



This Guide has been produced by the "Pensions" Unit (PMO/4) to help you find your way through the various provisions of the Staff Regulations and the other rules and regulations applicable to your pension, and to provide other useful information, especially whom to contact for further details or in the event of any dispute.

Any suggestions for improvements to the Guide can be sent to the "Pensions" Unit (PMO/4) by fax (+32 2 296 53 73) or by e-mail to PMO Contact [pmo-contact@ec.europa.eu](mailto:pmo-contact@ec.europa.eu).

**In the event of a dispute  
the only authentic texts are the Staff Regulations of officials of the European Communities  
and Conditions of Employment of other servants of the European Communities<sup>1</sup>.**

**February 2011**

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<sup>1</sup> Council Regulation (EEC, Euratom, ECSC) No 259/68 of 29 February 1968 (OJ L 56, 4.3.1968 ), and subsequent amending Regulations.

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# 1. Retirement pension

## 1.1. The pension

Throughout their period of service, **officials and temporary and contract staff** are members of the pension scheme and, as such, pay a monthly contribution, which currently stands at 11.3% of their basic salary.

They are eligible for a retirement pension on completing ten years' service or if they have reached pensionable age at the end of their service. For staff who entered into service after the regulation on the Reform of the Staff Regulations entered into force on 1 May 2004 the pensionable age is 63. However, for officials and temporary staff who joined the service before that date, and who on that date were over 50 or had spent more than 20 years working for the institutions, the age of retirement remains 60. The age of retirement for officials and temporary staff who were in service on 1 May 2004, and who were under 50 and had less than 20 years' service on that date, varies between 60 and 63, depending on their age when the Reform entered into force.

Under the scheme, a retirement pension not exceeding 70% of the basic salary is paid. It is calculated at a rate of 2% per year of contribution for officials and members of the temporary staff who entered the service before the entry into force of the Reform and 1.9% for officials who joined the institutions after 30 April 2004. Where officials or members of the temporary staff who joined the service before the Reform and were at that time over 50 or had spent more than 20 years working for the institutions carry on working beyond their pensionable age (60), they are entitled, for each year of service completed between 60 and 65, to a pension increase equivalent to 5% of the amount of the pension rights acquired at 60. In the case of the remaining officials and other servants, a new provision known as the "Barcelona Incentive"<sup>2</sup> applies.

The retirement pension is payable from the first day of the calendar month following the month in which the official or other servant becomes eligible for it, or automatically when he or she reaches the age of sixty-five, or on request from the time when he or she reaches pensionable age<sup>3</sup>.

Officials or other servants who have acquired the right to a retirement pension may retire voluntarily before they reach pensionable age. If they do, they may opt at the time of their departure for payment of the retirement pension to be deferred until they reach pensionable age, or for the pension to be paid immediately at a reduced rate.

Pensions may not be combined with a salary paid by a European Institution or agency<sup>4</sup>.

## 1.2. Survivor's pensions

Under certain conditions, **a spouse** is entitled to a survivor's pension. If a member of the scheme is divorced or separated and his/her **former spouse** receives maintenance, the spouse is also entitled to a survivor's pension equal to the amount of the maintenance, provided that he or she has not remarried.

For the spouse to qualify for a survivor's pension, the marriage must have lasted for at least one year:

- on the date of death, where the deceased was an official or member of the temporary staff still in active employment,

<sup>2</sup> For more information, see: [http://ec.europa.eu/reform/2002/chapter02\\_en.htm#6\\_3](http://ec.europa.eu/reform/2002/chapter02_en.htm#6_3)

<sup>3</sup> Within the meaning of Article 77 of the Staff Regulations or Article 22 of Annex XIII.

<sup>4</sup> Articles 52, 77, 81 and 83 of the Staff Regulations; Articles 2 to 11, 36 and 40 of Annex VIII and Articles 22 to 24 of Annex XIII thereto.

- on the date of the death of a former official or member of the temporary staff if the marriage was contracted while he or she was still in active employment.

If the surviving spouse is maintaining children of the marriage or of a previous marriage of the deceased, or if the marriage contracted by the official or member of the temporary staff after leaving the service lasted at least five years, the condition requiring the marriage to have taken place before the deceased left the service does not apply.

**Marriage** means a legal union established by a formal legal act. An official or member of the temporary or contract staff, or former official or member of the temporary or contract staff who is registered as a stable non-marital partner may be entitled to a survivor's pension provided that:

- the couple produce a legal document recognised as such by a Member State, or any competent authority of a Member State, acknowledging their status as non-marital partners,
- neither partner is in a marital relationship or in another non-marital relationship;
- the partners are not related in any of the following ways: parent, child, grandparent, grandchild, brother, sister, aunt, uncle, nephew, niece, son-in-law, daughter-in-law;
- the couple does not have access to legal marriage in a Member State; a couple is considered to have access to legal marriage only where the members of the couple meet all the conditions laid down by the legislation of a Member State permitting marriage of such a couple.

As a rule, the **widow's or widower's pension** is fixed at 60% of the pension entitlement acquired by the official/temporary or contract staff member or former official/temporary or contract staff member at the time of death. It may not, however, be less than 35% of the last basic salary. Where the deceased was an official or member of the temporary or contract staff still in service, the widow's or widower's pension may not be less than the basic salary of a Grade AST 1/1 official (or a GF I 1/1 member of the contract staff).

Under no circumstances may it exceed the retirement pension which the deceased was receiving (in the case of a pensioner) or to which the deceased would have been entitled (in the case of an official or member of temporary or contract staff still in service).

**Children** (legitimate, natural or adopted) of an official or member of the temporary or contract staff, or former official or former member of the temporary or contract staff, or his or her spouse, who are recognised as dependants of the deceased at the time of his or her death, are entitled to an orphan's pension on the death of the parent (father or mother) who was an official or former official.

Where the official or member of the temporary or contract staff (or former official or member of the temporary or contract staff) dies leaving a spouse entitled to a widow's/widower's pension, an only child is entitled to a pension equivalent to 40% of the widow's/widower's pension. The pension may not be less than 50% of the minimum subsistence figure (=50% of grade AST 1/1).

Where there is more than one child, the amount of the orphan's pension is made up of the single orphan's pension plus an amount equivalent to the dependent child allowance for each additional child. The total is divided equally among all the eligible children.

Where the official or member of the temporary or contract staff (or former official or member of the temporary or contract staff) dies without leaving a spouse entitled to a widow's/widower's pension or where the widow/widower loses entitlement, an only child is entitled to a pension equal to 80% of the pension to which the widow/widower was or would have been entitled. The pension may not be less than 100% of the minimum subsistence figure (=100% of Grade AST 1/1).

Persons treated as dependent children are entitled to an orphan's pension limited to twice the dependent child allowance.

**The recipient of a widow's/widower's pension** may be entitled to family allowances: household allowance, dependent child allowance, education allowance, allowance for a person treated as a dependent child as the case may be. Children whose mother and father have both died are entitled to the education allowance in their own right.

→ See Chapter 2. *Family allowances*

The overall amount of the survivor's pensions (widow's/widower's pension, orphan's pension, divorced spouse's pension), plus family allowances, less tax and other compulsory deductions, may not exceed the deceased's net salary or pension, depending on the case.

The deceased's salary, allowances or pension will continue to be paid to the surviving spouse or dependent children during the three months following the month of death. The survivor's pension is payable from the first day of the fourth month following the month of death.

Where there is no surviving spouse, but an ex-spouse receiving maintenance, the divorced spouse's pension is payable from the first day of the calendar month following the month of death.

Entitlement to a survivor's pension ceases at the end of the calendar month in which the recipient dies or ceases to satisfy the requirements for payment. A child who is no longer treated as a dependent (see detailed conditions in Chapter 2) loses entitlement to an orphan's pension.

→see detailed conditions in Chapter 2 *Family allowances*

The entitlement of a person who is widowed to a survivor's pension ceases on remarriage. He or she is entitled to immediate payment of an amount of capital equal to twice the annual amount of the survivor's pension provided there is no recipient of an orphan's pension. The same rule applies to a divorced spouse in receipt of maintenance.

Payment of pension rights must be requested within a year of the death of the official or member of the temporary or contract staff (or former official or member of the temporary or contract staff) otherwise entitlement will lapse<sup>5</sup>.

## 2. Family allowances

### 2.1. General

The Staff Regulations<sup>6</sup> provide for payment of the following family allowances to pensioners:<sup>7</sup>

- household allowance;
- dependent child allowance;
- education allowance.

