

MANUAL ON TRANSPORT AND TRAVEL POLICIES AND PROCEDURES

MINISTRY FOR FINANCE AND
EMPLOYMENT



OFFICE OF THE PRINCIPAL PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER

MANUAL ON TRANSPORT
AND TRAVEL POLICIES AND
PROCEDURES

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ACRONYMS

CVA	Controlled Vehicular Access
DCS	Director, Corporate Services
EUPA	EU Paying Authority
FMS	Fleet Management System
MFE	Ministry for Finance and Employment
PS	Permanent Secretary
PSE	Performance and Evaluation Directorate

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SUBSISTENCE - GENERAL

Responsibility

Directors and Directors responsible for Corporate Services are to ensure accuracy of every detail in travelling, transport and subsistence vouchers.

Payments

All accounts of both local and foreign travelling, transport and subsistence expenses are to be made out in detail on the appropriate forms. See section I for transport expenses and Section II for travel related expenses.

The payment of bills for travelling, transport and subsistence expenses is not to be unduly delayed and all claims should, as far as may be practicable, be presented for payment monthly.

01

Definitions

Acquisition	How the vehicle is being obtained.
Acquisition Type	Mode in which a vehicle is procured.
Category or Owners' Role	This refers to the category of the Government-owned vehicle.
Date of request	Date when the requesting officer made the request to be issued fuel.
Expenses	Costs related to any given vehicle that needs to be recorded in the FMS.
Fleet Web Portal	The Fleet Web Portal is a web interface which is integrated with the Fleet Management System (FMS manual).
Fuel requisition	A form which needs to be filled in a priori in order to issue fuel for general use vehicles.
Government Vehicle	A vehicle procured, leased, impressed, rented, received in donation or loaned to the Government of Malta.
Layoff	When a vehicle is no longer required by government and therefore is disposed of.
Make and Model	Brand name of the vehicle and the respective name.
Public Officer	The holder of any public office or a person appointed to act in any such office.
Reconciliation	Process of matching the fuel chits issued from the fleet management system to the records in the same system.
Replacement vehicle	A vehicle which is hired/leased for a short period of time until the official vehicle is repaired.
Supply date	Date when the fuel is actually taken.
Vehicle Registration Number	This refers to the number plate of the respective vehicle.

Glossary

Acquisition type	Acquisition types include: <ol style="list-style-type: none"> 1. Purchased or procured; 2. Leased; 3. On loan; 4. Hired; 5. Transferred; 6. Donated; 7. Seized; 8. Impressed.
Category or Owners' Role:	Category or owners' role include: <ol style="list-style-type: none"> 1. General use: These are department vehicles not assigned with a particular officer but rather used as pool cars. General use vehicles can also include machinery, boats, generators, cherry pickers etc. The DCS or equivalent can specify a fuel quota, although this is not mandatory. Either a <i>Monthly Quota</i> or a <i>Weekly Quota</i> can be applied (FMS Manual); 2. Fully expensed vehicles: These vehicles are assigned to a particular role within Government.
Collision:	In instances where a vehicle is involved in an accident, the collision details are to be recorded through the collisions screen. (FMS manual)
DCSs or equivalent:	Director Corporate Services or equivalent roles in Ministries. Financial Controllers or equivalent roles in Public Entities.
Layoff:	When a vehicle is no longer required by government, it needs to be laid off (FMS manual). A vehicle can be laid off in one of the following manners: <ol style="list-style-type: none"> 1. Sold to retiring officer; 2. Sold to general public; 3. Donated to third party; 4. Owner no longer employed and therefore vehicle is not longer accountable to Government; 5. Owner changing vehicle when his/her vehicle was not originally procured by Government. When disposing of a vehicle, rules as laid down in Section J of the Financial Regulations have to be followed. (FMS manual)
Public Officer:	The holder of any public office or a person appointed to act in any such office (Glossary of Organisation and Management Terms).

Reconciliation:	When a fuel requisition chit is issued from the Fleet Management System, and the fuel is supplied by the service station, the latter will send the invoice for the fuel supplied to the issuing Ministry or Entity (FMS Manual). These invoices are to be reconciled with the fuel chits issued from the system. The amount of fuel invoiced by the service station must tally with the amount of fuel supplied from the Fleet Management System. (FMS manual)
Status of vehicle:	This refers to the status of the vehicle and status can be as follows: <ol style="list-style-type: none"> 1. Active: The vehicle is fully functional to be issued with fuel vouchers; 2. Hire/Lease expired: This is an automatic function, the vehicle will not be allowed to be authorised any fuel issues; 3. Not in use: The vehicle is no longer required by the Ministry, department or entity; 4. On loan: The vehicle is on loan to Government, usually by Impressed Drivers; 5. Transferred: The vehicle is transferred on FMS to a Government pool, in order for other Ministries, departments or entities to be utilised; 6. Under repair: A vehicle needs to be set to under repair until it is fully functional.
Supply date:	Date when the fuel is actually taken. You can only change the supply date of the last requisition. (FMS manual)

TRANSPORT

01. GENERAL PROVISIONS

- a. Public officers should use the most economic means of transport. In cases where frequent visits of inspection or other trips are necessary, special arrangements within the Ministry/department/division/directorate should be made after a call for tenders is issued. Vehicles may be used in cases where this translates into time and cost savings. Where it is necessary to hire vehicles, these may be hired only from firms charging the lowest rates. As far as may be practicable, charges on hired vehicles should be sought in terms of mileage rather than rental days. Tips to chauffeurs are not reimbursable.
- b. The following are instances when travelling expenses incurred by the officer may be refunded:
 - i. An officer on vacation leave attends at a Court of Law to give evidence in a Government case, or to attend at one's office for the transaction of public business;
 - ii. An officer attends meetings of Boards, Committees, etc. Expenses incurred are charged to the transport vote of the Directorate in respect of which the Boards, Committees, etc, are held. In such cases, officers should, as far as possible, travel together;
 - iii. An officer is temporarily transferred to perform the duties of a vacant position or of another officer who is on leave. In such cases, all travel expenses in excess to those normally incurred are refunded, subject to provisions (d) below;
 - iv. An officer required to reside in any particular locality, by virtue of one's office, is allowed the expenses incurred in the transfer of one's household.
- c. Provisions (iii) and (iv) above do not apply when the transfer or posting is made:
 - at the request of the officer her/himself;
 - following an approved arrangement between officers to change posts;
 - or
 - as a result of an officer's misconduct.
- d. The following are instances where charges for transport for distances of less than 1.5 kms may be authorised, in part or in full, at the discretion of the Director concerned (not applicable to officers in headship positions):
 - i. in cases of urgency or if travelling is incurred in special circumstances;
 - ii. if travelling is performed in inclement weather or during the summer months, namely June to September.

- e. The following are instances where charges for journeys from an officer's private residence to one's office and back may be authorised, in part or in full, at the discretion of the Director concerned:
 - i. in special circumstances or in cases where staff is required to attend for duty outside office hours without being paid extra remuneration;
 - ii. in cases where, notwithstanding the payment of overtime, travelling expenses take up an appreciable part of the remuneration received for the extra work involved.
- f. As far as possible and where applicable, transport pooling is recommended.

02. GREEN TRAVEL

Ministries should pursue, wherever possible, Green Travel Plans through the pooling of resources and increased use of alternative means of transport, including public transport, to promote environmentally-friendly initiatives. An officer in each Department and Directorate responsible for Corporate Services should be entrusted with the control of Government-owned transport to ensure that the needs and exigencies of the respective Ministry/department/division/directorate are catered for. The duty of this officer should be to meet the demands for official transport of the various officers and to coordinate their requirements in such a way as to ensure utmost economy without impairing the efficiency of the Ministry/department/division/directorate. The officer in charge should report to the respective DCS or equivalent, any irregularities or abuses of which s/he may become aware of.

03. CONTROLLED VEHICULAR ACCESS IN VALLETTA

Official cars made use by officers not below the position of Director General are entitled for free CVA treatment. Such treatment is extended also to analogous top management positions where the salary is pegged to Scale 3 and above, and Heads of Secretariat.¹

04. VEHICLE DEPLOYMENT AND DISPOSAL

To ensure full and proper utilisation of vehicles, the management of the Government's fleet has been entrusted to the Performance and Evaluation Directorate. Each Government-owned vehicle is therefore to be registered in the Fleet Management System (FMS) upon acquisition.

Headship positions making use of ICE (Internal Combustion Engine) vehicles are entitled to a fuel allowance of €150 every four weeks in lieu of fuel costs whilst headship positions making use of electric vehicles are entitled to an allowance of €50 for charging purposes. The latter is not applicable to those officers if there are government provided charging pillars at their place of work. (OPM Circular 18/2022).

¹ MFEI Circular 5/2011

¹ MFIN Circular 4/2

4.1 Acquisition of Government-Owned Vehicles

The acquisition of a Government-owned vehicle needs to invariably be endorsed by the Ministry for Finance and Employment³ and requests have to be made via the Vehicle Acquisition Form (Specimen at Appendix I). It is to be emphasized that new or replacement vehicles should be purchased rather than leased. Leasing of new vehicles will only be permitted in exceptional circumstances and when the entity furnishes adequate workings, based on appropriate discounted cash flow techniques which prove that the economic benefit associated with leasing the vehicle outweigh those associated with purchasing that particular vehicle.⁴

Leasing and hiring would be considered in the case of official cars used by Ministers, Parliamentary Secretaries, Secretariats, Chairpersons and persons of trust (who would be entitled to such benefit). Other categories entitled to fully-expensed vehicles are to procure vehicles as established by the governing finance provisions and as listed in OPM 18/2022.

Permanent Secretaries are required to approve the procurement of fully-expensed vehicles and such procurement needs to be authorised by the Ministry for Finance and Employment.

4.2 Registration of Government-Owned Vehicles

All Government vehicles, except for fully-expensed cars which emanate from a performance agreement or otherwise, are required to carry a GVN number plate and the department's name on both sides of the car.⁵ AFM and Police vehicles are to continue carrying GVA and GVP plates, respectively.

Once a Permanent Secretary and the Ministry for Finance and Employment have endorsed the procurement of a fully-expensed vehicle, no further approval is required in order to register a fully-expensed vehicle with civilian number plates.⁶

In cases where security is an issue or a general use vehicle is required to be used in undercover operations, it is acknowledged that civilian plates would be a better option. This especially applies to the Police, the Malta Security Services, the Office of the President and other departments that are engaged in sensitive work duties and protection of officers, as listed under article 2(2) of the Public Administration Act (Cap. 497). Requests for approval in such cases should be made to the Ministry for Finance and Employment.

4.3 Disposal of Government-Owned Vehicles

Government-owned vehicles are to be disposed of according to Section J of the Financial Regulations.⁷ Once a vehicle is disposed, the Performance and Evaluation Directorate needs to be informed immediately by marking the vehicle as 'laid off' in the Fleet Management System.

