



Brussels, 3 March 2025
(OR. en)

6686/25

LIMITE

STAT 12
FIN 253

COVER NOTE

From: Secretary-General of the European Commission, signed by Ms Martine DEPREZ, Director

date of receipt: 26 February 2025

To: Ms Thérèse BLANCHET, Secretary-General of the Council of the European Union

No. Cion doc.: C(2025) 1150 final

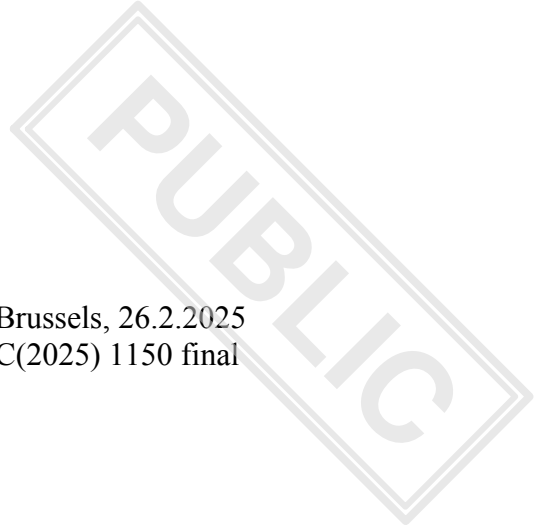
Subject: COMMISSION DELEGATED REGULATION (EU) .../...
of 26.2.2025
on reviewing the scale for missions by officials and other servants of the European Union in the Member States

Delegations will find attached document C(2025) 1150 final.

Encl.: C(2025) 1150 final



Brussels, 26.2.2025
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COMMISSION DELEGATED REGULATION (EU) .../...

of 26.2.2025

**on reviewing the scale for missions by officials and other servants of the European
Union in the Member States**

EXPLANATORY MEMORANDUM

1. CONTEXT OF THE DELEGATED ACT

The Staff Regulations require the Commission to review every two years, by means of a delegated act, the rates of mission expenses (the daily subsistence allowance and the hotel ceilings)¹. As the purpose of this review is to reflect the changes in the prices of hotels, restaurants and catering services in each Member State thereby allowing an adequate coverage of mission expenses, it shall be made in the light of a report on the evolution of the indexes of these prices. The Delegated Regulation constitutes the second review of the rates of mission expenses by the Commission after it has been empowered to adopt delegated acts on that matter² and adopted such Delegated Regulation in 2016³.

2. CONSULTATIONS PRIOR TO THE ADOPTION OF THE ACT

Eurostat has submitted a report on the update of mission expenses (daily subsistence allowances and hotel ceilings)⁴. The underlying methodology used in the report was approved by the Working Group on Articles 64 and 65 of the Staff Regulations in March 2019. In the process of the preparation of the draft Delegated Regulation, a simultaneous, timely and appropriate transmission of relevant documents to the European Parliament and the Council was ensured. An informal ad hoc expert meeting on the preparation of this draft delegated act was organised by the Commission services with the participation of experts from the Member States and the administration of the European Parliament on 9 July 2024. During the meeting, questions were raised about the budgetary impact, which the Commission addressed clearly explaining that the update will have no additional impact on Heading 7 of the Multiannual Financial Framework given missions are part of non-salary expenditure, which is subject to a maximum 2% annual increase for all categories of expenditure. Support was expressed by many Member States to the direction taken by the Commission.

The draft Delegated Regulation and the report have been discussed with the staff representatives from the trade unions and staff associations of the Commission and the staff representatives of the other EU Institutions in accordance with the appropriate procedures⁵.

3. LEGAL ELEMENTS OF THE DELEGATED ACT

In accordance with Article 71 of the Staff Regulations, officials and other servants of the European Union are entitled to reimbursement of expenses incurred by them in the course of or in connection with the performance of their duties. Article 13(3) of Annex VII to the Staff Regulations provides that in the light of a report on the evolution of the indexes of the prices

¹ Article 13(3) of Annex VII to the Staff Regulations.

² *Ibid.*

³ Commission Delegated Regulation (EU) 2016/1611 of 7 July 2016 on reviewing the scale for missions by officials and other servants of the European Union in the Member States [C(2016) 4164] (OJ L 242, 9.9.2016, p. 1, ELI: http://data.europa.eu/eli/reg_del/2016/1611/oj).

⁴ Eurostat Report on the 2023 update of mission expenses (daily subsistence allowances and hotel ceilings) for Intra-EU and Extra-EU destinations in accordance with Article 13(3) of Annex VII of the Staff Regulations applicable to officials and other servants of the European Union, following the methodology approved by the Expert Working Group on Articles 64 and 65 of the Staff Regulations, presenting calculations with reference date 1 July 2023.

⁵ On 10 October 2024.

of hotels, restaurants and catering services the Commission shall review every two years by means of a delegated act the rates of mission expenses (the daily subsistence allowance and the hotel ceilings).

Eurostat has drawn up a report on prices of hotels, restaurants and catering services, and the indexes on the evolution of such prices. Different methods have been used to capture the price movements. The magnitude of the evolution observed in the report as regards the rates currently set out by the Staff Regulations shows that an effective review of the rates of the daily subsistence allowance and the hotel ceilings shall take place.

In addition, following the Withdrawal of the United Kingdom from the European Union, reimbursement to officials and other servants of expenses incurred on mission in this Member State are no longer subject to the rules set out in Article 13(2)"a" of Annex VII to the Staff Regulations. Therefore, the rates of mission expenses in the United Kingdom are no longer incorporated in the scale contained in this Regulation.