Where the child giving rise to entitlement to family allowances is in the care of a person other than the pensioner, the family allowances are paid to that person in the name and on behalf of the pensioner. If there are several children in the care of different persons, the household allowance is divided between them according to the number of children in their care.

5 Articles 70 and 79 to 81a of the Staff Regulations; Articles 17 to 29 of Annex VIII thereto.

6 Articles 67, 68 and 81 of the Staff Regulations; Articles 1 to 3 of Annex VII thereto.

7 A former member of the contract staff in receipt of a retirement pension must have over three years' service in that capacity to receive family allowances.

Community family allowances supplement national allowances. The amount of national allowances of the same nature received by the pensioner, the spouse, the person looking after the children or the child itself is therefore deducted from Community allowances.

**The person concerned is required to declare such amounts to the "Pensions" Unit.**

→ (see point 10) *Departments at your service*

→ See *For more information*

## 2.2. Household allowance

The household allowance is granted to a pensioner who is:

- a) married;
- b) widowed, divorced, legally separated or single and actually maintains one or more children eligible for the dependent child allowance;  
→ see point 2.3 *Dependent child allowance*
- c) registered as a stable non-marital partner, provided that:
  - the couple produce a legal document recognised as such by a Member State, or any competent authority of a Member State, acknowledging their status as non-marital partners;
  - neither partner is married or in another non-marital relationship;
  - the partners are not related in any of the following ways: parent, child, grandparent, grandchild, brother, sister, aunt, uncle, nephew, niece, son-in-law, daughter-in-law;
  - the couple do not have access to legal marriage in a Member State. A couple are considered to have access to legal marriage only where the members of the couple meet all the conditions laid down by the legislation of a Member State permitting such a marriage;
- and to a person who, while not fulfilling condition (a), (b) or (c), nevertheless actually assumes family responsibilities; in this case the allowance is granted by special reasoned decision of the appointing authority based on supporting documents.

If the pensioner's spouse is gainfully employed, with a pre-tax annual income of more than the basic annual salary of an official in the second step of Grade 3 weighted at the rate for the country where the spouse carries on his or her occupation, the pensioner entitled to the household allowance may not receive this allowance except by special decision of the appointing authority.

The allowance will, however, be granted where there is at least one dependent child<sup>8</sup>.

If the pensioner's spouse receives a Community pension or is a serving Community official (or member of the temporary or contract staff) and is consequently entitled to the household allowance, the allowance is payable only to the person whose pension or basic salary is the higher<sup>9</sup>.

## 2.3. Dependent child allowance

The dependent child allowance is payable in respect of the legitimate, natural or adopted child of a former official (or former member of the temporary or contract staff) or of his/her spouse, where that child is actually maintained by the pensioner. The Pensions Unit must therefore be informed of any earned income received by the child.

8 Within the meaning of Article 2 of Annex VII to the Staff Regulations.

9 Article 67 of the Staff Regulations and Article 1 of Annex VII thereto.

Any **child** whom the official has a legal responsibility to maintain under a judicial decision based on Member States' legislation on the protection of minors shall be treated as if he/she were a dependent child.

The dependent child allowance is also payable to the **widow/widower** in receipt of a survivor's pension in respect of a child who, although not the child of the deceased official (or member of the temporary or contract staff), was nevertheless actually maintained by him/her at the time of death.

A widow in receipt of a survivor's pension is also entitled to this allowance in respect of a **posthumous child** born within 300 days of the death of the former official (or member of the temporary or contract staff). However, there is no entitlement to the allowance in respect of the children of the recipient of an orphan's pension.

The allowance is paid automatically for a **child up to and including the month in which his/her 18th birthday falls**, provided the child is actually maintained by the pensioner and does not have an earned income of more than 25% of a grade AST 1/1 basic salary after weighting.

In the case of a child aged **18 or over**, the allowance is paid, on application, if he/she is attending an educational establishment or receiving vocational training on a regular, full-time basis. In addition, he/she must actually be maintained by the pensioner and not have an earned income of more than 40% of a grade AST 1/1 basic salary after weighting.

A **widow/widower in receipt of a survivor's pension** is entitled to twice the amount of the allowance in respect of each child.

On application, with supporting medical evidence, the allowance may be doubled for a child suffering from a mental or physical handicap involving heavy expenditure on the part of the pensioner.

Entitlement to the dependent child allowance ceases from the month following that in which the **child reaches the age of 26**. However, payment of the allowance in respect of a child prevented by serious illness or invalidity from earning a livelihood, possibly doubled as provided above, continues throughout the period of illness or invalidity, irrespective of age.

In the case of a child who has reached the age of 18 and is still being maintained by the pensioner but is not receiving education or training (as defined above) and consequently does not qualify for dependent child allowance, an additional tax allowance equal to double the dependent child allowance is, on application, deducted from the tax base of the pension.

Once the child has reached the age of 26, the additional tax allowance is granted only if the child is regularly receiving education or training (as defined above) begun before that age. However, it is definitively abolished as from the month following that in which the child reaches the age of 30<sup>10</sup>.

## 2.4. Education allowance

A pre-school education allowance (**Education allowance A**) is paid to pensioners for each dependent child who is less than five years old or is not yet in regular full-time attendance at a primary school (up to the age of 8).

This allowance is granted automatically on the birth of a child and is paid until the child starts primary school. However, if the child does not start primary school on 1 September of the year in which he/she reaches the age of six, the pensioner should apply for the 'A' allowance to continue

10 Articles 67 and 81 of the Staff Regulations, Article 2 of Annex VII and Article 14 of Annex XIII thereto.

to be paid (until the child reaches the age of eight), providing a certificate issued by the kindergarten attended.

**Education allowance B** is payable to pensioners for each dependent child who is at least five years old and in regular full-time attendance at a primary or secondary school that charges fees (registration and attendance fees) or at an establishment of higher education. However, the requirement of attendance at a school that charges fees does not apply to the reimbursement of the cost of transport to and from school.

Entitlement to education allowance B ceases at the end of the month in which the conditions giving such entitlement are no longer met and not later than the end of the month in which the child reaches the age of 26, unless the education allowance has been suspended for compulsory military service. In that specific case, it will be extended by a period equal to the length of the military service.

The allowance is granted upon application, to be renewed annually.

An education allowance is paid in respect of each dependent child who is regularly attending an official educational establishment on a full-time basis (this means at least 16 hours of classes a week).

Reimbursement takes the form of either a flat-rate monthly allowance or a variable monthly allowance up to 100% of the maximum indicated.

The flat-rate allowance is paid for children attending an establishment of higher education. It may also be granted for children attending a secondary education establishment away from the family home and therefore in accommodation away from home.

The flat-rate allowance is granted automatically on presentation of a certificate of attendance.

The variable allowance is intended to cover certain education costs (enrolment, transport costs, etc.); supporting documents must be provided. Variable allowances will not be paid in respect of children attending a higher education establishment or attending a primary or secondary school and living away from home where those children already receive a flat-rate allowance.

Pensioners may be eligible for the double education allowance (2 x flat-rate allowance). In order to qualify, the same conditions must be met as apply to active officials, but the allowance is granted on the basis of the place of residence of the person concerned instead of the place of employment.

**NB:**

The service dealing with your pension sends you the application form and an explanatory leaflet every year.

## 2.5. Allowance for persons treated as dependent children

A person who is not a dependent child but is actually maintained by the pensioner may, by way of exception, be treated as a dependent child on the following three conditions:

- ▶ the pensioner must have legal responsibility to maintain this person;
- ▶ maintenance must involve heavy expenditure;
- ▶ the situation must be exceptional.

The burden of proof in respect of the first two conditions rests with the pensioner. If the allowance is granted, the Administration is responsible for checking regularly that the requirements continue to be met<sup>11</sup>.

## 3. Membership of the JSIS

### 3.1. Persons covered

	Who can be affiliated to the JSIS?		
	Official	Temporary agent	Contract agent
<b>RETIREMENT PENSION</b>	Yes	Yes	Yes, if more than 3 years' service completed. If 3 years' service or less, no cover by the JSIS.
<b>EARLY RETIREMENT PENSION (WITH OR WITHOUT REDUCTION), DEFERRED PENSION</b>	Yes, if not in gainful employment		Yes, if not in gainful employment and having completed more than 3 years' service.
<b>SURVIVOR'S PENSION</b>	Yes	Yes	Entitlement to the <b>same rights</b> as the beneficiary at the moment of death.
<b>INVALIDITY ALLOWANCE</b>	Yes		

Any person receiving a Community retirement<sup>12</sup> or survivor's pension or an invalidity allowance is a member of the Joint Sickness Insurance Scheme (JSIS) in his or her own right, with the exception of members of the contract staff who have not completed more than three years' service as a contract agent.

