



**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

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- 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](mailto:Stakeholder.Groups@eiopa.europa.eu)
  - Link to the Rules of Procedure (IRSG, OPSG)
- IRSG:
  - Next meeting dates (2016, 2017)
  - Meeting documents
  - Members
- [Opinions & Feedback from the EIOPA Stakeholder Groups](#)



# Stakeholder Groups support (1)

## What you can expect from the External Relations team:

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

# Stakeholder Groups support (2) EIOPA

## Meeting documents:

- 1<sup>st</sup> E-mail: INVITATION + AGENDA => 1 month ahead
  - Draft agenda will be then uploaded on the website.
- Subsequent E-mails: MEETING DOCS. (1<sup>st</sup> 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 members 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.



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# Thank you

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