³ MF Circular 4/2005

⁴ Art72/MFIN/DIR/02/2006 & MF Circular 4/2005

⁵ MEAF Circular 2/97, OPM 12/05 & MFIN Circular 5/15

⁶ MFIN Circular 5/15

⁷ Subsidiary Legislation 174.01

05. USE OF GOVERNMENT-OWNED VEHICLES

DCSs, or equivalent, are responsible for Government-owned vehicles. In this regard, DCSs, or equivalent, are to exercise strict and constant control on their use, and ensure the below conditions. The following conditions are applicable to both ICE vehicles as well as Electric Vehicles:

- i. All Government-owned vehicles for general use by the Ministry/department/division/directorate display the name of the respective Ministry/department/division/ directorate;⁸
- ii. Anyone driving a Government-owned vehicle must hold a valid driver's licence. Such drivers need to be endorsed by their respective DCS, or equivalent;
- iii. All Government-owned vehicles are to be regularly cleaned and maintained and any repairs which become necessary are immediately attended to;⁹
- iv. Except for fully-expensed cars, no Government-owned or impressed vehicles may be used for non-official purposes. Officers in headship positions, who, for justifiable reasons are unable to use the fully-expensed vehicle allowed to them for personal use, may use Government-owned transport for travelling between house and office or vice-versa, and to attend functions or receptions in, their official capacity, under such conditions as may be stipulated from time to time by the Ministry responsible for Finance;
- v. Government-owned vehicles for general use by the Ministry/department/division/directorate are to be kept within the same Ministry/department/division/directorate's premises during weekends and/or public holidays. These provisions do not apply in case of contractual obligations stipulating on-call duties or for fully-expensed vehicles;¹⁰
- vi. **A logbook** (Specimen at Appendix II) is kept for each general use Government-owned or impressed vehicle. The exact mileage covered during each journey should be recorded in the logbook and signed by the officer making the journey. This is essential to enable certifying officers to exercise proper control over the issue of fuel to Government-owned vehicles. DCSs or equivalent are to regularly examine every logbook and duly report cases of irregularity. Alternatively, and when it makes financial sense to do so, vehicles may be equipped with vehicle tracking systems;
- vii. It is mandatory for **all** Government-owned vehicles to be equipped with an odometer in good working order. Odometers are to be checked at least once a year by DCSs or equivalent, or his/her delegate. For vehicles assigned to headship positions, the DCS or equivalent should request on a periodical basis (for example monthly or quarterly) the odometer readings of the vehicle being used by the officer, and this to be able to monitor the vehicle's servicing requirements when such fall due;
- viii. A **logbook certificate** (Specimen at Appendix III) is entered on each logbook at the end of each month. The certification is to be signed by the respective DCS or equivalent, or his/her delegate;

⁸ MEAF Circular 2/97, OPM 12/05 & MFIN 5/15

⁹ OPM Circular 8/80 & 24/84

¹⁰ MFIN Circular 5/15

- ix. All notices of **traffic fines** are invariably investigated and where it is evident that there are no exceptional circumstances which justify the traffic contravention, the officer (driver) concerned should pay the relative fine. In cases where the Ministry/department/division/directorate has already settled the fine, the paid amount is to be refunded by the officer (driver) concerned. Appropriate disciplinary action should be considered where drivers repeatedly contravene traffic regulations. This procedure is to be sustained so that drivers of Government-owned or hired vehicles do not contravene traffic regulations and thereby incur related fines. This applies to **all** drivers of Government-owned or hired vehicles and includes those enjoying access to fully-expensed vehicle facilities.

5.1 Exclusive Use

The allotment of a vehicle for the exclusive use of any individual officer should not be allowed unless the duties of such officer consist almost entirely of field work. This does not apply to Permanent Secretaries, Directors General, Directors and other officers on performance agreement.

5.2 Liability of Government Drivers

It is the duty of the drivers of Government-owned vehicles involved in an accident with third parties to observe criteria (i) to (viii) below in all instances involving Government-owned vehicles, without prejudice:

- i. to immediately report the accident to LESA for any necessary investigation in cases not involving personal injury or damage to public property or where persons involved do not agree on the circumstances of the accident. In cases involving personal injury, LESA or the Police are to be informed immediately. In cases of front-to-rear collisions not involving personal injury, the front-to-rear is to be duly filled in, where Rule 141 of the Highway Code Part VII (Front-to-Rear Collisions) may be applied. In such cases the procedure set in Rules 1-6 of Appendix IV of the Highway Code under subheadings *At the Scene of the Accident and 1-2 When you return home*, shall apply;
- ii. not to move damaged vehicles unless authorised by a LESA officer or a Police officer depending on the case (please refer to (i) above), unless the front to-rear procedure as outlined in point (i) is being followed;
- iii. to obtain names, Identity Card numbers and addresses of any available witnesses;
- iv. not to make any statements except to a LESA officer or a Police officer depending on the case (please refer to (i) above), unless the front-to-rear procedure as outlined in point 1 is being followed;
- v. to notify the officer-in-charge transport of their Ministry/department/division/ directorate so that an immediate inspection of the damages arising out of the accident may be made at once;
- vi. to report the accident to their head of section as early as possible;
- vii. not to accept any liability whatsoever on behalf of Government for any damages arising out of the accident;
- viii. to have, in the absence of a Police report or LESA report depending on the case (please refer to (i) above) an Affidavit (Specimen at Appendix IV) signed by the public service official and attached to documents related to the incident in question when filing the claim.

5.3 Damage to Government-Owned Vehicles

Any involuntary damage to Government-owned vehicles, as well as damages caused to third parties is to be made good out of public funds. The claims should be processed by the DCS, or equivalent and authorised by the respective Permanent Secretary, whose approval should be based on the following conditions:

- i. the Government-owned vehicle was being driven by an authorised driver;
- ii. the Government-owned vehicle was being used on official business at the actual time of the accident;
- iii. the accident was involuntary;
- iv. the authorised driver took all measures, as specified in paragraphs 5.2 (i) to (viii) above;
- v. the necessary repairs are carried out in the shortest possible time;
- vi. the bills for repairs carried out are certified to be fair and reasonable; and
- vii. funds are available under the respective Ministry/Department/Division/Directorate's Recurrent Vote.

If no adequate technical section exists in the same Ministry/department/division/directorate, repairs are not to be carried out under any circumstances before damages are inspected by the officer detailed by the Works Division.

DCSs or equivalent are to use the utmost caution in accepting any claim for cost of damages. Furthermore, approval from the respective Permanent Secretary is invariably to be obtained prior to making payments. Failure to comply with the instructions laid down in the criteria (i) to (vii) above, may result in the nonacceptance of claims for the payment of the cost of damages. Furthermore, nothing precludes the Ministry/department/division/directorate from taking appropriate disciplinary action against the driver, in cases which involve criminal proceedings and those which show gross negligence from the driver's behalf.¹¹

DCSs or equivalent should provide a Front-To-Rear Collision Form for each of these Government-owned vehicles. This form can be downloaded from:

<http://www.doi-archived.gov.mt/EN/archive/Highwaycodemalt/append4.asp>.

¹¹ OPM Circular 46/63

5.4 Use of Privately-Owned Vehicles

Officers may, subject to the provisions of section 1, be authorised by their Director to use their own means of transport for travelling on official business. The rate of reimbursement for the use of privately-owned vehicles on official business is €0.32 per km and the rate of reimbursement for the use of privately-owned motorcycles on official business is €0.12 per km.¹²

The respective Director, in conjunction with the officers concerned, should establish a maximum allotment of mileage to each officer for a given period, having regard to the duties assigned to the officer. Periodic reviews of all approvals for the use of private vehicles should be carried out with a view to withdrawing any concession considered superfluous or which could be replaced by recourse to existing Departmental transport.

A logbook (Specimen at Appendix V) is to be kept by each officer and each journey completed is to be recorded therein. In order to maintain an accountable process, logbooks are to be inspected and countersigned monthly by a senior officer not below the grade of Principal.¹³

Directors, DCSs or equivalent should personally scrutinise regularly the vouchers for payment submitted so as to ensure that the allotted mileage allowance is not exceeded. If it appears that officers are exceeding their allotment without sufficient cause, permission to use the private vehicle should be withheld and disciplinary action should be taken if necessary.

5.5 Purchase of Fully-Expensed Vehicles by Retired Officers

Officers entitled to a fully-expensed vehicle are allowed to purchase such a vehicle on retirement, at the point when they start availing themselves of their pre-retirement leave. The parameters for such purchase are listed in MFEI Circular 8/2009.

¹² MFIN Circular 02/2020

¹³ Secretariat Circular 71/61

02

TRAVEL POLICIES AND PROCEDURES

Definitions

Accounting Officers	Public officers who are responsible for managing the Ministry/ Department travel arrangements.
Business Class	Flight seating of type "Business".
Class A	Classification of per diem allowance provided to public officers with a Scale of 1 to 5, or senior management level employees within public sector organisations
Class B	Classification of per diem allowance provided to public officers with a Scale of 6 or below.
Conferences	The reference should be taken to include congresses, meetings of experts and symposia organised by international or national bodies.
Contingency Allowance	A monetary allowance which may be provided as a contingency upon the delegate's request when travelling on official duties, mainly for travelling to and from home/hotel and destination airports.
Economy Class	Flight seating of type "Economy".
E-ticket	A flight ticket which is issued electronically when booking online, and is usually sent to the person booking through e-mail.
Full board	The provision by a hotel of a bed and all meals.
Half board	The daily provision by a hotel of bed, breakfast, and one main meal.
Hospitality expenses	Expenses incurred by a public officer directly related to cordial and generous reception of or disposition toward guests.
Ministerial delegation	A group of officers accompanying a Minister abroad.
Official travelling	Incorporates all travel abroad on official duty such as conferences, attendance at selection boards and overseas external training of a duration not exceeding fifteen (15) consecutive days, including weekends and public holidays. Conferences include also congresses, meetings of experts and symposia organised by international or national bodies.
Supply date	Date when the fuel is actually taken.
Per Diem Allowance	The standard daily rates of subsistence allowances
Permanent residence	Continued residence in country of residence for a period of not less than one year before appointment to the public sector.
CTMS	Short for Corporate Travel Management System and is the official government web-based IT system that administers travelling abroad. CTMS is owned and administered by the PSPE Directorate within the Budget Affairs Division, Ministry for Finance and Employment.

Public Officer (or officer)	The holder of any public office or a person appointed to act in any such office. The appointment of a public officer in a substantive post or contractual position is endorsed by the Public Service Commission (Glossary of Organisational and Management Terms).
Subsistence Allowance	A monetary allowance which is provided to an officer travelling outside his/her workplace for accommodation, breakfast, lunch, dinner and sundry.
Sundry Expenses	Miscellaneous, small or infrequent costs such as internal travelling, communication and personal needs.

TRAVEL AND SUBSISTENCE

06. LOCAL ALLOWANCE

6.1 Actual board and lodging expenses incurred by public officers proceeding on official business to Malta and Gozo shall be remunerated as follows:

		Low season	Mid-season	High season
		Nov. - Mar.	Apr. - May	Jun. - Oct.
a)	Breakfast	€3.49	€3.49	€3.49
b)	Lunch	€8.15	€8.15	€8.15
c)	Bed & Breakfast	€13.98	€21.55	€29.70
d)	Half-board	€22.13	€29.70	€37.85
e)	Full board	€31.45	€39.02	€47.17

6.2 Officers in headship positions in Salary Scales 1 to 4, and Members of the Judiciary shall benefit from the following subsistence allowance rates¹⁴ (different allowances apply):

Lunch	(departure in the morning & afternoon return)	€27.95
Bed & Breakfast	(overnight stay & morning return)	€60.56
Half-board	(overnight stay & afternoon return)	€83.86
Full board	(full day and overnight stay)	€107.15

6.3 The above rates shall apply as follows:

- a. officers required to travel from Malta to Gozo or vice versa for a single day visit by taking the first morning trip and returning by an afternoon boat-trip are entitled to breakfast and lunch at the rates stipulated at (a) and (b) of paragraph 6.1., above;
- b. officers required to travel from Malta to Gozo or vice versa by an afternoon boat trip and return on the following day will be entitled to half-pension rates stipulated at (d) of paragraph 6.1. Full board at the rates stipulated at (e) of paragraph 6.1. above will apply if the officer is required to return to base by an afternoon boat trip the following day; and

¹⁴ MF Circular 7/2001

- c. officers required to travel from Malta to Gozo or vice versa for a stay which is longer than one night and day will be entitled to full board rates as at (e) of paragraph 6.1 above for each complete night and day and to supplementary amounts for each uncompleted day of such a stay in accordance with (a), (b), (c) and (d) of paragraph 6.1.

6.4 The rates at paragraph 6.1 apply subject to the conditions enumerated below:

- a. all claims for reimbursement of expenses incurred must be supported by receipted bills;
- b. under no circumstances should the applicable rates stipulated respectively for “low”, “mid” and “high” season be exceeded during the applicable period;
- c. subject to the limit at (b) above, no reimbursement of board and lodging expenses will be effected without a prior check on the grades of the hotel/establishment appearing on related bills and that the rate charged conforms to the maximum charges laid down for that particular category of hotel/restaurant. Reference to the Hotels and Catering Establishments Board should be made in case of any difficulty; and
- d. the subsistence allowance in terms of paragraph 6.1 is allowed up to a maximum of thirty (30) days. Reimbursement for a maximum period of thirty (30) days may also be allowed for second and subsequent tours of duty provided that these duties are required in the interests of the relevant directorate and should preferably be carried out by different officers.