Former officials or members of the temporary or contract staff who left the service before reaching pensionable age (between sixty and sixty-three years<sup>13</sup>) and are in receipt of a retirement pension under Article 9 of Annex VIII to the Staff Regulations are not covered by the Scheme either, unless, and on condition that, they are not in gainful employment, or if they prove that they cannot be covered by a national health scheme. Persons planning to leave the service under that Article should contact the "Sickness and Accident Insurance" Unit.

→ see address in point 10.4. "Sickness and accident insurance" Unit

The JSIS covers the pensioner's registered stable, non-marital partner, provided that:

- the couple produce a legal document recognised as such by a Member State, or any competent authority of a Member State, acknowledging their status as non-marital partners,
- neither partner is married or in another non-marital relationship;
- the partners are not related in any of the following ways: parent, child, grandparent, grandchild, brother, sister, aunt, uncle, nephew, niece, son-in-law, daughter-in-law.

11 Article 2(4) of Annex VII to the Staff Regulations.

12 A former member of the contract staff in receipt of a retirement pension must have at least three years' service in that capacity to receive sickness insurance cover.

13 Article 22 of Annex XIII to the Staff Regulations.

If the relationship is recognised by the JSIS, a partner will be considered as a spouse for the purposes of sickness insurance cover (in this case contact the member's Settlements Office).

→ see point 3.3 *Settlements Offices*

**Important !**

In connection with the rights of a member's spouse/partner to sickness insurance cover, it is essential that the member checks and amends where necessary the information in the "My family" tab in the electronic retirement request.

Persons covered by a member's insurance:

➤ The member's spouse/recognised partner, where he/she is not a member of the Scheme, provided that:

- he/she is not in gainful employment, or
- if gainfully employed or in receipt of income from previous gainful employment, he/she is not covered against the same risks by other statutory or administrative provisions (such as pension, unemployment benefit, maternity allowance or other) and his/her annual pre-tax income from such employment does not exceed the annual basic salary of an official of Grade AST2/1, weighted for the country in which such income is received;
- he/she is fully covered against the same risks under any other legal or statutory provisions.

Top-up cover may be granted, on application, using the form for establishing retirement pension rights, to which the supporting documents concerning the income (or pension/allowance) of the spouse/recognised partner should be attached.

In order for insured persons to continue to benefit from top-up cover under this Scheme members must provide, in the first half of each year, proof of pre-tax income received by their spouse or recognised partner for the previous fiscal or calendar year.

➤ The member's dependent children in respect of whom he/she is entitled to dependent child allowance as defined at point 2 above. If dependent children are eligible for reimbursement of medical care under another legal or statutory sickness insurance scheme, the JSIS provides top-up cover.

A twelve-month extension may be granted in respect of a child who is not in gainful employment, as from the date on which the dependent child allowance ceases to be granted. Contact your Settlements Office in order to apply for an extension<sup>14</sup>.

→ see point 3.3 *Settlements Offices*

➤ By special decision of the Appointing Authority, persons treated as dependent children,<sup>15</sup> provided they cannot obtain cover under any other legal or statutory sickness insurance scheme.

A twelve-month extension may be granted in respect of a person treated as a dependent child who is not in gainful employment, as from the date on which the allowance for a person treated as a dependent child ceases to be granted. Members should contact their Settlements Office in order to apply for an extension<sup>16</sup>. Further information may be obtained from the department in the member's Institution responsible for the Joint Sickness Insurance Scheme<sup>17</sup>.

14 Article 72(1)(b) of the Staff Regulations.

15 Under Article 2(4) of Annex VII to the Staff Regulations.

16 Article 72(1)(b) of the Staff Regulations.

17 Article 72 of the Staff Regulations; Rules on Sickness Insurance for Officials of the European Communities.

→ see address in point 10.4. "Sickness and accident insurance" Unit

### 3.2. Funeral expenses

Funeral expenses are reimbursed up to a given ceiling in the event of the death of a member of the Scheme or a person covered by a member's insurance. Applications, accompanied by the death certificate and receipted bills, should be sent to the member's Settlements Office (see below). Further information may be obtained from the department in the member's Institution responsible for the Joint Sickness Insurance Scheme<sup>18</sup>.

→ see address in point 10.4. "Sickness and accident insurance" Unit

### 3.3. Settlements Offices

The reimbursement scheme remains unchanged. Members' JSIS files may be transferred to another Settlements Office, depending on their country of residence (see list below). If this occurs, they will be informed by letter.

As a pensioner, in the event of an accident, the member will receive a reimbursement of only 80-85% (standard rate of reimbursement for medical expenses). Reimbursements of up to 100% will no longer be made. Family members who are covered by the JSIS will be eligible for the same reimbursement rate in the event of an accident.

→ see point 4.2 *Optional group accident insurance*

The Settlements Office with which pensioners are registered is determined by their country of residence, as notified to the Pensions Unit.

A list of the Offices and the countries they cover is given below. Pensioners whose Settlements Office changes when they draw their pension will be informed by letter and their file will automatically be transferred to the appropriate Office.

Country of residence	Settlements Office with which you are registered
Germany, Austria, Luxembourg	Luxembourg
Spain, France, Ireland, Italy, Netherlands, Portugal, United Kingdom and Switzerland	Ispra
Other countries	Brussels

→ see point 10 *Departments at your service*

## 4. Transfer of part of the pension

### 4.1. BHW contract - BHW insurance - UGPFE insurance

Former officials (or temporary or contract staff members) may continue to make certain transfers of part of their remuneration already in effect before they left the service. This applies only to transfers in respect of a BHW building savings contract (entered on the pension statement under code PC2, PC6, PC8 or PC3), BHW insurance (code PBW), UGPFE insurance (code PBH) or reimbursement of a Commission loan (code PCS).

The conditions covering transfers provided for in Article 17(3) of Annex VII to the Staff Regulations cannot be continued since they apply only to active officials and temporary or contract staff. The Commission's monthly accounting rate of exchange will be applied to all such transfers carried out after termination of service, until the end of the contract. The amount of the

18 Article 10 and Annex I of the Staff Regulations; Section XIV of Annex I to the Rules on Sickness Insurance for Officials of the European Communities

transfer must be the same as or less than before. The Commission merely provides a service, and cannot settle disputes between the parties.

The terms of insurance contracts should be carefully checked because in some cases the contract has to be adapted to obtain continued cover once the policyholder has left the service.

## 4.2. Optional group accident insurance

The compulsory accident insurance cover provided for officials and temporary staff under the Staff Regulations ceases when they retire<sup>19</sup>.

**For additional information on insurance, please consult point 11.1.10.  
- "Optional group insurance policies" - in the chapter on the AIACE.**

# 5. Payment of pensions

## 5.1. Bank and currency of payment of pension

Pensioners residing in the European Union are paid via a bank in their country of residence.

As a general rule they are paid in euros. However, for pensioners who entered the service before 1 May 2004 and who are living in a Member State which is not in the euro zone, the pension is paid in the currency of the country of residence and the exchange rate is fixed with effect from 1 July each year when the annual review is carried out at the end of the year. This could lead to a retroactive increase or reduction in the monthly payments and, as a result, to the payment of arrears in the event of an increase or the recovery of sums overpaid in the event of a reduction between July and December.

For pensioners residing outside the European Union, pensions will be paid, in euro, into a bank in the country of residence. The pension may by way of exception be paid in euro into a bank in the country where the institution has its headquarters, or in foreign currency in the country of residence of the pensioner, converted at the most up-to-date exchange rates used for the implementation of the general budget of the European Union<sup>20</sup>.

This does not mean that pensioners are exempt from the currency regulations applicable in their country of residence, especially as regards any obligation to transfer immediately to the country of residence any payments made to them abroad. Persons in receipt of a pension are therefore advised to make inquiries in appropriate quarters, such as a bank, about the provisions with which they will have to comply<sup>21</sup>.

## 5.2. Timing of payments

Pensions are paid monthly in arrears at the end of the month<sup>22</sup>.

## 5.3. Weightings

The Reform of the Staff Regulations entailed the abolition of the weightings applicable to pensions. However, pension rights acquired prior to the entry into force of the Reform on 1 May

19 Article 73 of the Staff Regulations.

20 See the most recent Council Regulation adjusting the remuneration and pensions of officials and other servants of the European Communities.

21 Article 45 of Annex VIII and Article 20 of Annex XIII to the Staff Regulations.

22 First subparagraph of Article 45 of Annex VIII to the Staff Regulations.

2004 continue to be adjusted according to the weighting for each Member State. The minimum weighting is 100. A weighting of 100 is also applied to residents of non-EU countries.

