



eiopa
EUROPEAN INSURANCE
AND OCCUPATIONAL PENSIONS AUTHORITY

Item 6

Housekeeping

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EIOPA

Insurance and Reinsurance Stakeholder Group meeting
Occupational Pensions Stakeholder Group meeting
April 2016

- Stakeholder Groups website
- Stakeholder Groups support
- Changes in membership
- Registration
- Travel arrangements
- Reimbursement of expenses



- Direct link from [EIOPA website](#), under topics:
- Stakeholder Groups main page:
 - Contact e-mail: Stakeholder.Groups@eiopa.europa.eu
 - Link to the Rules of Procedure (IRSG, OPSG)
- OPSG:
 - Next meeting dates (2016, 2017)
 - Meeting documents
 - Members
- [Opinions & Feedback from the EIOPA Stakeholder Groups](#)
- Stakeholder Groups Activity Reports



What you can expect from the External Relations team:

- Internal co-ordination within EIOPA
- Central point for information/communications to OPSG members (also from third parties)
- Initial draft of:
 - Meeting agendas
 - Immediate follow-up & action points
 - Summary of conclusions
 - OPSG Work Plan
 - Subgroup mandates
- Support in the organisation of:
 - Subgroup telcos, including EIOPA experts
 - Written procedures

Stakeholder Groups support (3) EIOPA

Meeting documents:

- 1st E-mail: INVITATION + AGENDA => 1 month ahead
 - Draft agenda will be then uploaded on the website.
- Subsequent E-mails: MEETING DOCS. (1st set–last set) => 2-1 weeks ahead of the meeting
 - Grouping of documents in sets, to avoid too many e-mails
 - Deadline for submitting documents to EIOPA: 2 WEEKS
 - Confidential legislation drafts/documents will be labelled accordingly.

Change in professional activity

- Members have the duty to report to EIOPA
- It includes changes to the employment and or other non-remunerated professional activities
- Assessment of the new professional circumstances and the category he/she represents.
- EIOPA will inform the Chair of the Group of the next steps
- The EIOPA decision will be documented and the SG member concerned will be informed.
- The decision will be communicated to the Chair

In case of resignation

- EIOPA receives notification by the member
- EIOPA will inform the Chair of the Group of the next steps
- Assessment of potential replacement based on the list of eligible candidates
- The BoS decision to appoint a new SG member will be communicated to the concerned applicant and to the Chair/Group

- Invitation e-mail will be sent **1 month** ahead of the next meeting, together with draft agenda, from the Registration inbox including a link to the **online registration form**;
- Please respect the registration deadline mentioned in the invitation email;
- Register your non-attendance also;

- Members should make their own bookings
- For cost saving measures, please book your flights as soon as you confirm your participation
- Hotel ceilings
 - Hotel ceiling for Frankfurt: 115€
 - The ceiling must include taxes and city taxes
- Class information
 - Economy class air travel if distance > 400 km (one way)
 - First class rail travel if distance < 400 km (one way)
 - Private car, by default at the rate of 0,22 € / km
- Policy on taxis
 - Taxi costs are not eligible for reimbursement

- Categories entitled to reimbursement:
 - o Consumers
 - o Beneficiaries
 - o Academics
 - o Employee representatives and
 - o Users

- Allowances covered:
 - o Daily allowance – 93 €
 - o Preparatory meeting allowance – 150 €
 - o Meeting allowance – 150 €
 - o Flat rate for taking part in teleconference – 37.75 €

- Claims for reimbursement can be submitted immediately after the meeting or the latest 30 calendar days after the meeting;
- Claims for reimbursement should be signed and dully filled in (i.e. bank details, costs);
- Original documents (i.e. boarding pass, flight/train ticket, hotel invoice) should accompany the claim for reimbursement;
- If currency of expenses different than € the official exchange rate conversion will be applied.

- Legal Entity form (LEF) & Financial Identification Form (FIF) needed for reimbursement of eligible stakeholder group members (e-mail already circulated);
- LEF & FIF need to be submitted only once or when changes have occurred;
- More details in the document “**Instructions for Reimbursement**” that is attached to each meeting invitation
- Please send any questions to registration@eiopa.europa.eu



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Thank you

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