6.5 When an officer is entitled to board and lodging expenses but does not incur any, he/she shall be entitled to an allowance at the rate of €3.38 for each full day and night.

6.6 A subsistence allowance at the rate of €1.98 per day is payable when:

- a. An officer is required to travel on duty outside a radius of 5km from his/her normal place of work;
- b. the period of the necessary absence from the normal place of work exceeds five (5) hours; and
- c. there are no facilities for quick and cheap transport

6.7 Refund of actual board and lodging expenses, in accordance with paragraphs 6.1. and 6.4, may be made to officers permanently resident in Malta or Gozo who are transferred or posted on first appointment to Gozo or Malta respectively, for a period of thirty (30) days, or till they find accommodation, whichever occurs the earlier. For the purpose of this paragraph, permanent residence is taken to mean continued residence in either island for a period of not less than one year before the appointment or transfer.

6.8 The provisions of paragraph 6.6 do not apply:

- a. in the case of first appointment to a post the location of which is specifically advertised; and
- b. in the case of transfer at the request of the officer himself, on arrangement between officers, or on disciplinary grounds.

07. HOSPITALITY

7.1 In incurring expenditure on hospitality out of public funds, public officers are to abide by the norms in the Code of Ethics at the First Schedule of the Public Administration Act, as follows:

- a. In terms of Section D, “Personal and Professional Behaviour”, paragraph 16(f), “public officers should strive to obtain value for public money spent, and avoid waste and extravagance in the use of public resources”.
- b. In terms of Section G, “Use of Official Facilities and Equipment”, paragraph 25(a), “it is expected that public officers shall be efficient and economical in the use and management of public resources”.

7.2 Authority for the disbursement of public funds in connection with Government hospitality must be sought from the Permanent Secretary of the Ministry concerned.

7.3 Requests for expenditure under this item include the donation of gifts and entertainment to lunches, dinners etc., given to guests of the Maltese government and requests for the purchase of spirits/refreshments for entertainment of VIPs and official guests of Ministers and officers in headship positions.

7.4 Hospitality expenses may be incurred by Ministers, Parliamentary Secretaries and Officers in Grades 1 to 4. The details justifying the expenditure are to be provided. These expenses shall be considered for reimbursement subject to standard eligibility requirements applicable to hospitality expenses being duly met.

7.5 Authority for expenditure on hospitality is obtained as follows:

- a. the request must be personally endorsed by the Permanent Secretary before the expenditure is incurred;
- b. full reasons are to be given beforehand as to why hospitality is necessary.

- 7.6 In incurring expenses on hospitality, officers in headship positions must consult the Guidelines on Government Hospitality at Appendix VI.

08. GENERAL

8.1 General Principles

- 8.1.1 Official travelling incorporates all travel abroad on official duty such as meetings, visits, conferences, attendance at selection boards and training.
- 8.1.2 In cases of periods of duty exceeding three (3) months, the Department is to contact the Director Corporate Services, Ministry for Foreign and European Affairs and provide all details necessary to determine the appropriate expatriation allowance payable¹⁵. Subsequently the Department is to seek final approval of the People and Standards Division at OPM and the Ministry for Finance and Employment.
- 8.1.3 Public Sector Entities should also adhere to the prevailing travel rules and regulations. Any reference to the Permanent Secretary in such rules and regulations should be taken to mean the Chief Executive of Public Sector Entities¹⁶.

8.2 Official's Travel Obligations

- 8.2.1 Delegates and officials should be told that, if they are in doubt about their entitlements, they should seek written advice before committing themselves to any expenditure.
- 8.2.2 Officers are obliged to avail themselves of any facilities and amenities being provided as complimentary by the hosts. In addition, officials travelling are to declare all amenities being offered complimentary by the organiser of the event being attended to abroad.
- 8.2.3 In instances where an EU Programme (or an equivalent agreement) provides for accommodation and subsistence paid by the organiser and/or is fully reimbursable, then the delegate is entitled to such accommodation and subsistence. In all other instances where an officer travels on official duties, the delegate would be entitled to the subsistence allowance as established in government travel regulations less any deductions for accommodation and meals received from the host organiser.
- 8.2.4 Public officers should be advised that when approached by any embassy or any international or other (local or foreign) institution or organisation in connection with attendance at meetings abroad, the officer concerned should advise the embassy, institution or organisation that such approach should be made to Government through the established channels.
- 8.2.5 The embassy, institution or organisation should also be advised that any offer should be done without indicating any specific nominee and that it is up to the Government to decide on the most suitable nomination. Any individual so referred to by name will automatically be disqualified from nomination by Government.
- 8.2.6 An officer travelling shall be responsible for enquiring whether the meeting they are attending qualify for reimbursements and communicate the correct information to accounting officers handling their travel bookings.

¹⁵ Referring to the general details of the project, details of the personnel in question, their respective salary scale, their status (married/single), length of stay and the country of destination.

¹⁶ MFIN Circular 1/2008

- 8.2.7 Officials with outstanding accounts, who provide incorrect or incomplete information, or who persistently fail to meet the set deadlines for providing the necessary reports from previous travel events, are to be precluded from going abroad.
- 8.2.8 As soon as public officials receive indications that they may potentially be required to travel on official duty or for duties relating to their profession outside of the EU Schengen area, they are to immediately contact the Visa Advisory Unit (VAU) on consular.mfet@gov.mt and send [Form A](#) (either online or in physical form printed/scanned by downloading the form from [here](#) and referenced in Appendix IX-A) **at least 3 to 4 weeks prior to the intended date of travel, even if such travel has not yet been officially confirmed.** Should a visa be required, officials will be informed by e-mail and will be required to provide the VAU with relevant documents for the visa closer to the date of departure once official travel will be highly likely. Should the Unit inform that a visa is required, one should consult with the [Instruction Notes](#) referenced in Appendix IX-B for more details.

8.3 Authority and Approvals

- 8.3.1 Permanent Secretaries are to request individual Directors General/Directors to prepare at the beginning of each year, a tentative programme of duty visits abroad, with a contingency for unforeseen visits. The size of the programme should be linked to the funds available to the Department/Directorate for duty travel overseas. The estimated expenditure for the visit is to be well calculated and any contingent amount advanced is to be kept to a minimum. Such programmes would provide the Permanent Secretary with the basis on which to approve requests.
- 8.3.2 Permanent Secretaries must ensure that participation in Council meetings and Commission Working Groups are given precedence over other travel. Participation in non-EU training courses or seminars and conferences is to be authorised only after the necessary funds to participate in Council meetings and Commission Working Groups have been allocated¹⁷.
- 8.3.3 All official government travel requires prior approval of the Permanent Secretary of the Ministry concerned. In the Permanent Secretary's immediate absence, the Director responsible for Corporate Services within the Ministry concerned is to authorise such travel.
- 8.3.4 Before seeking approval from their Permanent Secretary, Directors General/Directors are to ensure that requests for official travel must be clearly justified and that the number of delegates is kept down to a minimum. When more than one person is required to attend, clear justification needs to be provided to, and approved by the Permanent Secretary¹⁸

¹⁷ MFEI Circular 4/2010

¹⁸ MFIN Circular 1/2008

8.4 Subsistence and Contingency

8.4.1 The standard daily rates of subsistence allowances (per diem allowances) are calculated to cover complete periods of twenty-four (24) hours and are fixed for countries to which public officers may be sent for duty visits. The per diem allowance covers accommodation costs and subsistence allowance in respect of breakfast and two main meals, local travel, telecommunications, and all other incidental and sundry expenses.

8.4.2 Public officials travelling abroad fall into two classes:

Class A - Officers in salary scales 1 to 5;

Class B - All other officers.

8.4.3 Per diem allowances payable to Class B officers are equivalent to 90% of the relative amount payable at Class A¹⁹. The applicable per diem allowances are pegged to standard rates applied within the EU. The latest per diem rates are available here (<https://finance.gov.mt/en/The-Ministry/Departments-Directorates-Units/fpmd/Pages/Per-Diem-Rates.aspx>), and accessible through the CTMS system.

8.4.4 The per diem allowance is all-inclusive²⁰, except for:

- a. hospitality expenses;
- b. expenses relating to hotel/airport transfers and local transportation to/from airport, although, in such cases use of taxis should be justified and, where practical, no effort should be spared to utilise the most economic means of transportation available;
- c. expenses relating to the administration of obligatory vaccines for the immunisation of officers in correspondence with the country being visited.

All claims for re-imburement of such expenses should invariably be supported by receipts.

8.4.5 The relative components of the subsistence allowance²¹ are

Accommodation	50%
Breakfast	10%
Lunch	10%
Dinner	10%
Sundry expenses	20%

8.4.6 The total per diem allowance entitlement for travel abroad is calculated on the number of nights spent at the country of destination, multiplied by the per diem allowance, irrespective of the time of departure from Malta²².

¹⁹ MFIN Circular 12/2010

²⁰ MFIN Circular 5/2012

²¹ MFIN Circular 5/2012

²² MFEI Circular 12/2010

- 8.4.7 When accommodation and breakfast are provided by the hosts, the per diem allowance shall be reduced by 60%, provided that, if breakfast is against payment, the reduction shall be 50%.
- 8.4.8 A reduction of 10% shall be made in respect of every meal provided free of charge, as part of a participation fee, or claimed as hospitality.
- 8.4.9 An officer travelling qualifies for an early departure/ late arrival allowance of 20% of the per diem daily allowance when the following conditions are met:
- a. The difference between the time of departure from country of residence and the time of departure from the country of destination back to the country of residence exceeds six (6) hours; and
 - b. The departure from country of residence and return back are not on the same day (i.e. the duration of the trip including flight time must exceeds 24 hours); and
 - c. In case of multiple flights on return, the time of departure on the last leg of the return trip is taken; and
 - d. When the whole stay abroad is work related, i.e. there is no extension to staying abroad which is requested by the delegate for personal reasons.
- 8.4.10 The per diem allowance is not paid for ocean voyages during which officers are provided with meals.
- 8.4.11 In the case of long-haul air voyages involving overnight flights, 50% of the diem rate applicable to the country of destination is payable for such a night.
- 8.4.12 Public officers who travel abroad on official duty and return on the same day are entitled to 50% of the applicable per diem daily subsistence.
- 8.4.13 In the event of a delegate having to spend additional days abroad due to unforeseen circumstances beyond his/her control the following will apply:
- a) Expenses incurred during the first additional 24 hours are to be reimbursed on the presentation of receipts only;
 - b) For an extended stay abroad (i.e. exceeding 24 hours) the necessary arrangements should be made with the Ministry for the delegate to be provided with a contingency and/or the official travel per diem.
- 8.4.14 An expense incurred abroad should only be reimbursed if all these conditions are met:
- a) it is represented by a receipt accompanied by an explanation of the cost and a justification for reimbursement;
 - b) it has not been covered by an official per diem allowance;
 - c) it approved by the respective Permanent Secretary or Director for Corporate Services.
- 8.4.15 The Permanent Secretary is required to endorse a request to stay abroad for additional nights for attending consecutive meetings, provided a) the requested arrangements are financially justified and b) consecutive meetings are not further than 2 days apart.
- 8.4.16 Upon a delegate's request for a travel contingency, the Permanent Secretary, or a person with designated authority, may consider issuing a contingency allowance in advance. Contingency money issued shall be calculated on 20% of the per diem allowance which should not be less than €100 and shall not exceed €230. Expenses actually incurred must be justified and supported by receipts.

8.5 Travelling Arrangements

8.5.1 The appropriate class of travel overseas is as follows:

Class "A" Officers Air: Economy or tourist class Sea and Rail: 1st class

Class "B" Officers Air: Economy or tourist class Sea and Rail: 2nd class

8.5.2 Bookings for air travel are to be made in good time, even provisionally, so that the cheapest class for flights of comparable quality and convenience is obtained for the delegates and for officers posted abroad.