For the pension to be subject to the weighting fixed for the country of residence, pensioners must prove that they have established their main residence in the country of their place of origin.

Pensioners must provide supporting documents at the request of the "Pensions" Unit:

- upon retirement;
- as part of the two-yearly declaration;
- whenever there is a change of address, which must be declared immediately to the "Pensions" Unit.

This place of residence will be the only one used for the purpose of mailing pension statements and all other correspondence<sup>23</sup>.

Explanations are given below on the concept of main residence within the meaning of the Staff Regulations and the conditions in which residence must be established for the purposes of granting the weighting.

#### ➤ 5.3.1. Definition of residence

"Main residence" within the meaning of Article 20 of Annex XIII to the Staff Regulations refers to the place where the person concerned has elected to establish his/her main centre of interests with the intention of doing so in a stable and permanent fashion.

The concept of "main centre of interests" includes a number of aspects (family and social ties, domicile for tax purposes, heritable interests, professional activity, stable and permanent presence, volume of expenditure, etc.), which do not always correspond to the same place.

When determining the main centre of interests, and therefore the main place of residence, close attention must be paid to the last of these criteria, namely expenditure by the pensioner, since the main place of residence has in fact to be determined essentially for the purpose of granting the weighting, the aim of which is to help ensure that the Institutions' pensioners enjoy equivalent purchasing power irrespective of the country of the Union in which they choose to settle after retirement and are, therefore, presumed to incur the bulk of their expenditure.

The "Pensions" Unit will therefore try to obtain the fullest possible information on this subject, with due regard for personal privacy.

#### ➤ 5.3.2. The burden of proof

Community pensions are weighted at the rate fixed for the country inside the Communities where the recipient proves he/she has his/her main residence<sup>24</sup>.

It is therefore up to pensioners to provide proof of their place of residence. Under case-law, pensioners can provide proof of residence by any means which they consider appropriate, but the Administration can also require any further proof it considers necessary.

In practice, it is the pensioner who must make a statement declaring his/her main place of residence and produce the supporting documents on the basis of which the relevant department is to decide whether to grant the weighting.

23 Articles 63, 64, 65 and 82(1) of the Staff Regulations; Regulation No 2074/83; Article 45 of Annex VIII and Article 20 of Annex XIII to the Staff Regulations.

24 Article 20 of Annex XIII to the Staff Regulations.

If insufficient evidence is provided in support of an application, the managing department will not grant the weighting and may even, if it is impossible to determine the place of residence with sufficient certainty, suspend application of any weighting (which is then set at 100).

➤ **5.3.3. The documents to be provided**

An official document is of value for determining residence<sup>25</sup> only to the extent that it can establish the true location of the principal and permanent centre of interests of the pensioner in a particular country.

Generally speaking, the official documents issued by national and local authorities, such as a residence permit, or certificate of domicile or residence, are not sufficient to establish the stable and permanent character of the place of residence.

This means that further supporting documents must be requested, such as documentary evidence of a private nature, e.g. proof of ownership of a property or a lease, utility bills (water, electricity, gas, fixed telephone) or proof of taxation based on a residence criterion (property tax, taxes for drainage, refuse collection, sewerage, etc.).

In the majority of instances, a single document will not be sufficient to prove that the pensioner resides most of the time in the place indicated. This is why he/she must provide the managing department with a consistent set of documents.

This collection of supporting documents is part of the vetting of files by the departments dealing with pensions within each Institution. If these documents are not sufficient, the weighting will not be granted or if it is, although doubts remain, a later administrative investigation may be conducted.

Below is a list of the documents most frequently requested in the first instance from pensioners.

<b>Upon retirement</b>	
<b>No removal or resettlement and weighting &gt; 100</b>	- certificate of residence (or equivalent) <sup>26</sup>
<b>No removal or resettlement and weighting = 100</b>	- none
<b>Removal and weighting &gt; 100</b>	- certificate of residence (or equivalent) <b>or</b> social security card (Denmark) - utility bill (water, gas, electricity, landline telephone) <b>or</b> proof of connection - removal invoice - lease <b>or</b> deed of purchase <b>or</b> proof of liability to property tax
<b>Removal and weighting = 100</b>	- certificate of residence (or, if no such document is issued, another equivalent official document)
<b>At the time of the two-yearly declaration</b>	
<b>Weighting &gt; 100</b>	- certificate of residence (or equivalent) <b>or</b> proof of payment of local taxes (France) <b>or</b> Council Tax Bill (UK) <b>or</b> extract from the electoral register (Ireland) - recent utility bill (water, gas, electricity, landline telephone).

<sup>25</sup> Residence within the meaning of Article 20 of Annex XIII to the Staff Regulations.

<sup>26</sup> This document does not exist in Ireland, France or the United Kingdom.

<b>Weighting = 100</b>
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- certificate of residence (or equivalent)
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A reminder of these requirements will be issued in due course and, in particular, in the context of the two-yearly declaration.

#### ➤ 5.3.4. Request for further information

If the pensioner's answer is incomplete or if contradictory information throws doubt on the proof of residence, further information will be requested. The pensioner may also produce any other supporting document he/she considers relevant.

#### ➤ 5.3.5. The decision

On the basis of the information in its possession, the department concerned will decide to grant, refuse or not fix (i.e. weighting=100) the weighting. Particularly where the decision goes against the applicant, it must be properly justified.

The Appointing Authority may reassess a previous decision to grant the weighting, either maintaining it, amending it, or suspending its application.

#### ➤ 5.3.6. The administrative investigation

In exceptional situations where there are doubts about the pensioner's genuine place of residence, an administrative investigation conducted by an appropriate body may be initiated.

The authority in charge of such an investigation may then carry out checks on the following:

- authenticity of the documents attached;
- geographical breakdown of medical expenditure (excluding information of a medical nature);
- volume of consumption of the various utilities (water, gas, electricity, landline telephone);
- extent of the removal carried out on leaving the place of employment;
- unannounced on-the-spot checks.

Depending on the outcome of the investigation report, the decision to grant the weighting may be reconsidered and recovery of overpayments may be envisaged.

## 5.4. Annual adjustment of pensions

According to the current method, the scales of basic salaries used as a reference for calculating remuneration, allowances and pensions are adjusted each year, along with the rates of exchange applied to those emoluments; the adjustment decision is taken at the end of the year and backdated to 1 July. If there is very high inflation in a particular country, the Council may decide in the course of the year to adopt an interim weighting with effect from 1 January<sup>27</sup>.

## 5.5. Community emoluments and national taxation

Community pensions are subject to Community income tax but exempt from national taxation. A tax certificate to be attached if required to the pensioner's tax declaration will be issued to them automatically by the Pensions Unit (PMO/4).

Please note that exemption from national taxation applies only within the Member States. Pensioners who settle outside the Union will be subject to the tax legislation of their place of

residence. In practice this means that they may be liable to a second tax on income from the Communities from which Community tax has already been deducted. They should make sure that they have all the relevant information in order to avoid problems at a later date<sup>28</sup>.

## 6. Rights at the time of retirement (reimbursement of expenses)

Pensioners are entitled to the reimbursement of expenses incurred when they leave the service<sup>29</sup> under certain conditions<sup>30</sup>.

These are:

- removal expenses, from place of employment to place of origin (Article 9 of Annex VII);
- a resettlement allowance (Article 6 of Annex VII);
- travel expenses, from place of employment to place of origin (Article 7 of Annex VII).

Applications for the reimbursement of these expenses should be submitted to the administration at the pensioner's last place of employment (see 10.6).

Pensioners retiring from a post in a delegation should ask RELEX.K.4. about the procedure and the rules that apply to such expenses.

Both removal and travel expenses are for relocation to the pensioner's place of origin. If relocating elsewhere, therefore, they need, in order to qualify for such expenses, to have their place of origin revised.

### **Procedure:**

Members of staff who are in the process of carrying out retirement formalities must submit to the relevant unit a written request, accompanied by a copy of the lease or deed of purchase of their residence and a copy of a recent bill addressed to the new place of origin requested.

Requests to change the place of origin after leaving the service must be submitted in writing to the relevant unit (PMO.4); such requests will be granted only on medical or family grounds and must therefore be supported by the relevant documentation.

→ see point 10.6 *Other useful links*

### 6.1. Reimbursement of removal expenses<sup>31</sup>

#### **Procedure**

Expenses, including risk insurance (breakages, theft, fire), relating to the removal of furniture and personal effects from the place of employment to the place of origin are reimbursed up to the amount of an estimate approved in advance by the Administration.

