



**European Committee  
of the Regions**

**REGULATION No 3/2021  
of 2 February 2021**

**on the payment of a flat-rate remote meeting allowance for members and duly mandated alternates of the European Committee of the Regions and rapporteurs' experts and speakers invited to attend remote or hybrid remote meetings**

**THE BUREAU OF THE EUROPEAN COMMITTEE OF THE REGIONS,**

**HAVING REGARD TO** Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014 and Decision No 541/2014 (EU) and repealing Regulation (EU, Euratom) No 966/2012<sup>1</sup>;

**HAVING REGARD TO** the Rules of Procedure of the European Committee of the Regions, and in particular Rules 37, 39, 40 and 71 thereof;

**HAVING REGARD TO** Bureau Decision No 14/2018 on the internal financial rules for implementing the Committee of the Regions section of the general budget of the European Union;

**HAVING REGARD TO** Bureau Regulation No 14/2020 of 23 June 2020 on the payment of a flat-rate remote meeting allowance for members and duly mandated alternates of the European Committee of the Regions, as amended by Bureau Regulation No 21/2020 of 9 October 2020;

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<sup>1</sup> [OJ L 193, 30.07.2018, p. 1.](#)

**HAVING REGARD TO** Decision No 16/2020 of the President of the Committee of the Regions of 15 July 2020 on temporary measures for the functioning of the Committee of the Regions during the COVID-19 pandemic in the European Union, as amended by Decision No 27/2020 of 27 October 2020;

**WHEREAS:**

- (1) Decision No 16/2020 of 15 July 2020 of the President of the Committee of the Regions on temporary measures for the functioning of the Committee of the Regions during the COVID-19 pandemic in the European Union was adopted to ensure the CoR's operational capacity during the COVID-19 pandemic, in particular its advisory role in the EU decision-making process, while at the same time avoiding health risks for members, visitors, staff and other persons working at the CoR;
- (2) Decision No 16/2020, which was amended by Decision No 27/2020 in order to extend its validity to 31 March 2021, specifies that all face-to-face meetings listed in its Article 1 are to be replaced, to the extent possible, by remote meetings or by hybrid meetings;
- (3) for the purpose of this Regulation and pursuant to Article 1 of Decision No 16/2020, a meeting is considered to be remote if all the members or duly mandated alternates of the CoR or other invited persons join the meeting only by conference call or web conference, and a meeting is considered to be hybrid if a group of the members or duly mandated alternates or other invited persons attending the meeting are located together in the same physical place and other participants join the meeting by conference call or web conference;
- (4) in these special circumstances, members and duly mandated alternates of the CoR and rapporteurs' experts and speakers invited to attend remote or hybrid remote meetings incur exceptional office and general expenses in preparing for and participating in meetings, especially those working from their homes. The investment and effort this involves is considerable.

## **HAS ADOPTED THIS REGULATION:**

### **Article 1** ***Beneficiaries***

1. Due to exceptional circumstances related to the COVID-19 pandemic, members and duly mandated alternates of the European Committee of the Regions who actively attend remote meetings and hybrid remote meetings of:
  - the bodies listed in Rule 1 of the RoP,
  - the Commission for Financial and Administrative Affairs,
  - the bodies set up by the Bureau under Rules 37(e) and 37(i) of the RoP,
  - the extraordinary or ordinary meetings of the political groups under Rule 9(6) of the RoP,
  - the President,
  - the First Vice-President,
  - the commission chairs,
  - the political group chairsshall be entitled to a flat-rate remote meeting allowance covering all costs arising from this remote attendance. Where their attendance at a meeting has been duly authorised by the President or a commission or political group chair, members and duly mandated alternates of the European Committee of the Regions shall also be entitled to the flat-rate remote meeting allowance. Rapporteurs' experts and speakers invited to attend remote or hybrid remote meetings shall also be entitled to the flat-rate remote meeting allowance.
  
2. The flat-rate remote meeting allowance referred to in paragraph 1 shall apply as long as the bodies, members or duly mandated alternates and other beneficiaries listed in paragraph 1 are effectively prevented from holding full face-to-face meetings due to the COVID-19 pandemic or as long as national measures related to the COVID-19 pandemic adopted by a Member State prevent them from taking part in face-to-face meetings.

### **Article 2** ***Amount of the allowance***

The flat-rate remote meeting allowance referred to in Article 1 shall be EUR 200 per day.

### **Article 3** ***Declaration of attendance at a meeting***

1. To qualify for the allowance laid down in this Regulation, persons referred to in Article 1(1) shall sign and submit to the Members' Financial Service the declaration appended to this Regulation.
  
2. With this declaration, persons referred to in Article 1(1) state that they attended the meeting remotely and that they request payment of the flat-rate remote meeting allowance. Wherever the IT tool used allows an attendance list to be compiled, the CoR department responsible for organising the meeting shall send this list to the administration, who shall use it to verify the attendance of the persons in question.

3. The declaration must be submitted to the Members' Financial Service at the latest by 1 December in the year following the year in which the meeting took place. Any claim for payment which is received after this date will not be paid and will be considered null and void.

**Article 4**  
***Financial procedure***

1. Persons referred to in Article 1(1) shall receive the flat-rate remote meeting allowance laid down in this Regulation only after the declaration referred to in Article 3 has been submitted.
2. Payment shall be made to the bank or post-office account used for reimbursement of their travel expenses and payment of their flat-rate travel and meeting allowances.

**Article 5**  
***Implementation and appeals***

1. The Secretary-General shall be responsible for implementing this Regulation.
2. Any exceptional cases shall be referred by the authorising officer by sub-delegation to the Secretary-General for decision.
3. Persons referred to in Article 1(1) shall submit appeals to the Secretary-General within one month of notification of the authorising officer by sub-delegation's decision concerning the allowance laid down in this Regulation.

**Article 6**  
***Final provisions***

1. This Regulation repeals and replaces Bureau Regulation No 14/2020 of 23 June 2020 and Bureau Regulation No 21/2020 of 9 October 2020.
2. This Regulation shall enter into force on the day of its adoption.

Done at Brussels, 2 February 2021

For the Bureau of the European Committee of the Regions

signed  
Apostolos Tzitzikostas  
President

Appendix

***Declaration appended to Regulation No 3/2021***

I, the undersigned, ....., hereby declare that I took part in the meeting of ..... held on (date) ....., and I therefore qualify for the flat-rate remote meeting allowance.

Signature \_\_\_\_\_

Date \_\_\_\_\_