8.5.3 As long as flight arrangements can be made, an officer travelling is not to arrive at destination earlier than a day before the meeting and is not to leave later than the day of the meeting. Any arrangements requested for personal reasons by the officer travelling to extend the period of stay abroad should only be considered if the following conditions are met:

- a) the officer travelling will cover any additional expenses incurred;
- b) the officer will not receive any additional subsistence for the extended period;
- c) that this will not impinge on the government's claim for reimbursement of expenses from the meeting organizer.

8.5.4 Only Ministers, Parliamentary Secretaries, Members of Parliament and public officials in Scales 1 to 3²³ are entitled to travel on Business/Club Class basis. This may be extended to an accompanying delegate for short haul direct flights, provided it is approved by the Permanent Secretary. In all other cases, travelling on Business/ Club Class should only be considered in exceptional cases, when there is clear justification for additional expenditure which is presented to and endorsed by the Ministry's Permanent Secretary. In this regard, Permanent Secretaries are to exercise caution in considering favorably such arrangements, endorsing solely on an exceptional and justifiable basis.

8.5.5 When other flight arrangements apart from Air Malta exist, and when the flight arrangements are of comparable quality and convenience, one is to ideally request three quotations (one of which must be from Air Malta). Notwithstanding in cases of urgency, and when the estimated value of the flights does not exceed five thousand euro (€5,000), the flights may be procured departmentally through a direct contract at the discretion of the Head of the Contracting Authority, taking into consideration the amount involved, the urgency attached to the procurement or restrictions of choice and availability²⁴.

8.5.6 A Letter of Authority covering flight purchases is to be sent to Airmalta or the service agent issuing the flight ticket. E-tickets and invoices are to be coordinated and handled by the accounting officer. Permanent Secretaries are to appoint a signatory or signatories for requests and administering travel. Airmalta and all travel agents are to be notified of any changes in this list.

²³ With regard to Public Sector Entities, scales 1 to 3 include only the Chairmen and Chief Executive Officers, whereas scales 4 and 5 refer to top management, heads of directorates, directors and senior managers.

²⁴ Article 100 of the Public Procurement Regulations, 2016 (LN352/16)

8.6 Accommodation Abroad

- 8.6.1** Bookings for accommodation should be done as soon as possible, i.e. immediately on confirmation of attendance, or on receipt of meeting schedule, or on invitation for periodic meetings. Booking for accommodation must include the 'free cancellation option'. The free cancellation option should allow free cancellation within 48 hours of the departure date and should be availed of immediately if the trip abroad is cancelled. The 'non-cancellation' option should only be used when it is the only option available, or when economically feasible to do so. Prior to booking accommodation on a non-cancellation option, this must be endorsed by the respective Ministry's Permanent Secretary or Director Corporate Services.
- 8.6.2** In the event that part/ all of the accommodation fee needs to be refunded back to the officer, and this is not covered by insurance, the Director for Corporate Services should only approve such refunding when instructions in 8.6.1 have been followed.
- 8.6.3** If, for proper performance of official duty, it is necessary for officers who qualify for Class B to travel with senior officers who qualify for Class A, and to stay at the same hotel, they may receive the same subsistence allowance as their senior if prior approval by the Ministry's Permanent Secretary is obtained. Proof of stay in same hotel must be submitted on return.

8.7 Air Travel to Sit for Local Official Examinations

- 8.7.1** Public officers posted abroad are entitled to re-imburement of 50% of Air Malta and non-Air Malta flight expenses against receipts for travel to Malta to sit for examinations which pertain to their career stream.

8.8 Ministerial Delegations

- 8.8.1** Public officers who are members of Ministerial delegations are allowed to opt for 40% of the usual subsistence allowance. The appropriate deductions, as provided for in paragraph 8.4.8 should be made for official lunches and dinners.
- 8.8.2** Ministerial delegations or delegations which include Parliamentary Secretaries and/or Members of Parliament should request Prime Minister clearance from the Secretary to the Cabinet, prior to receiving any advances. The Private Secretary of the respective Minister is required to provide the respective Permanent Secretary with written or electronic confirmation that the Prime Minister's approval has been obtained for the visit. The authority from the Permanent Secretary is also required for the issue of the necessary funds.
- 8.8.3** The Ministry concerned is exempt from seeking approval from the Ministry for Finance and Employment for travel arrangements for Ministerial delegations or delegations which include Parliamentary Secretaries and/or Members of Parliament that does not conform to the standing travel regulations. Other members of staff, both locally based and based abroad, who will make part or accompany Ministerial Delegations, should seek authority from their respective Permanent Secretary for the issue of necessary funds.

8.8.4 In the case of a Member of staff who is required to travel on behalf of a Minister/Parliamentary Secretary for whom travel arrangements were already arranged for and/or confirmed in advance, the Ministry concerned is exempt from seeking approval from the Ministry for Finance and Employment for travel arrangements and for any expenditure that does not conform to the standing travel regulations. Authority for any additional expenditure is to be sought from the respective Permanent Secretary. This also applies when the Ministerial delegation proceeds with the visit without the Minister/Parliamentary Secretary due to the Minister/Parliamentary Secretary's participation being cancelled after travel and accommodation arrangements have already been arranged for and confirmed. In all instances officers are strongly encouraged to seek alternative viable arrangements when more economical to do so.

8.8.5 Cabinet members who opt to make use of the Government credit card on official government travel duties should abide to the Established Procedures on Usage of Credit/Debit Cards. Cabinet members in possession of a credit card and who opt for subsistence allowance, when travelling on official duties, should not make use of the Government credit card when expenditure is covered by subsistence allowance that includes accommodation and meals. Cabinet members who opt to use the government credit card on official government visits abroad are to make use of such card for official government business, while using their personal credit card for personal expenditure.

8.8.6 Expenses for official purposes incurred by Cabinet members when on official government travel duties are to be registered in CTMS, together with all supporting documentation.

8.8.7 Necessary expenses incurred by ministerial delegations to meet their travel objectives are to be met by, or reimbursed from, public funds against receipts or official proof of payment.

8.9 Travel Insurance

8.9.1 Travel insurance coverage, for officers proceeding abroad on short-term duty visits, is to be provided by the insurance company chosen by the respective Ministry/Department/Public Sector Entity concerned. The choice of an insurance company is to be made within the parameters of the Public Procurement Regulations.

8.9.2 Department are requested to submit to the chosen insurance company monthly returns showing the number of duty visits abroad, on the declaration forms supplied by the company. Nil returns should also be submitted.

09. TRAVELLING ON EU RELATED BUSINESS

- 9.1 EU-related travel essentially falls under two (2) categories:
- a) Participation at Council meetings; and
 - b) Participation at Commission meetings
- 9.2 Officers who are appointed to represent Malta by attending a Council or Commission meeting may be provided with a one-time travel approval from their respective Permanent Secretary to attend. Subsequent travel to the approved Council or Commission meeting will only require the presentation of the copy of the first approval of the respective Permanent Secretary, to the relative Ministry travel officers. When and if there is a change in appointment of the officer who is appointed to represent Malta in the particular and specific Council or Commission meeting, Permanent Secretary's approval will be warranted once again.
- Approvals for attendance to one-time ad-hoc meetings require the endorsement of the respective Permanent Secretary²⁵.
- 9.3 Number of delegates attending EU-related meetings must be kept at a minimum, and this irrelevant of any reimbursements offered by the organiser. All travel regulations apply in these cases.
- 9.4 Advances shall be accounted for by beneficiary officers within fifteen (15) calendar days from their return to Malta. Returning officials shall invariably attach the following documentation to their statement of expenses to be submitted to the Accounting Officer in their Ministry or Directorate:
- Air ticket/air ticket back copy and/or train tickets;
 - Boarding card stubs;
 - Hotel Bills;
 - Written confirmation that all necessary action was taken for the reimbursement of funds;
 - A final agenda version (if a draft agenda was originally provided);
 - The invitation letter if the meeting was hosted by the EU Commission.
- 9.5 The Accounting Officers in each Ministry/Directorate shall, within fifteen (15) working days from receipt of the returning official's submissions, forward to the Travel Unit within the EU Certifying Authority, Office of the Prime Minister, the documentation as mentioned in 9.4 in electronic format.
- 9.6 For those Ministries, Departments or Government Bodies which do not make use of CTMS, the respective Reimbursement Claim Form must also be forwarded to the Travel Unit within the EU Certifying Authority, Office of the Prime Minister in conjunction with documentation mentioned in 9.4.
- 9.7 Officers participating in reimbursable EU Commission meetings must ensure that all necessary procedures are followed in order to register, and subsequently fill all necessary e-forms through the EU Commission's AGM Database so that all possible expenditure is reimbursed back to the government. For further information in regard to said database refer to https://ec.europa.eu/tools/agm/what-agm_en

²⁵ MFIN Circular 3/2015

- 9.8 When, after the lapse of two (2) months, reimbursement in respect of a Commission meeting is still pending, Accounting Officers must raise a query with the Travel Unit within the EU Certifying Authority, OPM. When no progress is made, Accounting Officers shall contact the host organiser of the meeting in question to enquire whether reimbursement has been effected and, if yes, to request the relative payment reference details for onward transmission to the Travel Unit within the EU Certifying Authority, OPM. In cases where it is confirmed by the host organiser that no reimbursement payment was effected, the Accounting Officers must enquire the reason why and, once in receipt of a reply, inform the Travel Unit within the EU Certifying Authority, OPM accordingly in order to be guided as required.
- 9.9 Officers participating in reimbursable Council meetings must make sure to register for the meeting through the Council's Delegates Portal. Confirmation of attendance registered electronically through said Portal secures also the reimbursement of the eligible costs incurred, once the relative claim is submitted as indicated in 9.5. A flowchart of the registration process and a step by step guidance procedure may be found in Appendix X.

10. TRAVEL ADMINISTRATION

10.1 Pre-Travel

- 10.1.1 Officials travelling abroad are to be made aware of travel regulations, including their entitlements; this will avoid difficulties when accounting for the advancement of allowances for travelling.
- 10.1.2 No accounting officer may commit to expenditure on visits abroad, without the prior approval of the Director for Corporate Services and the respective Permanent Secretary.
- 10.1.3 The Permanent Secretary may delegate this authority to the Director General, Director Support Services or Director Corporate Services or Director Financial Management of the Ministry concerned.
- 10.1.4 Proposals for official travel submitted through the Director General/Director and the Director responsible for Corporate Services and submitted for consideration before the Permanent Secretary should state the following:
- a. Purpose of Visit: Full reasons as to why the visit is necessary, indicating also whether the visit is EU-related business or otherwise. In the case of EU related business, one should clearly specify whether participation is in Council/Commission or other meetings. The Budget Line, Group Reference, Sector Title and Code is to be quoted;
 - b. Whether attendance is at the expense of the Government or not: where attendance is at Government expense the anticipated cost should be given and a declaration as to whether funds are available should be made;
 - c. Details of the tangible benefits which are expected to be achieved which directly or indirectly affect the interests of the country;
 - d. A detailed programme of the work which is expected to be done abroad by the delegation as a whole and the duties which each member is expected to perform during the duration of the entire visit;
 - e. Duration Abroad: The actual dates of the full visit are to be provided;
 - f. Names and status of Government Officers/Delegates: All Officers' names forming part of the delegation and their status and scale (according to Financial Estimates) are to be enlisted;
 - g. Breakdown of Estimated Expenditure: A detailed breakdown of all estimated costs is also to be drawn up.