#### For Brussels pensioners and those from all JRC sites (Ispra)

Four to six weeks before the probable removal date, the pensioner must submit **three estimates (originals) and an inventory**. If, on examination, the Administration considers the estimates to be too high relative to normal prices, it may obtain another estimate from a different removal firm. As a rule, the lowest estimate is the one chosen and reimbursement is limited to this amount.

#### For Luxembourg pensioners

28 Article 2 of Council Regulation No 549/69 of 25 March 1969 relating in particular to the implementation of Article 13 of the Protocol of 8 April 1965 on the Privileges and Immunities of the European Communities.

29 Article 71 of the Staff Regulations.

30 Set out in Annex VII to the Staff Regulations.

31 Article 9 of Annex VII to the Staff Regulations.

At least four weeks before the probable removal date, the pensioner must submit **at least two estimates and an inventory**. If, on examination, the Administration considers the estimates to be too high relative to normal prices, it may obtain a further estimate from another removal firm of its choosing. As a rule, the lowest estimate is the one chosen and reimbursement is limited to this amount. The Commission can make **payment** either direct to **the removal firm** (invoice excluding VAT) or to the **pensioner** (invoice including VAT).

Pensioners are free to choose their removal firm, but if the bill exceeds the estimate selected they will be responsible for paying the difference.

### **Deadline**

The removal must take place within three **years of leaving the service**. In exceptional circumstances, the Administration may take a decision to extend this deadline by up to six months where the official submits a written request setting out the reasons before the deadline expires.

→ See *For more information* for the forms and other information on removals

## **6.2. Resettlement allowance<sup>32</sup>**

Pensioners who change their residence within three years of giving up working and relocate to a place at least 70 km from their place of employment are entitled to a resettlement allowance equivalent to two months' basic salary, provided that they are eligible for the household allowance and resettle with a family member.

The resettlement allowance is equivalent to one month's basic salary where the pensioner:

- was ineligible for the household allowance in the last month of active service;
- was eligible for the household allowance in the last month of active service but:
  - is not relocating with a family member;
  - is rejoining his or her family.

To qualify for this allowance, the pensioner must have completed four years' service.

Former members of the temporary or contract staff must have completed more than one year of service to qualify for a quarter of the full allowance, two years' service for half the allowance, three years' service for three-quarters of the allowance and four years' service for the entire allowance.

### **Procedure**

To obtain the resettlement allowance, pensioners must submit the relevant application form together with documentary evidence that they have indeed changed their usual residence from their place of employment to their new location. Such evidence should include, as a minimum, proof that they have had their name removed from the population register at their last place of employment and proof of registration with the local authorities at their new address. In addition, they must provide a copy of a lease/deed of purchase for a property at this address.

The Administration reserves the right to request additional documentary evidence.

### **Deadline**

The application must be made within three years of leaving the service. This deadline may not be extended. The entitlement will be lost after the end of the three years!

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32 Article 6 of Annex VII to the Staff Regulations.

### 6.3. Travel expenses<sup>33</sup>

Where staff relocate on leaving the service, they are entitled to a refund of travel expenses, from their place of employment to their place of origin, for themselves and their spouse and dependants genuinely resident under their roof on the date on which they leave the service, provided that these travel costs have actually been incurred.

#### **Procedure**

Fill in an application for reimbursement (see form) and attach documentary evidence (tickets, invoices, boarding pass, etc.).

→ See *For more information*

Pensioners who go by car will have their expenses reimbursed on the basis of a first-class single rail fare. If the distance in question exceeds 500 km or involves a sea crossing, they are entitled, on presentation of the relevant ticket(s), to reimbursement of the air fare in business or equivalent class.

A return ticket is reimbursed in full if it is cheaper than a single ticket and the return half is unused.

#### **Deadline**

Three years from the date of leaving the service.

→ see point 10.6 *Other useful links:*

Forms available:

- Submission of estimates for removal expenses;
- Specimen for removal estimate;
- Declaration of travel expenses;
- Application for resettlement allowance.

→ See *For more information*

## 7. Application of the Protocol on Privileges and Immunities

On leaving the service, pensioners cease to be covered by the Protocol on Privileges and Immunities which governed their administrative situation vis-à-vis the Member State of their place of employment, except for Article 12 (see point 5.5 as regards exemption from national taxes on salaries, wages and emoluments paid by the Communities and hence on the Community pension). They thus become subject to the national and Community legislation in force in the country where they choose to reside after leaving the service, which means that they must carry out certain administrative formalities.

### 7.1. Special identity card

Holders of a special identity card must surrender it to the relevant department in their place of employment.

→ see address in point 10.3. *Unit HR.B.1 "Ethics, rights and obligations"*

#### **For officials or members of the temporary or contract staff working in Brussels**

The special identity card is issued by the Belgian authorities to officials or members of the temporary or contract staff in active employment residing in Belgium (and to family members

<sup>33</sup> Article 7 of Annex VII to the Staff Regulations.

dependent on them). The special identity cards of the entire family (even expired cards) must therefore be returned when an official leaves the service. If a card is lost, the official can arrange for a "declaration of loss" to be drawn up by any police station in Belgium for themselves or for the members of their family.

➤ Pensioners who go on living in Belgium:

If they hold a special identity card, they must return it (together with those of their family members) to the Privileges and Immunities Section of Unit HR.B.1. Within around three weeks, a certificate authenticated by the Federal Public Service for Foreign Affairs will be sent to their home. This certificate will enable them to apply to the municipal authority of their place of residence for a residence permit.

➤ Pensioners who settle outside Belgium:

If they hold a special identity card, they must return it (together with those of their family members) to the Privileges and Immunities Section of Unit HR.B.1 no later than two months after leaving the service. In this case, the Commission informs the Ministry of Foreign Affairs of their departure and it will contact the relevant local authority to remove their name from the population register. They are themselves responsible for contacting the authorities at their new address in order to complete the administrative formalities required by their new country of residence.

If possible, it is preferable for pensioners to come and hand in their special identity cards in person to the Privileges and Immunities Section of Unit HR.B.1 to ensure that all the details contained in their file are correct and in this way simplify matters for them in future. However, if that is not possible, we would advise them to send us their special identity card by registered mail, accompanied by a brief note indicating:

- their personnel number while they were in active employment;
- if they intend to continue living in Belgium: their full address and that of their family members;
- if they plan to leave the country: their new place and country of residence (address).

A copy of the letter sent by the Protocol department to the Belgian authorities indicating that their special identity card is being returned will be sent to the Pensions Unit.

### **For officials, temporary or contract staff working at the JRC in Ispra**

Pensioners who hold a special identity card and were working at the JRC in Ispra must return the card (together with those of their family members) to the Individual Entitlements sector of Unit PMO/6 in Ispra before leaving the Commission. If they go on living in Italy, they are themselves responsible for completing the administrative formalities required by the Italian authorities to allow them to stay.

For further information, contact the relevant department in your place of employment.

→ see address in point 10.3. *Unit HR.B.1 "Ethics, rights and obligations"*

## **7.2. Vehicle number plates**

Pensioners continuing to live in Belgium whose cars are fitted with EUR or international number plates must return these plates and have them replaced by "national" Belgian number plates as soon as possible, and in any case not later than two months after the date of retirement.

### **Procedure:**

To obtain Belgian plates, a car registration application form bearing the insurer's stamp and a revenue stamp for €25 must be obtained from the insurer; this form must be sent, along with the original of the registration papers (carnet d'immatriculation), to Unit HR.B.1 "Ethics, rights and obligations", which then completes the relevant formalities with the DIV (Car Registration Department). This procedure takes three working days.

→ see address in point 10.3. *Unit HR.B.1 "Ethics, rights and obligations"*

Pensioners leaving Belgium are responsible for registering their car in their new country of residence and for returning their EUR number plates to the "Privileges" Section of Unit HR.B.1 "Ethics, rights and obligations".

**NB!**

The official remains liable to pay Belgian road tax until the EUR or Belgian number plates have been returned to the Belgian authorities.

It should also be noted that, for the purposes of cancellation, only the official number plate (usually the rear plate) is accepted.

**Note:**

If a pensioner whose car is registered with EUR plates remains in Belgium, the plates must be exchanged for a normal Belgian plate. When changing plates the pensioner may be asked to pay the Belgian "taxe de première mise en circulation" (tax on first entry into service). The Belgian computer system operates on the basis that a change of number plate means a change of owner. Since new owners are liable for tax on first entry into service, the tax is applied automatically. The Belgian authorities are aware that the tax may not necessarily be due in the case of a change from EUR to Belgian number plates, and steps are being taken to adjust the computer system accordingly. The system is not yet infallible, however, and, if asked for such payment, an official should contact the "Privileges and Immunities" Section of Unit HR.B.1.

