



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR EMPLOYMENT, SOCIAL AFFAIRS AND INCLUSION  
Working conditions and social dialogue  
**Social Dialogue**

Brussels  
EMPL.C.3/JT/AH/YS

**Ms Isabelle Barthes**  
**IndustriALL Secretary General**

**Ms Delphine Rudelli**  
**CEEMET Director General**

**Subject: Sectoral Social Dialogue Committee for the Metal industry  
Plenary Meeting on 05 December 2024**

Dear Social Partners,

We are pleased to invite you to the above-mentioned meeting, to be held in person on  
**Thursday 05 December 2024, 9am – 4.45pm**  
**at A. Borschette Centre, 36 rue Froissart, 1040 Brussels, Room 4.A (0.20)**

The joint meeting will start at 10.00am. The preparatory meetings will be held from 9:00-10.00am with interpretation for the workers' delegation in the main room 4.A and without interpretation for the employers in the breakout room 0.20.

Simultaneous interpretation has been requested for the following languages: English, Italian, Polish, French (active) and Czech (passive).

The list of participants must be finalised in AGM eight days before the meeting. Access to the meeting venue, interpretation and reimbursement (see annex) will be subject to this list.

The applicable data protection notice is available in CIRCABC. <sup>(1)</sup>.

Yours faithfully,

*Electronically signed*

Sven Matzke  
Acting Head of Unit

Encl.: 1. Rules for the reimbursement of expenses  
2. Draft Agenda

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<sup>(1)</sup> Please ensure that all individual participants that you invite to the meeting are made aware of the data protection's notice. Link to privacy statement on processing and protection of personal data in EU social dialogue meetings:

<https://circabc.europa.eu/ui/group/6c7a1208-5184-4b24-8433-310196babeb8/library/82a98cee-c695-4940-88d0-1247b08aa22b/details>

## RULES FOR THE REIMBURSEMENT OF EXPENSES AND CHOOSING GREENER MODES OF TRANSPORT

The following **reimbursement ceilings** apply:

### What is reimbursed?

<b>Travel expenses</b>	<p>Your travel expenses will be reimbursed from your place of work or home address to the place of the meeting (and back) on the basis of the shortest and cheapest usual route:</p> <ul style="list-style-type: none"> <li>by first-class <b>rail</b> travel for journeys of less than 400 km (one way),</li> <li>by economy-class <b>air</b> travel if the distance by rail exceeds 400 km. If business class is used, justification is required from the travel agency proving that no lower fare was available,</li> <li>by <b>car</b>, in which case travel expenses are reimbursed at the same rate as for the journey by first-class rail, if available, or, if not, at the rate of € 0.22/km,</li> <li>local transport from the airport or the railway station to the meeting place and back.</li> </ul> <p>Taxi fares and parking fees are not reimbursed (see daily allowances).</p>
<b>Daily allowance</b>	<p>A flat-rate daily allowance (<b>€113</b>) is paid to cover your incidental expenses, for instance meals and local transport (e.g. taxi fares) and also your personal travel and accident insurance. If the distance between the place of departure (be it your private or business address) and Brussels is 100 km or less, only half of the full daily allowance is paid (<b>€56.5</b>). <b>When submitting their reimbursement request, the participants must attach in AGM a personal declaration mentioning the meals received free of cost from the hotel or meeting organisers.</b></p> <p>You are <u>not</u> entitled to a daily allowance if you live and/or work in or near Brussels.</p>
<b>Accommodation allowance</b>	<p>The accommodation allowance is a fixed amount of <b>€168</b> per night. You are entitled to this allowance if you have to spend one or more nights in Brussels because the times of meetings are incompatible with the times of flights or trains. The number of nights may not exceed the number of meeting days + 1. No invoices are required.</p>

### IMPORTANT

**All documents necessary for reimbursement must be uploaded in AGM within 30 calendar days. Beyond that deadline the Commission is no longer under the obligation to reimburse travel expenses or pay any allowances**

### CHOOSING GREENER MODES OF TRANSPORT

In the Communication on greening the Commission to reach carbon neutrality by 2030 <sup>(2)</sup>, the Commission committed to reduce by 60% its greenhouse gas (GHG) emissions compared to the 2019 level. One of the key actions is to reduce by 50% (by 2024) the GHG emissions due to business travel of its staff and experts (including social partners) whose travel is reimbursed by the Commission under the administrative budget (attending comitology and expert group meetings).

Without prejudice to the 50% reduction targets applicable to social dialogue meetings in 2024 and related conditions, the principles listed below are implemented by staff, social partners and experts referred to above. They consist in choosing greener mode of transport when travelling. We encourage you to implement them as much as possible:

- When assessing the **financial cost**, the **greener alternative should be favoured** when the price is not more than 40% above the price of a plane ticket for the journey or segment, in agreement with the relevant Commission departments.
- When assessing **the duration of a journey**, the time spent for checks, boarding, and transfer to the airport or to the final destination should be taken into consideration <sup>(3)</sup>. The greener alternative should be favoured when the time spent on the train is reasonable for the purpose of the mission and compatible with the operational constraints of the service.
- Air travels** should be well justified <sup>(4)</sup>, and direct flights favoured when available.
- Travel by road** should preferably be done by zero- or low-emission vehicle <sup>(5)</sup>, and by car sharing, when feasible.
- As a matter of principle, **trains should be used** for distances <sup>(6)</sup> up to 500 km, and when they are an efficient alternative to air travel (e.g. high-speed and/or night trains).

<sup>(2)</sup> C(2022) 2230. [https://ec.europa.eu/info/files/communication-commission-greening-commission\\_en](https://ec.europa.eu/info/files/communication-commission-greening-commission_en).

<sup>(3)</sup> The greater convenience of working on a train, should also be factored in, if applicable.

<sup>(4)</sup> This includes constraints linked to security reasons or particularly heavy schedules (e.g. multiple meetings in different places).

<sup>(5)</sup> [Regulation \(EU\) 2019/631](#) setting CO2 emission performance standards for new passenger cars and for new light commercial vehicles. 'zero- and low-emission vehicle' means a passenger car or a light commercial vehicle with tailpipe emissions from zero up to 50 g CO2/km.

<sup>(6)</sup> Defined as the straight-line distance between the place of employment and the place of the meeting.