- 10.1.5 The official invite or agenda relating to the visit should be made available to accounting officers administering travel, Permanent Secretaries and Directors responsible Corporate Services. The delegate travelling should also be made aware that any updated literature or relevant correspondence needs to be sent electronically through email for necessary verifications by whoever is processing or approving travel. If the documentation cannot be presented, a written justification from the delegate travelling and approval from the Permanent Secretary needs to be provided to the accounting officer prior to the purchase of flight tickets.
- 10.1.6 Accounting Officers and the Director responsible for Corporate Services shall not issue and endorse any form of advance for an officer who has pending expenses from previous visit abroad dating back more than one month (1) which have not been settled.
- 10.1.7 Permanent Secretaries and Directors responsible for Corporate Services should request the official literature relating to the visit and ensure that in the event that amenities are stated as provided for free by the organiser, any necessary deductions in subsistence are effected, as per regulations²⁶.
- 10.1.8 Unless justifiable not to do so, the Permanent Secretary should ensure that they approve requests to travel within 2 weeks of the request, such that flights are secured at the cheapest possible rates. Unless substantiated by a valid justification, travel clearance which does not allow for at least 1 week before the intended date of departure should not be given.
- 10.1.9 Requests for approval that do not conform to the standing travel regulations must be submitted for consideration to the Ministry for Finance and Employment before such travel is to be affected. These requests must be submitted at least three (3) working days prior to travel subject to urgency and should be addressed to the Performance and Evaluation Directorate, by sending an e-mail to govtravel.mfe@gov.mt²⁷.

10.2 Transfer of Funds

- 10.2.1 Accounting Officers are to ensure that all documentation is made available for the Bank Transactions Unit at the Treasury not before four working days prior to the departure date. In addition, Accounting Officers are to provide the necessary DAS/CFMS Commitment form, and a copy of the agenda/programme of the visit. If the agenda/programme is not available an official justification is to be provided (as specified in clause 10.1.5).
- 10.2.2 The attention of the Accounting Officers and/or Officers in charge of travel is drawn to the following:
- a. Prior to submitting a funds transfer request to Treasury the appropriate accounting transaction must be executed, either as a DAS Commitment or as a journal entry in CFMS;
 - b. Directorates must present travel documentation for Treasury's endorsement within four (4) working days of the delegate's departure; and
 - c. It must be clearly indicated to delegates that local withdrawals are presently not subject to bank charges; however overseas withdrawals will unavoidably attract a charge.
- 10.2.3 The Treasury Department is to be informed of all cancelled visits prior to the intended date when any such visit was scheduled. In those instances where funds have already been credited into the corresponding officer's bank account, a copy of the receipt, showing that these funds have been refunded by the officer, is to be forwarded to the Treasury Department.

²⁶ MFIN Circular 1/2008

²⁷ MFEI Circular 12/2010

10.3 Post Travel

- 10.3.1 A report on each visit (Specimen at Appendix VIII) is to be submitted by the delegate to the Director responsible for Corporate Services by not later than one (1) month after the visit. The report shall include a short explanation about the purpose of the visit, including the aims/goals of the visit, the benefits achieved from such a visit, the delegate's personal remarks, the officials to be alerted about the outcome of the visit and the issues to be followed up in Malta²⁸.
- 10.3.2 Officials travelling abroad on non-EU related business are to account for the advance made by not later than one month after their return to Malta. Regarding EU-related travel, officials are to account for the advance made by not later than 15 calendar days from their return to Malta. Any expenses claimed should only be considered when incurred for official purposes, accompanied by official receipts and when signed by the official through a statement of expenses or through CTMS.
- 10.3.3 When presented with a receipt in foreign currency, the Ministry may accept an official bank statement showing the converted amount in Euro currency. In the absence of this, the fee is converted in Euro using the official Central Bank currency as on the day the receipt was issued. Any losses incurred or gains made by the delegate will not be recovered or paid for by the Ministry, as these are accounted for through the sundry expenses received by the delegate through travel subsistence.
- 10.3.4 A detailed progress report, drawn up on a bi-monthly basis, listing all outstanding and processed travel advances, including those unsettled advances that have yet to be forwarded to the Treasury, is to be submitted by Accounting Officers to their respective Permanent Secretaries/Directors responsible for Corporate Services²⁹.

10.4 Corporate Travel Management System (CTMS)

- 10.4.1 Accounting officers are obliged to administer travel subsistence and seek necessary approvals electronically through CTMS. Requests for travel subsistence are to be processed electronically by the Treasury Department.
- 10.4.2 Government Entities are expected to ensure that the necessary procedures required for approval and endorsement, fund transfer, reimbursements and reconciliation are maintained in such order as to be able to be retrieved for auditing purposes
- 10.4.3 The Director Corporate Services is to provide the Administrator CTMS with a list of travel approvers who have delegated authority to act of his/her behalf or on behalf of the Permanent Secretary in approving travel requests (in line with clause 10.1.1). The Director Corporate Services is to inform the CTMS Administrator (govtravel.mfe@gov.mt) immediately when there is a change to the approving agents within the Ministry.
- 10.4.4 The Director Corporate Services is to ensure that all documentation related to a travel request is stored electronically in the system. In addition, unnecessary printing and filing of documents created and received online should be avoided.
- 10.4.5 The Director Corporate Services is to ensure that hard evidenced documentation of a financial nature is to be physically retained and made accessible for future reference, as well as stored electronically in CTMS.

²⁸ MFEI Circular 5/2012

²⁹ MFIN Circular 1/2008

10.4.6 Directors for Corporate Services are to ensure that all government travel is registered in CTMS (including visits involving Ministers, Parliamentary Secretaries, Members of Parliament and the President of Malta), and that all costs related to such travel are correctly registered, that all applicable documentation has been uploaded into CTMS at the earliest possible and, in any case, not later than one month from the date of the visit abroad. Original financial documentation is to be filed appropriately in order to retrieve on request, as well as be made available in electronic format.

11. OVERSEAS EXTERNAL TRAINING

11.1 In cases of overseas travel (training or otherwise) of a duration not exceeding fifteen days, the duty travel per diem allowance is to be applied. For travelling abroad that exceeds fifteen (15) days and up to three (3) months, such as training or job placement schemes, a resident rate will apply from the sixteenth day onwards. Moreover, when travelling for training purposes, the regulations as stipulated in the Sponsorships and Study Leave Manual published by the Institute for the Public Services are to be adhered to.

11.2 The resident rate for a specific country is calculated at 50% of the normal per diem rate for that country. The same apportionment of subsistence applicable to duty travel rates applies also to resident subsistence rates.

12. CONDITIONS OF SERVICE FOR OFFICERS SERVING OVERSEAS

12.1 Details of the various conditions of service for officers posted abroad are given in the manual on “Conditions of Service for Officers serving Overseas”, issued by the Ministry for Foreign and European Affairs.

12.2 Details of the conditions of service of Government employees undergoing courses of study abroad can be found in the Manual on Staff Development published by the Institute for Public Services.

13. CONTACT DETAILS

The coordination of transport and travel policy matters is entrusted to the Ministry for Finance and Employment through the Performance and Evaluation Directorate, therefore queries are to be forwarded as follows:

- For any transport related matters, queries are to be sent to: govtransport.mfe@gov.mt.
- For any travel related matters, queries are to be sent to: govtravel.mfe@gov.mt.

Appendices

APPENDIX I.

VEHICLE ACQUISITION REQUEST FORM

Performance and Evaluation Directorate
Budget Affairs Division

Ministry for Finance and Employment

SECTION A: THIS SECTION IS TO INDICATE THE BENEFICIARY OF THIS REQUESTED VEHICLE(S)

MINISTRY: _____
DEPARTMENT/ENTITY: _____
SECTION: _____

SECTION B: THIS SECTION IS TO INDICATE WHETHER THE VEHICLE IS A REPLACEMENT OR AN ADDITIONAL VEHICLE

ACQUISITION TYPE	Additional (without replacement)		Replacement (enter details in Section D)	
	Total Quantity:		Total Quantity:	
	Fully expensed	General use	Fully expensed	General use
	Qty	Qty	Qty	Qty
Purchase				
Lease				
Hire				
Donation				
Seized				
Impressed				
Transferred				
Other				

BREAKDOWN OF REQUEST:

Make; Model; Fuel; Co2	Cost excluding Registration Tax and VAT (EUR)	Registration Tax (EUR)	VAT (EUR)	Total (EUR)	Availability of Funds	Compliance with current MFIN Circulars

SECTION C: JUSTIFICATION FOR REQUEST:

IF REQUESTING OTHER THAN A PASSENGER VEHICLE TYPE PLEASE INDICATE TYPE AND REASONS (INCLUDING REASONS IF CONSIDERING TO OPT FOR A VEHICLE WHICH IS NOT NEW):

IF AN UNDERUTILIZED VEHICLE IS AVAILABLE, PLEASE INDICATE DETAILS OF THE VEHICLE (INCLUDING REGISTRATION NUMBER) AND WHY THIS VEHICLE CANNOT FULFILL THIS REQUEST:

SECTION D: VEHICLE(S) TO BE REPLACED (To be completed only in case of replacements)

<p>REGISTRATION NUMBER</p>	
<p>ACQUISITION TYPE (Purchased or Procured; Leased; On loan; Hired; Transferred; Donated; Seized; Impressed)</p>	
<p>REASON FOR REPLACEMENT</p>	
<p>VEHICLE YEAR OF MANUFACTURE</p>	
<p>CATEGORY OR OWNER'S ROLE (Fully Expensed /General Use)</p>	
<p>ORIGINAL MFE APPROVAL DATE (of previously acquired vehicle)</p>	
<p>INSERT APPROVING MFE OFFICIAL NAME (of previously Acquired vehicle)</p>	

SECTION E: DECLARATION

I AM HEREBY DECLARING THAT ALL THE INFORMATION CONTAINED ABOVE IS TRUE AND CONFORMS WITH GOVERNMENT REGULATIONS, POLICIES AND CIRCULARS, AND WILL BE USED AS STIPULATED IN THE JUSTIFICATIONS PROVIDED. I HEREBY CERTIFY THAT THIS IS THE MOST COST EFFECTIVE ACQUISITION TO MEET OUR TRANSPORTATION NEEDS, AND THAT OUR MINISTRY/DEPARTMENT/ ENTITY HAS EXPLORED ALL AVAILABLE OPTIONS WITH A VIEW TO CONTAINING GOVERNMENT EXPENDITURE. IT IS ALSO BEING DECLARED THAT THE PERFORMANCE AND EVALUATION DIRECTORATE WITHIN THE BUDGET AFFAIRS DIVISION WILL BE INFORMED IF THE NEEDS OF THE MINISTRY/DEPARTMENT/ENTITY CONCERNED CHANGE.

Signature of Director Corporate Services
(or analogous grade)

Date

Endorsement of Permanent Secretary
(or analogous grade)

Date

DOCUMENTS TO BE ATTACHED AS ANNEXES:

1. Quotations for new vehicles to be acquired, if applicable
2. Quotations for vehicles to be leased, if applicable
3. Quotations for second hand vehicles and comparable quotations as new, if applicable
4. In case of a request for Replacement, copy of MFE Approval of previously acquired vehicle

APPENDIX II.

(Para 5vi)

LOG BOOK

Date	Details of Journey		Kms Covered	Duration	Purpose of Journey	Issues of Petrol	Signature of Officer making the journey
	From	To					

APPENDIX III

(Para 5vii)

LOG BOOK CERTIFICATE

I certify that, with the exception of trips marked (a) all the journeys recorded above have been on official business. Trips marked (a) were for my / his _____ personal travel between house and office or for my / his attendance at functions or receptions in, or because of my / his official capacity. Payment in respect of these trips at the approved rate of _____ a km was duly effected on the _____ .

Signature _____ Date _____

Name in Block letters _____

APPENDIX IV
(Para 5.2viii)

AFFIDAVIT

I verify that the statement produced herewith, is accurate and complete. I understand that the intentional furnishing of incorrect information may be fraudulent and violates the Laws of Malta.

Name: _____

Date: _____

ID No: _____

APPENDIX V

(Para 5.4)

LOG BOOK FOR USE OF PRIVATELY-OWNED VEHICLES ON OFFICIAL BUSINESS

Date	Time of Departure	Locality		Kms Covered	Reason for Trip	Signature of	
		From	To			Driver	Checking officer

APPENDIX VI

(Para 7.6)

GUIDELINES FOR EXTENDING HOSPITALITY

Definition of Hospitality

Hospitality is the complementary provision of refreshments (beverages and light snacks) meals and sometimes entertainment, to guests of the Government, and where appropriate, to public officers, and accompanying persons at public expense.