### 7.3. Driving licence

Former officials or members of the temporary or contract staff do not need to exchange their existing driving licence (if it was issued in a Member State) for a driving licence in their country of residence (if within the European Union).

### 7.4. Domicile for tax purposes

The domicile for tax purposes of retired officials or members of the temporary or contract staff is their main country of residence<sup>34</sup>. This means that they must comply with the tax legislation in force in that country as regards all their income and assets other than their Community pension, which is exempt from national taxation<sup>35</sup>. Moreover, the Community pension may not be taken into account for the purpose of determining the rate of taxation on any other income received by the pensioner or his/her spouse<sup>36</sup>.

A certificate concerning the duration of service can be obtained from the Privileges Section of Unit HR.B.1 "Ethics, rights and obligations" and, after retirement, from the Pensions Unit (PMO/4).

→ see point 10.3 *Unit HR.B.1 "Ethics, rights and obligations"*

→ see point 10.5 *"Pensions" Unit (PMO/4)*

### 7.5. Community laissez-passer

34 Article 14 of the Protocol on Privileges and Immunities ceases to apply.

35 Under Article 12 of the Protocol on Privileges and Immunities.

36 See Judgment of the Court of 24 February 1988. Case 260/86 Commission v Belgium [1988] ECR 955.

Former officials or members of the temporary or contract staff holding a Community laissez-passer must return it to Unit *HR.B.1* or PMO/6 (Ispra) upon leaving the service.

→ see point 10.3 Unit *HR.B.1* "*Ethics, rights and obligations*"

## 8. Other consequences of termination of service

### 8.1. Leave not taken or taken in excess of entitlement

In the event of termination of service or death of an official or member of the temporary or contract staff, a compensatory payment is made for leave not taken and a deduction made for leave taken in excess of entitlement. A day of leave not taken is equivalent to a thirtieth of the net monthly salary at the time of leaving the service.

The last DG for which the official worked will inform PMO how much leave he/she has left and PMO will then calculate and settle any outstanding amounts.

### 8.2. Expatriation allowance and secretarial allowance

Persons in receipt of a retirement pension or survivor's pension are not entitled to an expatriation allowance or to a secretarial allowance<sup>37</sup>.

### 8.3. Pensioner's pass

Pensioners may visit the institutions' buildings in Brussels. They must comply with the rules on visitors at any building they visit.

Except for Ispra and certain other JRC sites, a pensioner's pass giving free access to a restricted number of buildings in Brussels and all the Commission's buildings in Luxembourg is available on request from the Brussels "Passes" Service of DG Human Resources and Security.

To obtain a pass, pensioners who were based in Brussels must come to the "Passes" Service on their last working day before leaving the service.

After that, to obtain or renew a pass – or in the case of pensioners from any other place of employment – a request must be submitted by post or e-mail to the Brussels "Passes" Service, which will issue the pass and send it to the applicant by post (together with a list of the buildings in Brussels to which it gives access).

When making the request it is important that pensioners give their name, first name, pensioner's number, full address and date of birth, and provide an identity photo (in .jpg format if sent by e-mail).

→ see point 10.2 "*Passes*" Service (*HR.DS4*)

## 9. Obligations of former officials

### 9.1. Discretion, confidentiality and other obligations

After leaving the service, former officials or members of the temporary or contract staff are still subject to some of the same obligations as when they were working. In particular, under Article 16 of the Staff Regulations, they must "*behave with integrity and discretion*"<sup>38</sup> whether or not they carry on an occupational activity.

37 Articles 4 and 4a of Annex VII to the Staff Regulations.

38 Article 16 of the Staff Regulations.

In addition, in order to comply with the obligation to behave with discretion, former officials or members of the temporary or contract staff must *"refrain from any unauthorised disclosure of information received in the line of duty, unless that information has already been made public or is accessible to the public"*<sup>39</sup>.

Lastly, *"An official shall not, without permission from the appointing authority, disclose on any grounds whatever, in any legal proceedings information of which he has knowledge by reason of his duties[...]. An official shall continue to be bound by this obligation after leaving the service"*<sup>40</sup>.

Pensioners are thus bound not to accept after leaving the service any duties that would be incompatible with the interests of the Union.

Pensioners who wish to take up employment within two years of leaving the service should write to the relevant department at the Commission, in this case Unit HR.B.1, which will provide them with the details needed to assess the case<sup>41</sup>.

→ see address in point 10.3. *Unit HR.B.1 "Ethics, rights and obligations"*  
→ See For more information

## 9.2. Notification of changes and supporting documents

Officials and members of the temporary or contract staff and those entitled under them in favour of whom benefits arise under the pension scheme must furnish such written proof as may be required and inform the Institution (the Pensions Unit) of any facts liable to affect their entitlement, including changes of address. Failure to do so may lead the Administration to suspend payment of the pension and allowances<sup>42</sup>.

## 9.3. Prompt response to the two-yearly statement

Every two years (and every year from the age of 80) the Pensions Unit checks up on all pensioners to make sure that the conditions of entitlement to a pension and to family allowances are still fulfilled. The Unit will send out the forms in the month of the pensioner's birthday, to confirm in particular the information on the place of residence. The declaration (duly signed), the subsistence certificate, and the documents requested must be returned without fail for the pension to continue to be paid.

## 9.4. Recovery of undue payment

If a pensioner receives an undue payment, the amount concerned may be recovered if the recipient was aware that there was no due reason for the payment, or if the undue nature of the payment was patently such that he/she could not have been unaware of it.

Consequently, the Administration may recover at any time amounts paid on the basis of false declarations or inaccurate or incomplete information, as soon as it becomes aware of the discrepancy<sup>43</sup>.

# 10. Departments at your service

## 10.1. Unit HR.C.1 "Social Welfare"

39 Article 17 of the Staff Regulations.

40 Article 19 of the Staff Regulations.

41 Articles 16, 17 and 19 of the Staff Regulations; Articles 13 and 40 of Annex VIII thereto.

42 Article 43 of Annex VIII to the Staff Regulations.

43 Article 85 of the Staff Regulations.

Whatever type of pension a person receives, the Commission's social welfare services (HR.C.1) are always ready to provide help or advice. The kind of help provided includes listening, information, helping with administrative procedures within the Institution, requests for a home help, financial assistance to pensioners, etc.

Social assistance can be obtained on certain conditions from the social welfare assistants at the pensioner's place of employment.

For more information, please contact the following departments:

Location	Address	Contact details
<b>Brussels</b>	MO 34, 01/40 B-1049 Brussels	Tel.: +32.2.2959098 Fax: +32.2.2992199
<b>Luxembourg</b>	DRB B0/003	Tel.: +352.4301.33948 Fax: +352.4301.31067
<b>Ispra</b>	Bldg.51 T.P. 510, Office 112 Via Enrico Fermi, 2749 I - 21027 Ispra (Va) Italy	Tel.: +39.0332.785910 Fax: +39.0332.783521

## 10.2. "Passes" Service (HR.DS4)

### Brussels and other places of employment

EC - HR.DS4-Passes  
(MO 34, Mez 120)  
Rue Montoyer, 34  
B-1049 Brussels

e-mail: [ec-security-titres-acces@ec.europa.eu](mailto:ec-security-titres-acces@ec.europa.eu)

Opening hours: 9.00-16.00 Monday to Friday (open at lunchtime)

## 10.3. Unit HR.B.1 "Ethics, rights and obligations"

Location	Address	Contact details
<b>Brussels</b>	<p><b>Application of the Protocol on Privileges and Immunities</b> Mr H. SPRUMONT MO 34, Mez 39 B - 1049 BRUSSELS</p> <p><b>Special identity cards</b> MO 34, Mez 33 B - 1049 BRUSSELS Opening hours: 9.00-16.00 Monday to Friday (afternoons by appointment) Functional mailbox: <a href="mailto:HR-B1-CARTE-IDENTITE@ec.europa.eu">HR-B1-CARTE-IDENTITE@ec.europa.eu</a></p> <p><b>Vehicle number plates</b> MO 34, Mez 13 B - 1049 BRUSSELS Opening hours: 9.00-16.00 Monday to Friday</p>	Tel.: +32.2.2952088 Fax: +32.2.2964303

	Functional mailbox: HR-B1-IM-VEH-ET-TVA@ec.europa.eu  <b>Professional activity after leaving the service (Articles 16, 17 and 19 of the Staff Regulations)</b> SC11 03/27 B- 1049 BRUSSELS Functional mailbox: <a href="mailto:HR-B1-ETHIQUE@ec.europa.eu">HR-B1-ETHIQUE@ec.europa.eu</a>	
<b>Luxembourg</b>	<b>Reception Office, privileges and immunities (identity cards, Jobkaart, Community laissez-passer)</b> DRB A1/001	Tel.: +352.4301 33.000 Fax: +352.4301 30.109
<b>Ispra</b>	<b>Special identity cards, laissez-passer and service passports</b> TP 063 Via E. Fermi 2749 I-21027 Ispra VA Italy	Tel.: +39.0332.789084 Fax: +39.0332.785479

## 10.4. "Sickness and accident insurance" Unit

### General information

**PMO CONTACT: [PMO-CONTACT@ec.europa.eu](mailto:PMO-CONTACT@ec.europa.eu)**

Tel.: +32.2.2997777

9.00-17.00 Monday to Friday (except for Friday afternoon).

