the MoU may be extended for one (1) additional year by mutual written agreement of the Parties.

Signature of the Parties:

For the SESAR Joint Undertaking,
Mr. Patrick KY
Executive Director

For ...,
[Authority]
[Forename/surname/function of the
Authority's representative]

signature[s]: _____

signature[s]: _____

Done in Brussels, on 2010

Done in....., on 2010

APPENDIX A

SPECIFICATIONS

APPENDIX B

PROPOSAL OF INTEREST (OFFER)

APPENDIX C

**DECLARATION OF INDEPENDENCE, COMMITMENT, CONFIDENTIALITY AND
ABSENCE OF CONFLICT OF INTEREST SIGNED BY THE APPOINTED EXPERTS(S) OF
THE AUTHORITY**

**DECLARATION OF INDEPENDENCE, COMMITMENT,
CONFIDENTIALITY AND CONFLICT OF INTEREST**

I, the undersigned _____ in my function of Authority expert supporting the SJU,

- hereby undertake not to be bound by any instructions and shall be completely independent in the performance of my duties, in the general interest of the SESAR Joint Undertaking.
- hereby undertake to keep the activities and business of the SESAR Joint Undertaking confidential, with particular regard to its working methods, experiments and inventions. The same applies to information I might acquire, directly or indirectly, in the pursuance of my activities on behalf of the SESAR Joint Undertaking. The obligation to confidentiality applies both during and after the term of the appointment, and for whatever reason. At the end of the appointment, I undertake to return to the SESAR Joint Undertaking all documentation that would generally be in my possession and that is in any way related to the activity of the SESAR Joint Undertaking. I shall also respect the confidential nature of the opinions expressed by other members during discussions in meetings or provided in written form.
- hereby undertake to inform the SESAR Joint Undertaking immediately if I discover any disqualifying or potential conflict of interest with any task that I am assigned to perform. In particular, I declare that my participation in the following tasks could create a conflict of interest (please indicate whether this would be a "disqualifying" or "potential" conflict of interest):

Short title	Title	Area	disqualifying (D) or potential (P)
.....
.....
.....
.....
.....
.....

Done in _____ on _____

SIGNATURE:

APPENDIX D

SJU RULES ON THE REIMBURSEMENT OF EXPENSES INCURRED BY EXTERNAL EXPERTS

ARTICLE 1

- (1) These rules shall apply to:
 - (a) anyone from outside the SJU who has been selected and requested by the SJU to give a specific professional opinion in a committee, an expert group or by personal invitation, wherever the location of the meeting;
 - (b) anyone responsible for accompanying a disabled person who has been invited by the SJU in an expert capacity.
- (2) Experts may be private-sector experts or government experts:
 - (a) Private-sector experts are individuals who represent civil society or work for a private organisation who have been invited to give the SJU the benefit of their personal expertise or to represent their organisations in a specific area..
 - (b) Government experts are individuals who have been invited as representatives of a national, regional or local public authority of a Member State or who have been appointed by such an authority to defend the point of view of their country of origin on a particular issue.

Such individuals are members of a ministry, authority or public body and may lose their status only after they have provided proof that they have ceased to work in their country's public service.

ARTICLE 2

The SJU 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 SJU.

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.

ARTICLE 3

- (1) 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.
- (2) The authorising officer 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 officer for payments shall scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights. He 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. He 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.
- (3) 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.

- (4) The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.
- (5) 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.
- (6) Taxi fares shall not be reimbursed.

ARTICLE 4

- (7) 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.
- (8) The daily allowance shall be EUR 92.00.
- (9) 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%.
- (10) 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 trains¹, shall also be entitled to an accommodation allowance. This allowance shall be EUR 100.00 per night. The number of nights may not exceed the number of meeting days + 1.
- (11) 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.

ARTICLE 5

Where, taking into account any expenses incurred by disabled experts as a result of their disability or any person accompanying them, the allowances provided for in Article 4 appear to be clearly inadequate, the expenses shall be reimbursed at the request of the responsible authorising officer on presentation of supporting documents.

ARTICLE 6

- (12) Unless stated otherwise in the letter of invitation and the request to organise the meeting, private-sector experts shall be entitled to a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from the same institution or another Community institution for the same visit. The responsible authorising officer shall ensure consistency between the content of the letters of invitation and the request to organise the meeting.
- (13) Government experts shall receive a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, provided that provision for this is

¹ 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).

made in the rules of procedure of the committee or expert group and on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from their own administration for the same visit.

- (14) The authorising officer may, by reasoned decision and on presentation of supporting documents, authorise the reimbursement of expenses which invited experts have had to incur as a result of special instructions they have received in writing.
- (15) All reimbursements of travel expenses, daily allowances and/or accommodation allowances shall be made to one and the same bank account.
- (16) Reimbursements of the costs of government experts shall be paid into an account in the name of the Member State, one of its ministries or a public body, in the absence of any derogation from the Member State, one of its ministries or a public body.

ARTICLE 7

National, regional or local public officials may only be invited in a personal capacity in special cases, duly justified by the authorising officer, unless the instrument establishing the committee expressly states that its members will participate in its work in a personal capacity.