Hospitality may exceptionally consist of one or more of the following:

- tickets to cultural or sporting events
- tours of places of interest
- transportation
- room rental
- incidentals such as flowers

Hospitality function

A hospitality function is an event or occasion where one or more forms of hospitality are provided. An event or occasion may cover a single meal or, such as in the case of a conference, may include various forms of hospitality over a number of days.

Occasions for extending hospitality

Hospitality may be extended on behalf of the Government when:

- discussions on official matters are held with persons who are not public officers, including interviews with members of other governments, industry, public interest groups, unions, seminars, or during special events such as public openings
- persons visiting Malta as member of national or international organisations are involved in activities relating to those of the government, or wish to obtain an understanding and an appreciation of Maltese life and development or an understanding of the work of the Government
- the government sponsors formal conferences, and other governments or business groups are represented
- a prestigious ceremony takes place, attended by foreign dignitaries distinguished persons from the private sector, or both.

Location

Government-owned facilities shall be used when available and appropriate. Hospitality held in private residences and hospitality in less formal or recreational settings must have the prior approval of the Permanent Secretary who may clear the matter with the Minister, if considered necessary.

Costs

The cost of hospitality functions should be minimized, but be consistent with the following:

- the status or rank of the guest(s)
- the number of persons attending
- the circumstances

Proposals for hospitality should, where possible, identify the anticipated cost.

Public officers

Provision of hospitality to public officers is subject to the following direction:

- Public officers are not considered to be guests. They are entitled to hospitality only when attending a function in their official capacity together with other guests
- Non-alcoholic beverages and snacks may be offered to public officers when without prior notice they are required to work through “breaks” when this is justified by management. Such hospitality should be restricted to occasions of a formal nature where the dispersal of participants during a break period is not desirable.
- Managerial discretion and due regard for economy should be used in identifying such occasions and in ensuring that hospitality is not offered during meetings of close colleagues working together on a regular basis
- When public officers attend functions at public expense at which there are guests who are not public officers, the number of public officers must not exceed the number needed to conduct government business.

Accompanying persons

An accompanying person of a public officer involved in an official capacity may only receive hospitality where:

- their presence enhances the conduct of the hospitality
- associated costs are pre-authorized.

Exceptions

Hospitality functions that are exceptions to these hospitality guidelines must have the prior approval of the Permanent Secretary.

APPENDIX VII

(Para 10.2.6)

STATEMENT OF EXPENSES FOR VISITS ABROAD ON OFFICIAL DUTY

Ref. No. _____ Ministry _____

Directorate _____

**VISITS ABROAD ON OFFICIAL DUTY
STATEMENT OF EXPENSES**

Duration Abroad	Dates		Destination
	From	To	
Names and status of Government Officers/ Delegates			

I **ADVANCE RECEIVED** Foreign Currency € Rate of Exchange

Cash

Travellers Cheques

II **EXPENSES**

OPTION A

(i) Full Subsistence Allowance*
 Days x

(ii) Other Expenses
 (Details to be given)

OPTION B

(i) Hotel Expenses
 Bed/Breakfast

(ii) ½ Subsistence Allowance*
 days x

(iii) Other Expenses
 (Details to be given)

TOTAL EXPENSES

III **REFUND**

Cash

Travellers Cheques

Date _____ Signature of Officer/Head of Delegation _____

** If meals are provided free, or claimed as hospitality a deduction of 1/3 of standard rate is made.*

GA 27B

APPENDIX VIII

(Para 10.2.1)

NAME OF UNIT

Report of the (Title of Meeting) held on (Date)

Purpose of the Meeting: Short explanation about the purpose of the meeting.

Times New Roman 11pt (Body)

Participant/s: Name/s of participant/s and Title. (If person who normally attends could not attend, state reason for non-attendance).

Times New Roman 11pt (Body)

Report drawn up by: Name of author and Title.

Times New Roman 11pt (Body)

Time: Meeting commenced at 0000hrs and ended at 0000hrs.

Times New Roman 11pt (Body)

Abbreviations used: AT – Austria; BE – Belgium; BG – Bulgaria; CZ – Czech Republic; CY–Cyprus; DK – Denmark; EE – Estonia; FI – Finland; FR – France; DE – Germany; EL –Greece; IE – Ireland; HU – Hungary; IT – Italy; LV – Latvia; LT – Lithuania; LU – Luxemburg; MT – Malta; NL – Netherlands; PL – Poland; PT – Portugal; RO – Romania; ES – Spain; SI – Slovenia; SK – Slovakia; SE – Sweden; UK – United Kingdom; CION – Commission

Introduction

Body text begins here. Times New Roman 11pt (Body)

Agenda Item number and Agenda Item title (*Heading3 TimesNewRoman 12pt Bold*)

Body text begins here Times New Roman 11pt(Body).

Heading4TimesNewRoman11ptItalic

Body text in Times New Roman 11pt.

Only one style of bullet (Bullet) should be used. You have to manually insert the bullet.

Where a second level is required use a dash (Bullet2).

Personal Remarks

Body text in Times New Roman 11pt

Officials to be alerted immediately

Body text in Times New Roman 11pt

Issues to be followed up in Malta

Body text begins here Time New Roman 11pt Body

Date of Next Meeting

Body text in Times New Roman 11pt



APPENDIX IX-A

Form A - For Maltese Public Officials travelling outside of the Schengen Area

In line with PSMC regulations³⁰, Form A must be filled in by each public official who is duty bound to travel abroad on official duty outside of the EU Schengen Area. This Form should be filled either individually by each member of the delegation or by a single official on behalf of the entire delegation.

This form should ideally be sent (online or by e-mail) at least 3 to 4 weeks prior to possible date of departure from Malta, even if travel abroad is not yet certain or confirmed.

This will enable the Visa Advisory Unit (VAU) within the Consular Services Office to provide the applicant/s with early information pertaining to visa procedures in relation to the country/countries being visited, allowing the official to know the timeframe and documentation necessary for the completion of an official visa request with foreign Embassies accredited to Malta for the obtainment of a relevant visa. This also enables the Ministry to inform the foreign Embassy in preparation of the possible request for a visa, and to ensure the timely processing of such visa request should travel ultimately take place.

The term 'Official' in the context of this form refers to a person who either acts as employee of the Government of Malta or who will be part of an official delegation being organised by the Government of Malta who will be duty bound to travel outside of the EU Schengen Area and may therefore require some other type of visa rather than a tourism or business visa.

1. Number of officials forming part of the delegation

(Even if approximate or not yet officially confirmed).

2. Will any journalists, videographers and/or photographers who are not employed as public officials be accompanying the delegation?

Yes

No

³⁰Manual on Transport and Travel Policies and Procedures' (Ministry for Finance and Employment) Section 8.2.8. Link to Manual: https://publicservice.gov.mt/en/Documents/Public%20Service%20Management%20Code/PSMC%20Manuals/Manual_on_Transport_and_Travel_Policies_and_Procedures.pdf



3. Full name and surname of official as visible on passport; official title/position within the identified Ministry/Government entity; e-mail address/contact number of each official; nationality and type of Passport which will be used for official travel

(ex: Ms. _____, Second Secretary, MFET, _____ @gov.mt/ Tel. 2204 _____, Maltese Ordinary Passport).

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

4. Final destination country/countries being visited for official duty/purposes

--

5. Transit countries

If official(s) will be transiting through other countries to reach final destination(s), these are to be indicated below stating the period that will be spent in each (approximately, even if not yet officially confirmed), also informing whether the official will be leaving the airport's customs area.

--



6. Departure date from Malta

(Approximate, even if not yet officially confirmed).

7. Arrival date into destination country/countries

(Approximate, even if not yet officially confirmed).

8. Departure date from destination country/countries

(Approximate, even if not yet officially confirmed).

9. Official Purpose of Visit

(Indicate the title, or nature, and the dates of the meeting/s or event, and specify the organizing/inviting entity).



10. If the official letter of invitation has specific instructions pertaining to Visa issuance for the specific event/purpose, please inform VAU and attach it with this form (or send it to VAU on consular.mfet@gov.mt)

11. For officials visiting the United States of America, whether in transit or as final destination

- Tick this box if from March 2011 any official has visited any of the following countries: Iran, Iraq, Libya, Somalia, Sudan, Syria, and Yemen, or is a dual-national of such countries.

12. If applicable, specify the name(s) of the official(s) below:

13. For officials visiting the Republic of Lebanon

- Tick this box if any official has an Israeli visa or any Israeli immigration stamp on their Passport.

14. If applicable, specify the name(s) of the official(s) below:

15. Passport details page'

You are kindly requested to attach with this form a copy of the biometric-details' page of the passport being utilized for official travelling, ensuring that the passport holds at least six (6) months' validity from date of entry into the country/countries of final destination, and at least one or two blank pages for any visa affixation, ensuring that all details are in legible quality when uploaded.

If the passport(s) with which one shall travel are not at the moment in the official's possession, a copy of the details' page, once available, is to be sent immediately to consular.mfet@gov.mt addressed to the VAU Office, referring to the specific visit.



Form A – Instructions in case a visa is necessary

These instructions are applicable when an official, after submitting Form A, has been informed by e-mail that they are to present visa applications and related documentation at the Visa Advisory Unit (VAU) within the Directorate for Consular Services and Maltese Living Abroad, at least 3 to 4 weeks prior to the scheduled date of departure.

1. INFORM ABOUT PRESENCE OF PHOTOGRAPHERS/VIDEOGRAPHERS/JOURNALISTS NOT ENGAGED AS PUBLIC SERVANTS

Should there be any non-officials joining the Delegation, such as photographers/videographers/journalists who are not employees of specific Ministries, please inform the VAU in advance since a special type of visa and documentation as to the professional equipment being carried for the visit may also be necessary.

2. PASSPORT VALIDITY

Always ensure that the passport being utilised holds at least 6 months' validity from date of possible entry into the foreign state.

3. SCAN OF PASSPORT/S

If a scan of the official's passport details' page was not included with Form A, please ensure that such a scan reaches the VAU as early as possible (prior to documentation reaching the unit) by sending it on consular.mfet@gov.mt.

4. RESPONSIBILITY TO PRESENT ALL REQUIRED DOCUMENTATION

Always present all the documentation required and any visa fees due for a foreign visa (as directed by the VAU) including the original passport, as early as possible and ideally around 3 weeks prior to date of possible departure.

5. VISITS WITH DOCUMENTS

A personal visit or a visit by every member of the delegation to our office is not necessary. Members of the same delegation should ideally coordinate to submit the required documentation at VAU by one person around the same time/day whether via a messenger or by one of the delegates or any person of trust who must identify himself/herself.



6. PHOTOS

Officials should ensure that any photos required by foreign Embassies are recent, taken against a white background, on proper professional photo paper (not copies from one's computer on photo paper); that the required number of photos are presented in the same format and with the same picture (not different photos of the same person) and that any foreign Embassy's standards for photo requirements are strictly adhered to. Non-adherence to these requirements will only prolong the time it takes for a visa to be issued by a foreign Embassy which may actually require re-sending for proper printing of visas.

7. FEES DUE FOR VISAS FOR OFFICIAL DUTY ABROAD

Fees (if any) due to foreign Embassies are to be provided in cash and in exact amount if foreign Embassies direct that they can only accept cash (being the majority of cases). Where Embassies offer the possibility of other methods of payment (e.g. via bank transfer), this information will always be notified to the officer as a part of normal procedure.

8. REQUESTS FOR RECEIPTS OF PAYMENT FOR MINISTERIAL REFUND OF VISA FEES

The Ministry for Foreign and European Affairs and Trade is not the ultimate recipient of visa fees. For purposes of refund of visa fees disbursed in connection with official duty by the employing line Ministry/Authority, please note that the original receipt of payment can only be issued by the foreign Embassy which issues the visa. VAU can until such time, only provide an official e-mail notifying the presentation of a certain amount for onward transmission to a foreign Embassy for the issuance of a visa.