### Settlements offices

Location	Address	Contact details
<b>Brussels</b>	European Commission Caisse Maladie (SC-27 0/5) Rue de la Science, 27 B – 1049 BRUSSELS  E-mail: <a href="mailto:PMO-PRISE-EN-CHARGE@ec.europa.eu">PMO-PRISE-EN-CHARGE@ec.europa.eu</a>	<b>PMO CONTACT</b> <a href="mailto:PMO-CONTACT@ec.europa.eu">PMO-CONTACT@ec.europa.eu</a> Tél.: +32.2.2997777  Lettre de prise en charge (authorisation for direct billing): Tel.: +32.2.2959856 Fax: +32.2.2959701
<b>Luxembourg</b>	European Commission Caisse Maladie (Drosbach building) DRB B1/061 L – 2920 Luxembourg	Tel.: +352.4301.36103 Fax: +352.4301.36019  Lettre de prise en charge (authorisation for direct billing): Tel.: +352.430136103/36406
<b>Ispra</b>	European Commission PMO/6 Site di Ispra Ufficio Liquidatore (TP 483)(bât. 48 C) Via Enrico Fermi, 2749 I – 21027 ISPRA (VA) <a href="mailto:PMO-RCAM-IPR-AFFIL@ec.europa.eu">PMO-RCAM-IPR-AFFIL@ec.europa.eu</a>	Tel.: +39.332785757 Fax: +39.332.789423  Per ottenere un'impegnativa (authorisation for direct billing): Tel.: +39.332.789966

### Funeral expenses

Location	Address	Contact details
<b>Brussels</b>	<b>Ms M. BIERNAUX</b> Rue de la Science, 27 2/38 B – 1049 BRUSSELS	Tel.: +32.2.2955456 Fax: +32.2.2958431
<b>Luxembourg</b>	<b>Ms A. PALGEN-WEYDERT</b> DRB B1/073 L - 2920 LUXEMBOURG	Tel.: +352.4301.36406 or 36103 Fax: +352.4301.36019
<b>Ispra</b>	<b>Ms E. DELLA CHIESA</b> European Commission PMO/6 Site di Ispra Ufficio Liquidatore (TP 483)(bât. 48 C) Via Enrico Fermi, 2749 I – 21027 ISPRA (VA) PMO-RCAM-IPR-AFFIL@ec.europa.eu	Tel.: +39.332.786664 Fax: +39.332.789423

### 10.5. "Pensions" Unit (PMO/4)

The "Pensions" Unit is situated on the 6th floor of the building at 10, rue Guimard, Brussels. Please send all correspondence to the following address:

**Sole postal address:**

**European Commission  
Unit PMO/4 Pensions  
B-1049 Brussels**

Fax: +32.2 2965373

E-mail : [PMO-CONTACT@ec.europa.eu](mailto:PMO-CONTACT@ec.europa.eu)

**Pensions:**

**- For general information on administrative formalities at the time of departure:**

**Tel.: +32.2.2997777.**

Address: GUIM 10 – 6th floor: by appointment only.

**- After departure:** The name and telephone number of the person responsible for the pensioner's file is given on his or her pension slip (top left-hand corner).

To make our Unit's work easier, we would prefer pensioners to send all documents by post or internal mail rather than bringing them in person. Where necessary, contacting the pensions' administrator may be the best solution.

**For any additional information:**

Type of pension or allowance	Contact details
Retirement pensions Invalidity allowances	Tel.: +32.2.2997777 (PMO Contact) → See <i>For more information</i>
Widow's/widower's pension Orphan's pension	Tel.: +32.2.2952017 → See <i>For more information</i>
Allowances under Article 50	Tel.: +32.2.2998476

Severance grants	Tel.: +32.2.2997777 (PMO Contact) → See For more information
Unemployment benefit	Tel.: +32.2.2997777 (PMO Contact) → See For more information

### **Transfer of pension rights**

Tel.: +32.2.2980009 Functional mailbox: PMO-CONTACT@ec.europa.eu Fax: +32.2.964256 → See For more information
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## **10.6. Other useful links:**

### **Removal estimates and invoices**

<b>Location</b>	<b>Address</b>	<b>Contact details</b>
<b>Brussels</b> Opening hours: 9.00-12.00 <b>Departure from Delegation</b>	PMO/1 SC15 02/121 B – 1049 BRUSSELS  Relex K/04, L5-6 02/36 B – 1049 BRUSSELS	Ms C. CAPETA: +32.20.2959373 or 9867 e-mail: PMO.1-REMOVAL@ec.europa.eu  Mr G. MARONGUI: + 32.2.2987541 e-mail: RELEX-K4-REMOVALS@ec.europa.eu
<b>Luxembourg</b>	PMO/5, DRB B1/037 L-2920 LUXEMBOURG	Ms K.-L. OMBREDANE-CHADWICK +352.4301.32973 Mr R. SIMON: +352.4301.34787
<b>Ispra &amp; JRC-Ispra, Brussels, Geel, Petten, Karlsruhe and Seville</b>	PMO/6 – TP 063 (bldg. 6a) C/o JRC Ispra Via E. Fermi, 2749 I – 21027 ISPRA (VA)	Tel.: +39.332.785421/5859 e-mail: PMO-ISPRA-INDIVIDUAL_RIGHTS@ec.europa.eu

<b>Change of place of origin</b>	<b>Unit responsible</b>
<b>Before termination of service</b> , changing your place of origin is handled by the unit which deals with individual entitlements in your place of employment:	For contact details, see the table "Resettlement allowances" below.
- <b>Brussels</b> and secondments to EU capitals	PMO/1, B – 1049 Brussels
- <b>Luxembourg</b> :	PMO/5, L – 2920 Luxembourg
<b>Ispra</b> and the other Joint Research Centres (JRC), Brussels, Geel, Petten, Karlsruhe and Seville	PMO/6, I – 27020 Ispra (VA)
<b>After termination of service</b> , changing your place of origin is handled by the "Pensions" unit.	PMO/4, B – 1049 Brussels

→ See For more information

### **Resettlement allowance, travel expenses:**

<b>Location</b>	<b>Address</b>	<b>Contact details</b>
<b>Brussels</b>	PMO/4 Pensions	Tel.: +32.2.2980009 Fax: +32.2.2965373

For further information or documentation:  
PMO Contact: [pmo-contact@ec.europa.eu](mailto:pmo-contact@ec.europa.eu) ☎ + (32)2-29.97777

<b>Departure from Delegation</b>	GUIM 10 06/32 B – 1049 BRUSSELS  Relex K/04, L-56, 02/36 B – 1049 BRUSSELS	e-mail: <a href="mailto:PMO-CONTACT@ec.europa.eu">PMO-CONTACT@ec.europa.eu</a>  Resettlement: Ms E. Dany, 02/54: +32-2-295 03.42 Travel exp.: <a href="mailto:RELEX-K4-TRAVEL@ec.europa.eu">RELEX-K4-TRAVEL@ec.europa.eu</a>
<b>Luxembourg</b>	PMO/5 DRB B1/031 L – 2920 LUXEMBOURG	Ms K.-L. OMBREDANE- CHADWICK: +352.4301.32973 Mr R. SIMON: +352.4301.34787
<b>Ispra &amp; JRC-Ispra, Brussels, Geel, Petten, Karlsruhe and Seville</b>	PMO/6 – TP 063 (bldg. 6a) C/o JRC Ispra Via E. Fermi, 2749 I – 21027 ISPRA (VA)	PMO/6 Tel.: +39 332.78.5421 e-mail: <a href="mailto:PMO-ISPRA-INDIVIDUAL_RIGHTS@ec.europa.eu">PMO-ISPRA-INDIVIDUAL_RIGHTS@ec.europa.eu</a>

## 11. Associations of former staff

**Please note that this chapter has been written by the associations. The Commission bears no responsibility for its content.**

### 11.1. AIACE: International association of former officials of the European Communities

#### ➤ 11.1.1. Creation and legal status

The AIACE was officially formed in June 1969, after the merger of the executives, as the body representing former officials and other servants of all the Community Institutions.