The review by the Commission of the rates of the daily subsistence allowance and the hotel ceilings involves an assessment of complex economic and/or social situations. In such circumstances, the case-law of the EU courts confirms that the legislator enjoys a wide margin of discretion.

This Delegated Regulation contains two Articles. The first Article provides the table with the updated rates for the both the hotel ceilings and the subsistence allowances for all EU Member States. The second Article contains elements on its entry into force and direct applicability.

4. KEY CHARACTERISTICS OF THE ACT

In the light of the Eurostat Report, the Commission decided to review the rates set out in Article 13(2)"a" of Annex VII to the Staff Regulations as follows:

A. daily subsistence allowances

The review follows the method under which the evolution of prices for daily subsistence allowance follows the general evolution of prices excluding accommodation (accommodation is excluded as it is a major expense of a permanent nature which is not relevant for a short-term mission). The Expert Working Group on Articles 64 and 65 of the Staff Regulations agreed in March 2019 that the framework methodology should be refined to reflect the new missions guidelines implemented by Commission Decision C(2017)5323 which had entered into force in March 2018. The principal change to daily allowances concerns the ratio between subsistence and incidental expenses (from 75:25 to 65:35).

As regards the calculation itself, firstly, the HICP from June 2015 to June 2023 is used to fix the value for Belgium - the Belgium global HICP without the "housing" sub-index is used.

Secondly, the 2023 values for the remaining Member States are fixed on the basis of the calculated bilateral purchasing power parity with Brussels (the Belgium global HICP without the "housing" sub-index is used).

B. hotel ceilings

The review follows the method under which the evolution of prices for hotels is reflected by the specific evolution of hotel prices:

As regards the calculation itself, firstly, the Belgium HICP "Hotels" sub-index from June 2015 to June 2023 is used to fix the value for Belgium.

Secondly, the 2023 rates for the remaining Member States are fixed on the basis of the calculated bilateral purchasing power parity with Brussels (the "Hotels" sub-index is used).

Thirdly, the newly calculated rates are compared with the expenditure observed in 2021 and 2022. In case a lower value than the one calculated on basis of the HICP would be sufficient to cover 90% of missions without derogations, then the hotel ceiling that would have covered 90% of the missions is maintained.

Lastly, in view of the long period since the last review and the extremely volatile economic situation, a mechanism limiting fluctuations is introduced for the 2024 exercise only to tackle any abrupt change in the rates (more than 20%). The objectives are to avoid interference with the interest of the service and to improve efficiency. For instance, an abrupt decrease in the rates would have created additional administrative burden since it would still be necessary that the Institutions ensure smooth running of the missions in the Member States concerned. At the same time a large increase of the hotel ceilings may foreclose some opportunities for efficiency gains.

COMMISSION DELEGATED REGULATION (EU) .../...

of 26.2.2025

on reviewing the scale for missions by officials and other servants of the European Union in the Member States

THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68¹, and in particular Article 112(2) of the Staff Regulations and Article 13 of Annex VII thereto,

After consulting the Staff Regulations Committee,

After consulting the staff representatives from the institutions and other bodies of the European Union,

Whereas:

- (1) In accordance with Article 13(3) of Annex VII to the Staff Regulations, Eurostat has submitted a report on the evolution of the prices of hotels, restaurants and catering services.
- (2) This report shows that the daily subsistence allowances and the hotel ceilings should be reviewed to take account of the evolution of the prices of hotels, restaurants and catering services.
- (3) Reviewing the scale of the daily subsistence allowance and the hotel ceilings involves an assessment of complex economic and/or social situations.
- (4) The last reform of the Staff Regulations of officials and Conditions of employment of other servants of the European Union underlined the need for a particular effort by each and every public administration and each and every member of its staff to improve efficiency and to adjust to the changing economic and social context in Europe.
- (5) Following the withdrawal of the United Kingdom from the European Union on 1 February 2020, the reimbursement to officials and other servants of expenditure incurred on missions in this country should no longer be subject to the rules set out in Article 13(2), point (a), of Annex VII to the Staff Regulations.
- (6) Therefore, Article 13(2), point (a), of Annex VII to the Staff Regulations should be amended accordingly,

¹ OJ L 56, 4.3.1968, p. 1, ELI: [http://data.europa.eu/eli/reg/1968/259\(1\)/oj](http://data.europa.eu/eli/reg/1968/259(1)/oj).

HAS ADOPTED THIS REGULATION:

Article 1

In Article 13(2), point (a), of Annex VII to the Staff Regulations, the table is replaced by the following:

(in EUR)		
Destination	Hotel ceiling	Daily allowance
Belgium	171	132
Bulgaria	121	78
Czechia	149	98
Denmark	208	172
Germany	154	123
Estonia	118	125
Ireland	191	144
Greece	134	108
Spain	154	101
France	212	127
Croatia	132	99
Italy	178	116
Cyprus	145	103
Latvia	128	110
Lithuania	114	103
Luxembourg	178	142
Hungary	135	93
Malta	166	109
Netherlands	190	137
Austria	158	131

Poland	126	95
Portugal	121	95
Romania	109	88
Slovenia	140	108
Slovakia	120	104
Finland	170	155
Sweden	198	135

Article 2

This Regulation shall enter into force on the day following that of its publication in the *Official Journal of the European Union*.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

Done at Brussels, 26.2.2025

For the Commission
The President
Ursula VON DER LEYEN