9. TRANSFER OF DOCUMENTATION TO EMBASSIES (COSTS AND METHODS)

The Ministry can only assist with the **free transfer of documentation** when visas are required from foreign Embassies accredited to Malta, from **Rome, Brussels or London** and when documents are presented sufficiently in advance for utilisation of the Ministry's diplomatic mailbag (which usually closes and departs every Tuesday morning) and for their return to Malta via diplomatic mailbag from an Embassy of Malta.

Otherwise, **if there is not sufficient time for the utilisation of a diplomatic mailbag** and transfer through the Embassy of Malta in these states, the line Ministry sending its delegates abroad **will be obliged to pay for the engagement of a private courier service provider**.

When the foreign Embassies are not based in either Malta, Rome, Brussels or London, courier service fees are also to be borne and settled by the line Ministry/Authority.

The Ministry will not be held responsible for any loss, theft or any other faults which may occur during the transfer of visa applications and ancillary documents, including money via diplomatic mailbag although it undertakes its best to ensure its safe transit and collection.



10. TIMELY PRESENTATION OF DOCUMENTATION AND FEES REQUIRED TO BE TRANSFERRED

All documentation should ideally reach the VAU, before a Tuesday morning, latest by 09:30am in view of the Ministry's diplomatic mailbag schedule, and at least 3 weeks prior to planned date of departure for official duty to ensure the timely issuance and receipt of the passport with visa before departure.

11. CONTACT DETAILS AND OPENING HOURS FOR PUBLIC OFFICIALS REQUIRING VISAS

For further information one may contact the Unit on:

Address - Visa Advisory Unit, Consular Services Office, 18, Zachary Street, Valletta

Telephone - +356 2204 3143

Email - consular.mfet@gov.mt

Contacting Hours:

1st October – 15th June

Monday to Friday – 07:45-17:15

16th June – 30th September

Monday to Friday – 07:30-13:30

DIGITAL REGISTRATION FACT SHEET

Since 12 March this year, you have all been getting accustomed to logging your participation details using the new digital feature on the Delegates Portal (<https://delegates.consilium.europa.eu/>). It is now the only means of **confirming attendance** and declaring travel information. The presence list (green list) and delegates' travel info form (yellow form) are no longer distributed.

The digital registration system in Delegates Portal serves three important purposes:

Confirm presence	Enter your travel details	Generate a list of participants
<ul style="list-style-type: none"> At the venue and on the day of the meeting 	<ul style="list-style-type: none"> Your route and means of transport 	<ul style="list-style-type: none"> Extract an Excel list after the meeting

As a reminder, Delegates Portal users will find in annex 1 the steps to follow in order to confirm their presence and declare their travel info.

WHAT'S NEW?

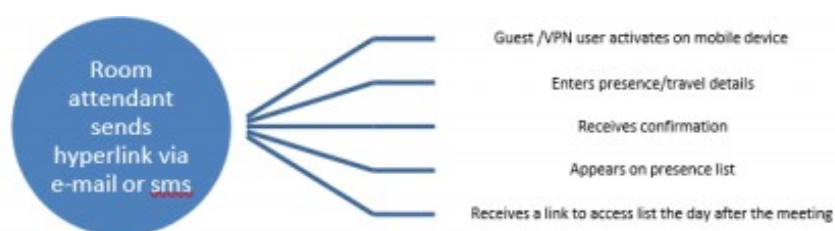
DIGITAL "GUEST" PAGE FOR OCCASIONAL PARTICIPANTS AVAILABLE FROM JULY 2018

A new digital "guest" page has been added, principally for the use of occasional participants who do not have a Delegates Portal account. Access is limited to the meeting concerned and does not give access to any other Delegates Portal content. The "guest" function can also be used by those delegates whose devices are confined to a Virtual Private Network (VPN), which prevents them from connecting to Consilium WiFi.

We count on you to raise awareness among your guest participants.

HOW DOES THE "GUEST FUNCTION" WORK?

The main principle is illustrated below and the steps to follow are shown in annex 2. User instructions are also available at the meeting from room attendants.



Guests receive an e-mail the following day, which contains a link to the list of meeting participants.

What are the advantages of Delegates Portal "guest"?

- The "guest" function covers meetings with participants from partner countries (e.g. associated states, multilateral meetings);
- It can be used independently from the Consilium WiFi;
- All "guest" users will appear on the participants list.

COUNCIL MEETINGS: DIGITAL REGISTRATION OF PRESENCE FOR MINISTERS/HODS

A new feature has been included for Council meetings, which enables a nominated person to enter the presence and travel information of up to five ministers/heads of delegation.

For this purpose, a Digital Presence user account has been created for each Member State for use during Council meetings. Access is provided by means of a username and password, which are held by the Permanent Representation as the account manager. An added advantage, unique to this function, is that it can be used outside the GSC campus (e.g. at the Permanent Representation), as it is not dependent on Consilium WiFi.

The steps to follow are shown in annex 3.

Remark:

Other members of the Council delegation enter their details using their own Delegates Portal account as usual or via the "guest" page.

INFORMATION AND ASSISTANCE

- A list of **Frequently Asked Questions (FAQ)** is attached. We strongly advise you consult the list, as it covers most of the questions you may have. You can also watch the [video tutorial](#)
- If you encounter any difficulties on the day of the meeting, the room attendant is available for advice or assistance.
- IT problems? Contact the helpline : delegates.support@consilium.europa.eu
- Queries regarding delegates' expenses? Contact the GSC Delegates' Expenses Office: conferences.fraisdel@consilium.europa.eu

Registered users of Delegates Portal will also be able to access a number of user guides including the "Delegates Portal user guide" and the "Quick connection guide for Delegates Portal on your mobile". Route: Home page > Information > Additional info > User guides

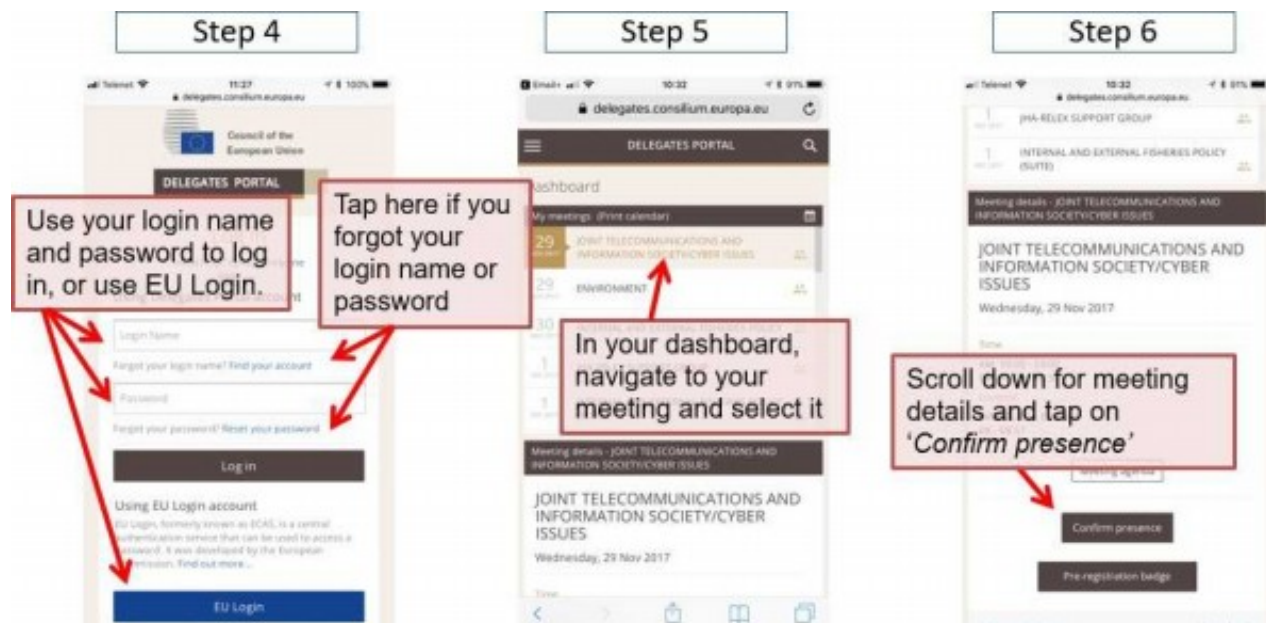
DELEGATES PORTAL USERS PRESENCE REGISTRATION

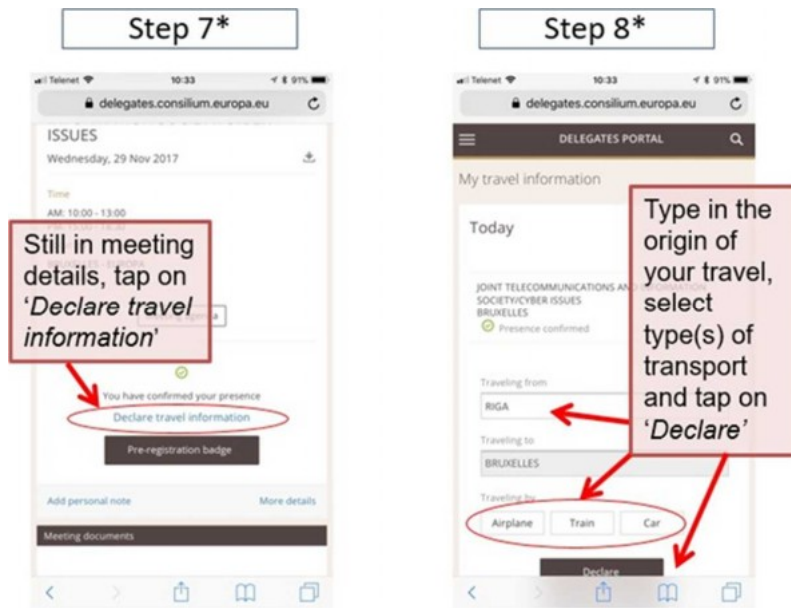
ON THE DAY OF THE MEETING, AT THE GSC

Please confirm your presence and, if you are travelling from your capital, please enter your travel information by following all the steps below. We recommend that you also watch the [video tutorial](#).



Delegates Portal is also accessible via your browser by typing the address <https://delegates.consilium.europa.eu/>




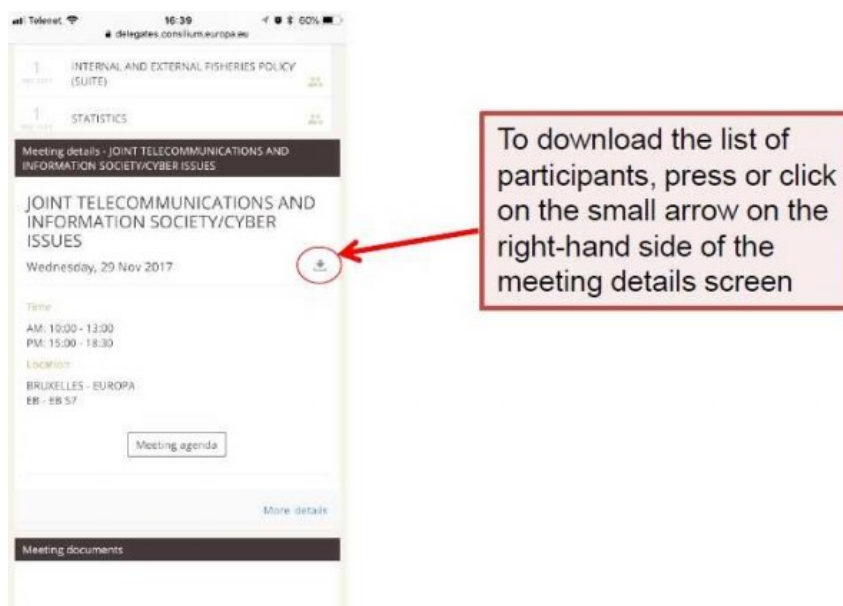


* Steps 7 and 8 are optional and only required to declare travel info.

If you encounter any difficulties in following the above steps, you should contact the room attendant for advice or assistance.

DOWNLOADING A LIST OF PARTICIPANTS:

Regular participants who have confirmed their presence at the meeting can generate a presence list from the "Meeting details" screen by clicking on the icon . An Excel list of all participants who have confirmed their presence, with names, email addresses and phone number, will then be generated.



