



# Item 6

## Housekeeping

**Giulia Conforti, External Relations  
EIOPA**

Insurance and Reinsurance Stakeholder Group meeting  
Frankfurt, 26 November 2013

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- Stakeholder Groups website
- Stakeholder Groups support
- LEF, BAF documentation
- Registration
- Reimbursement
- Travel arrangements



- Quick link from EIOPA website: <https://eiopa.europa.eu/>
- **IRSG:**
  - o IRSG composition – Info on employer & short biographies
  - o Meeting documents (after the meeting, once approved): agenda, main presentations and conclusions & action points
  - o Next meeting dates (2013, 2014)
- **Opinions & Feedback from the EIOPA Stakeholder Groups**
- **Stakeholder Groups Activity Reports**

# Stakeholder Groups support (1)

- Support function from the Expert on Stakeholder Groups, from the External Relations team:
  - o Internal co-ordination within EIOPA (Senior & middle management, MB members, WG Chairs; management and Experts)
  - o Central point for information/communications to IRSG members, prior consent by the IRSG Chair and Vice-Chair
  - o Initial draft of meeting agendas, follow-up & conclusions, passed on to the Chair & Vice-Chair
  - o Initial draft of IRSG Work Plan
  - o Support to the Subgroups: initial draft of mandate; organisation of telcos.
  - o Support in the written procedures of opinions, feedback statements; scheduling of approval timelines etc.
  - o We do not provide third parties with E-Mails, phone numbers, addresses etc. of IRSG members. E.g. Speaking engagement invitation, we forward it to the person itself.

# Stakeholder Groups support (2)

- Meeting documents:

- o 1<sup>st</sup> E-mail: INVITATION

Meeting agenda is distributed one month ahead of the meeting, together with registration form. This e-mail can be sent to third recipients (Assistants, secretaries, etc.)

Draft agenda will be then uploaded on the website.

- o 2<sup>nd</sup> E-mail: MEETING DOCUMENTS (1<sup>st</sup> set – last set)

Meeting documents are distributed in sets of grouped documents ahead of the meeting, ideally 2 weeks before up to 7 days.

Subgroup leaders are invited to plan a 2 week delivery deadline for their drafts to the group.

These e-mails can only be sent to IRSG members, due to the appointment on “personal capacity”.

Confidential legislation drafts/documents will be labelled accordingly.

- Legal Entity form (LEF) & Bank Account Form (BAF) needed for reimbursement of eligible stakeholder group members;
- LEF & BAF need to be submitted only once or when changes have occurred;
- Please send any questions to [lef-baf@eiopa.europa.eu](mailto:lef-baf@eiopa.europa.eu)
- More details in the document “**Instructions for Reimbursement**”

- Invitation e-mail will be sent 1 month ahead of the next meeting, together with draft agenda;
- Please respect the registration deadline mentioned in the invitation email;
- Register your non-attendance also;
- Send the email (attaching the form) to [registration@eiopa.europa.eu](mailto:registration@eiopa.europa.eu)

- 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 Telco – 37.75 €



## Reimbursement (2)



- 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.
- For financial issues related to the reimbursement please contact: EIOPA Finance Team (Alessandro Fulciniti):  
[finance@eiopa.europa.eu](mailto:finance@eiopa.europa.eu)

- General rules:
  - o Members should make their own bookings
  - o Hotel ceilings
    - Hotel ceiling for Frankfurt: 115€
    - The ceiling must include taxes and city taxes
  - o 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
  - o Policy on taxis
    - Taxi costs are not eligible for reimbursement



**Thank you**

Giulia Conforti  
EIOPA  
email:  
phone: +49-69-951119xx

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