ARTICLE 8

- (17) The payment order shall be drawn up on the basis of the request for reimbursement, duly completed and signed by the expert and by the secretary of the meeting responsible for certifying the expert's presence.
- (18) Experts must provide the SJU with the documents necessary for their reimbursement, as required by the financial rules applicable in the SJU in the, by letter, fax or e-mail postmarked or dated no later than 30 calendar days after the final day of the meeting.
- (19) The SJU shall reimburse the experts' expenses within the period laid down in the rules implementing the Financial Regulation.

Unless the expert can provide a proper justification that is accepted by reasoned decision by the responsible authorising officer, failure to comply with paragraph 2 shall absolve the SJU from any obligation to reimburse travel expenses or pay any allowances.

ARTICLE 9

- (20) Travel expenses shall be reimbursed in euros, where appropriate at the rate of exchange applying on the day of the meeting.
- (21) The daily allowance and, where appropriate, the accommodation allowance, shall be reimbursed in euros at the flat rate applicable on the day of the meeting. The daily allowance and accommodation allowance shall be adjusted every two years in line with changes in the cost of living in Brussels, by decision of the Commission with effect from 1 January.

ARTICLE 10

This decision replaces any other decision taken by the SJU on rules on the reimbursement of expenses incurred by external experts.

APPENDIX E: LEGAL IDENTIFICATION FORM

ANNEX E: Legal entities form for legal persons:

(Each service provider, including subcontractor(s) or any member of the tenderer or grouping, must complete and sign this identification form)

Identity	
Name of the tenderer	
Legal status of the tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance) ²	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	
Surname: First name: Title (e.g. Dr, Mr, Ms) : Position (e.g. manager): Telephone number: Fax number: E-mail address:	
Legal Representatives	
Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	

² For natural persons

Declaration by an authorised representative of the organisation³

I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.

Surname:

Signature:

First name:

³ This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

APPENDIX F: FINANCIAL IDENTIFICATION FORM

FINANCIAL IDENTIFICATION

NAME																																	
ADDRESS																																	
TOWN/CITY																			POSTCODE														
COUNTRY							VAT NUMBER																										
CONTACT PERSON																																	
TELEPHONE													FAX																				
E - MAIL																																	

BANK NAME																																	
BRANCH ADDRESS																																	
TOWN/CITY																			POSTCODE														
COUNTRY							SORTCODE																										
BIC (MANDATORY)																																	
IBAN (MANDATORY)																																	

REMARKS :

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE

(Both Obligatory)(1)

DATE + SIGNATURE ACCOUNT HOLDER :

(Obligatory)

APPENDIX G

APPLICATION FOR REIMBURSEMENT



SESAR JOINT UNDERTAKING



EN

APPLICATION FOR REIMBURSEMENT
(to be sent to the person responsible for the meeting)

EXPLANATIONS

Section I

In order to obtain reimbursement of their expenses, experts must fill in Section II of this form.

- The cost of the journey must be given in the currency concerned and be supported by a copy of the ticket and the original travel agency invoice or, failing that, written confirmation of the electronic reservation, giving the amount paid

Experts who do not have (or have forgotten) their personal identification sticker must fill in the expert identification sheet overleaf (see instructions on the document) or indicate the number of the third-party file

THIS DOCUMENT IS VALID ONLY IF SIGNED BY THE EXPERT [AND/OR BY THE CONTRACTOR] AND THE TECHNICAL OFFICER.

TO BE FILLED IN BY THE EXPERT (in block capitals)

Section II

Mr [] Ms []

SURNAME: _____

FIRST NAME: _____

NATIONALITY: _____

Form of transport used	Outward journey		Return journey		Price paid	Currency
	Dep. time	Arr. time	Dep. time	Arr. time		

Train/boat ⁽¹⁾ _____

Air (economy class) ⁽¹⁾ _____

Private car Registration no: _____ km (outward/return) _____

Other _____

⁽¹⁾ see explanations

TAXI FARES AND PARKING FEES WILL NOT BE REIMBURSED

I certify that I have been informed of the obligation to present the documentation concerning this meeting within thirty calendar days of the end of the meeting. I certify that these particulars are true and accurate and that I will not be receiving any similar reimbursement from any other or the same institution or public or private organisation in respect of the same journey or stay.

DATE / / SIGNATURE OF
 EXPERT:

TO BE COMPLETED BY THE TECHNICAL OFFICER

Section III

I certify that the Expert took part ⁽²⁾ from _____ / ____ / _____ to _____ / ____ / _____ in
Meeting code _____ Title _____ arranged by _____
and that the expenses claimed (dates and amounts) correspond to the attached supporting documents.
Location ⁽⁴⁾: BRU/LUX/ISPRA/Other: _____ sju: _____
Departure point (stated in the invitation): _____

Expert invited as: | Individual Government representative

Ticket pre-paid by the SJU: yes no

Budget item ⁽⁴⁾

COMMENTS: | _____

TECHNICAL OFFICER ⁽³⁾: _____
Name (block capitals): _____

Date: _____ / ____ / _____

Address: _____ Tel: _____

Signature: _____

⁽²⁾ please attach attendance list

⁽³⁾ on behalf of the sju

⁽⁴⁾ indicate the budget heading