GUESTS/VPN USERS PRESENCE REGISTRATION

New For GUESTS

For guests and delegates having VPN or other issues preventing connection to Delegates Portal

1. Contact the room attendant. Provide your **DP username or mobile phone number or e-mail address**
2. Click on the link you received:

NO REPLY: Please find below the link to access the Digital Presence portal to confirm your presence at

day of the meeting and can only be used once to submit information. If you need assistance, please contact the room attendant in the meeting room. Do not reply to this message.

[Tap to load Presence](#)
3. Fill in your contact details

Information: You have successfully confirmed your presence and secured your travel information.

* First name:

* Last name:

* Address:

* Select your organisation type:

EU member state or body Other

* EU member state or body:

Latvia

* Other state:
4. Indicate the Member State, body or other organisation you represent
- 5.* Indicate your travel info

Phone:

Mobile:

Travelling from:

Travelling to: BRUSSELS

Travelling by:
6. Tap on 'Submit'

* This point is optional and only required for EU Member States delegates who have travelled from their capital to the meeting

Additional Information

Tips for filling in the form:

1. Some information could be prefilled and not editable
2. Fields marked with an * are mandatory
3. Organisation:
 - Select "EU member state or body" if you represent an EU **Member State** or an **EU Institution** or body
 - Select "Other" if you represent an organisation outside EU
4. Travel info are only for EU Member States Delegates

Next:



- You will receive an e-mail confirming the information you submitted. **For any correction, please contact the room attendant**



- If **you are not** a Delegates Portal user, you will receive by e-mail, the next day, a link to download the list of participants. If **you are** a Delegates Portal user, please log in in order to download the presence list

MINISTERS / HEADS OF DELEGATION PRESENCE REGISTRATION

Step 1: Log in your Digital Presence user account from the following link:

<https://delegates.consilium.europa.eu/digital-presence/#/login>

Remarks:

1. The **username** is xx.DELEGATION, where xx is the acronym for your Member State.
2. The **password** is managed by your Permanent Representation. If needed, take contact with the point of contact within your Permanent Representation. The room attendant will be able to help you to find his/her contact details.

Step 2: Select the relevant Council in the list of today's meetings.

Date	Meeting Name	Location
25 JUN 16:15 - 20:30	Luxembourg: ASSOCIATION AND STABILISATION COUNCIL EU-MONTENEGRO	LUXEMBOURG - D_HORS Lux Salle 2
25 JUN 18:30 - 21:00	Luxembourg: ACCESSION INT. CONFERENCE (MINISTERIAL) - MONTENEGRO	LUXEMBOURG - D_HORS Lux Salle 2
25 JUN 18:30 - 21:00	Luxembourg: ACCESSION INT. CONFERENCE (MINISTERIAL) - SERBIA	LUXEMBOURG - D_HORS Lux Salle 2
25 JUN 14:00 - 18:00 18:30 - 19:30	AGRICULTURE AND FISHERIES COUNCIL	BRUXELLES - EUROPA - ED ED 52.13

Step 3: Confirm presence and declare travel info for the first head of delegation. Fields marked with an * are mandatory.

European Council
Council of the European Union

DIGITAL PRESENCE

TRANSPORT, TELECOMMUNICATIONS AND ENERGY COUNCIL
Monday, 25 Jun 2018 | BRUXELLES - EUROPA - ED EB 53.12

* First name: * Last name: EU member state: Belgium

Traveling from: City Traveling to: BRUXELLES - EUROPA Traveling by: AIR TRAIN CAR

Name	Traveling from	Traveling to	Traveling by	Actions
No records found.				

[Disclaimer](#) [Cookies](#) [FAQ](#)

Step 4: You can declare up to five heads of delegation.

European Council
Council of the European Union

DIGITAL PRESENCE

TRANSPORT, TELECOMMUNICATIONS AND ENERGY COUNCIL
Monday, 25 Jun 2018 | BRUXELLES - EUROPA - ED EB 53.12

* First name: * Last name: EU member state: Belgium

Traveling from: City Traveling to: BRUXELLES - EUROPA Traveling by: AIR TRAIN CAR

Name	Traveling from	Traveling to	Traveling by	Actions
Minister First Name Minister Last Name	City	BRUXELLES	CAR	Edit Delete

[Disclaimer](#) [Cookies](#) [FAQ](#)

Remarks:

1. You can edit or delete any submitted head of delegation.
2. When logged out, if you log in again, you will retrieve the already submitted heads of delegation.

FREQUENTLY ASKED QUESTIONS (UPDATED)

Q1 Do I need to have a Delegates Portal account in order to confirm my presence and declare travel information myself ?

A1 Yes. You need to be a Delegates Portal user and also to be included as a member of your working party's "community". If you do not already have an account, you should request one for upcoming meetings if applicable (Request access guide [here](#)). Your request will be processed and approved by a local administrator (based in your capital or at your permanent representation).

Q2 I have a Delegates Portal account but I am not a member of a "community". How do I confirm my presence and, if applicable, declare my travel details in that case?

A2 In such cases the meeting room attendant is able to enter your details on request. For upcoming meetings, if applicable, you should become a member of the "community" by asking the "nominated delegate" of your delegation to enrol you. You can get in touch with your nominated delegate through "Contacts" at the top of your Delegates Portal dashboard.

Q3 Do I need to use the digital tool if I am Brussels-based and have no travel costs to declare?

A3 It is optional although if you wish to appear on the presence list you should do so. If you travel to attend a Council meeting in Luxembourg, you should use the system to confirm your travel information.

Q4 Why do I have to use Consilium WiFi to access Delegates Portal and confirm my presence? A4 Because only Consilium WiFi detects your physical presence within the GSC.

A4 Because only Consilium WiFi detects your physical presence within the GSC.

Q5 Can I upload any documents into the new digital system linked to my travel expenses (boarding passes, etc)?

A5 No. Boarding passes and other documents cannot be uploaded using the tool, so those documents should be submitted in the usual way to the national administration in charge of your travel expenses declarations. They will generate a list of participants and travel info from the system for their annual checks.

Q6 What should I do if I forget to confirm presence and/or declare travel information on the day of the meeting?

A6 It is only possible to use the digital tool on the day of the meeting. If you forget, you should inform your administration, who will add your data manually in the annual travel expenses declaration. Your administration may be asked to provide evidence of your presence.

Q7 What about special meeting formats, such as restricted working party sessions and other formations with no Delegates Portal community?

A7 For the few exceptions of such working parties, meeting presence attestation forms will be made available for delegates to complete.

NEW: DIGITAL PRESENCE FOR COUNCILS

Q8 At Council meetings, one colleague from the delegation usually completes the yellow sheets on behalf of the heads of his/her delegation. Is it possible to do the same using the digital tool?

A8 Yes. A nominated person may enter the details of up to five heads of his/her delegation using a dedicated account created for this purpose, the details of which are held by the Permanent Representation (this account does not give access to other Delegates Portal content).

Q9 I am usually in the listening room during a Council meeting but I am part of the official delegation and have travel details to declare. How should I proceed in this case?

A9 From Delegates Portal, you should select the Council meeting in order to enter your travel details (not the meeting in the listening room, which is considered as a separate meeting in the system).

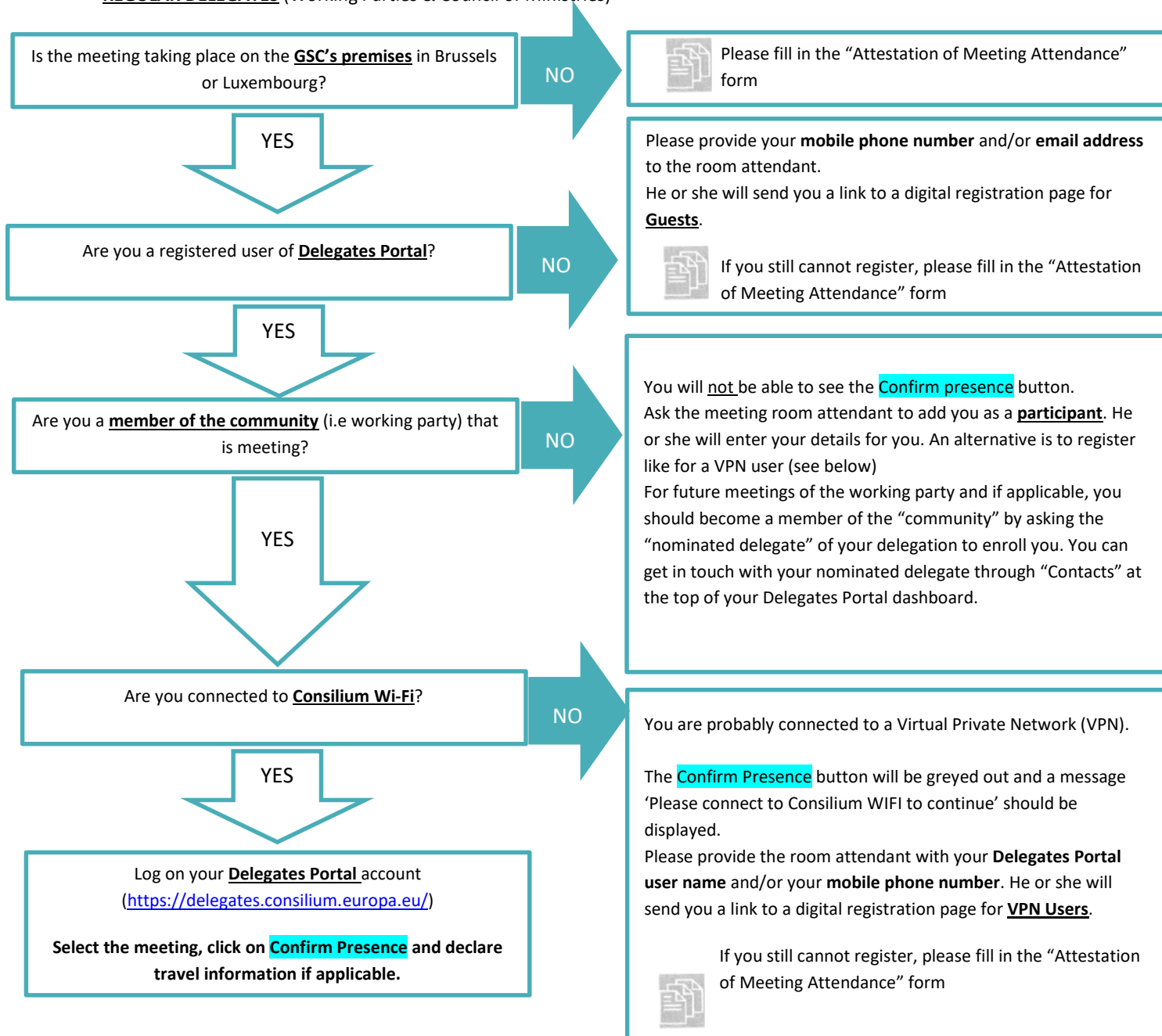
NEW: DIGITAL PRESENCE FOR GUESTS / VPN USERS

Q10 My device is connected to a Virtual Private Network (VPN) which prevents me from accessing Consilium WiFi. How can I confirm my presence digitally?

A10 You can use the new "guest" function to connect to Digital Presence by giving the room attendant your username or mobile phone number . He/she will then send you a link to the guest page.

Q11 How do occasional participants, with no Delegates Portal account, confirm their attendance and declare travel information?

A11 They can use the new "guest" function to connect to Digital Presence by giving the room attendant their mobile phone number or their e-mail address. He/she will then send them a link to the guest page.

Digital Registration Process**REGULAR DELEGATES** (Working Parties & Council of Ministries)**HEADS OF DELEGATION** (Councils of Ministers)

Registrations should be done via the single **digital presence user account**

(<https://delegates.consilium.europa.eu/digital-presence/#/login>)

the username and password for the single account are managed by an account manager at your Permanent

Representation. The room attendant will provide you with the contact details (email address and phone number) for your account manager upon request.

MORE INFORMATION

Digital registration user guide and video tutorial available on Delegates Portal in the Information Section.



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