It is a non-profit making association established under Belgian law and is governed by statutes.

In addition, it has rules of procedure which apply to the entire Association, while national branches have been set up with individual statutes modelled on those of the Association but tailored to bring them into line with the law of the country where they are established. They thus have separate legal personality.

The AIACE is a non-political organisation.

#### ➤ 11.1.2. Headquarters

The AIACE currently has its headquarters at the following address:

European Commission  
 SC-29 02/04  
 B – 1049 Brussels

Tel. +32.2.295.29.60  
 Fax +32.2.295.33.56  
[AIACE-INT@ec.europa.eu](mailto:AIACE-INT@ec.europa.eu)

International secretariat: Ms G. PARFAIT

#### ➤ 11.1.3. Aims

The main aims of the Association are:

- a) to maintain close contacts with Community bodies and to represent the interests of former officials as widely as possible and, where necessary, defend them;

- b) to represent the interests of former officials in dealings with national authorities and, where necessary, to defend those interests in administrative and social matters;
- c) to maintain and foster the bond of friendship among former officials themselves and between them and serving Community staff; to organise or participate in cultural and leisure activities to that end;
- d) to provide the European Union Institutions with the benefit of its experience in preparing staff for retirement;
- e) to contribute to the study of problems relating to European integration and help heighten public awareness of them, and to collaborate with the European Union Institutions in this task;
- f) to maintain contacts and, where necessary, establish links with organisations which pursue similar aims at international, Community and national level.

#### ➤ 11.1.4. Composition

The Association comprises a number of central bodies and national branches.

There were originally six national branches, one for each of the founding members of the European Union (Belgium, France, Germany, Italy, Luxembourg and the Netherlands). Seven other branches have been added since, namely Denmark, Spain, Greece, Ireland, Portugal, the United Kingdom and Sweden. A branch is currently being set up in Finland. At the beginning of 2008, the AIACE had over 8,000 members. This number is constantly growing. Within the Italian branch, a delegation has been set up at the JRC in Ispra.

The central bodies of the Association are the General Assembly, which includes all the members of the national branches, the Management Board and the International Bureau.

#### ➤ 11.1.5. Annual congress and General Assembly

The national branches take it in turns to organise an annual congress in their home country. The first was held in Luxembourg in 1970, and the most recent in 2009, to mark the 40<sup>th</sup> anniversary of AIACE, at Opio in Provence.

The congresses are organised with the annual General Assembly of the AIACE in mind. They comprise a symposium on a central theme and may be of political or social interest, or be regional or purely cultural in emphasis. The congresses thus have a dual purpose: to strengthen the bonds of friendship between the members of the AIACE throughout Europe and to promote acquaintance with one of the Member States. They also provide an opportunity to discuss together at the General Assembly the various problems connected with the Staff Regulations which affect former officials' interests.

#### ➤ 11.1.6. National branches

At more or less regular intervals throughout the year the national branches organise for their members a variety of events such as guided visits to museums and exhibitions, lectures, lunches or dinners with discussions on cultural or social topics, excursions and holidays abroad, informal get-togethers, etc. In most cases, these events are paid for out of the branch's own resources to allow as many members as possible to attend.

At the same time, they maintain contact with the central bodies responsible for representing the Association's members in dealings with the Community Institutions.

They provide help for former officials and, in particular, work to defend their interests in dealings with the national authorities.

Once a year, each branch committee convenes a general assembly of its members at which it presents the accounts for the past financial year, draws up the budget for the next financial year, presents a progress report and examines any proposals and requests submitted to it.

#### ➤ 11.1.7. Publications

Every three months, the AIACE publishes a magazine (VOX) containing reports on European current affairs, information from the Community administrative departments and details of national branch activities. This publication has a circulation of 55,000 and is sent to all pensioners, whether or not they are AIACE members, and is also distributed to active officials.

Most national branches also publish a news bulletin for their members.

#### ➤ 11.1.8. Relations with the European Institutions

The Association is officially recognised by the European Commission as the representative body for former officials and other servants. An initial agreement governing relations between the AIACE and the Commission was signed on 14 June 2002, and a new agreement to replace it was signed on 29 February 2008 by the President of AIACE and the Vice-President of the Commission (see text on [www.aiace-europa.eu](http://www.aiace-europa.eu)).

#### ➤ 11.1.9. Eligibility for membership

Anyone who, as his/her main occupation, has served with one of the European Union Institutions or bodies and has ceased such activity may join the AIACE through any national branch. Following the death of a member, his/her spouse may join the AIACE in the same capacity. This also applies to the spouse of a member of staff of a European Union Institution who dies while still actively employed. It is also possible to be a member of more than one branch.

→ see 11.1.12. Application form

#### ➤ 11.1.10. Optional group insurance policies

##### Group insurance: accident cover - Policy AXA No 719.757.143

Through the insurance brokers Vanbreda International, the AIACE has concluded an optional accident insurance contract to provide those leaving the service of the European Communities with accident cover similar to that available to serving officials.

This cover is available to:

- former officials of the European Union Institutions or bodies in receipt of a pension or allowance;
  - their spouse or surviving spouse.
- The persons concerned must be covered by the Joint Sickness Insurance Scheme (JSIS) or another national or international health insurance fund.

Premiums are withheld at source from the pension or allowance, under code PAC.

##### B. Group insurance: complementary sickness cover for major expenses - Policy AGF Belgium Insurance No BCVR-8673

Through the insurance brokers Vanbreda International, the AIACE has concluded a complementary insurance contract to provide former officials with cover for the portion of medical expenses incurred by admission to hospital and/or surgery that is not covered by the JSIS.

This cover is available to:

- former officials of the European Union Institutions or bodies who are in receipt of a pension or allowance;
- their spouse or surviving spouse.

The persons concerned must be covered by the JSIS or another national or international health insurance fund.

**For information on these policies:**

<p><b>Vanbreda International</b> Plantin en Moretuslei, 299 B – 2140 Antwerpen Tel. + 32 3 217 57 51 or + 32 3 217 57 54 Fax + 32 3 271 02 47 Email: <a href="mailto:afdc@int.vanbreda.be">afdc@int.vanbreda.be</a> <a href="http://www.eurprivileges.com">www.eurprivileges.com</a></p>	<p><b>Pool Européen d'Assurances</b> Bld. Charlemagne, 1/bte 9 B – 1041 Bruxelles Tel. + 32 2 230 16 60 or + 32 2 230 17 49 Fax + 32 2 230 78 66</p>
<p><b>J. Van Breda &amp; C° Luxembourg</b> Bld. F.D. Roosevelt, 14 L – 2450 Luxembourg Tel. + 352 46 54 03 Fax + 352 46 54 04 Email: <a href="mailto:vanbreda@pt.lu">vanbreda@pt.lu</a></p>	

➤ **11.1.11. AIACE: national branches (application forms) and details on subscriptions**

	<b>National branches</b>	<b>Annual subscriptions</b>
<b>Belgium</b>	<p>European Commission SC-29 00/033 B - 1049 BRUSSELS Tel. + 32-(0)2-295 38 42 Fax + 32-(0)2-299 52 89 Email: <a href="mailto:aiace-be@ec.europa.eu">aiace-be@ec.europa.eu</a></p>	<p><b>EUR 25</b> to account 210-0377700-34 at FORTIS Bank Agence Schuman, 10, 1040 Brussels AIACE-Section Belgique IBAN: BE68 2100 3777 0034 BIC: GEBABEBB</p>
<b>Denmark</b>	<p>Blåmejsvej 16 DK - 3390 HUNDESTED Tel. +45-33 32 0693 Email: <a href="mailto:aiace-dk@ec.europa.eu">aiace-dk@ec.europa.eu</a></p>	<p><b>DKR 350 (47 EUR)</b> to account BG Bank - 9570-397 5746 IBAN: DK69 3000 000 397-5746 BIC: DABA DKKK</p>
<b>Germany</b>	<p>Am Oberen Werth 80 D - 40489 DÜSSELDORF Application forms Horst Kutschera Postfach 1236 D - 78066 BAD DÜRHEIM Tel. + 49-(0)7726 91 213 Fax + 49-(0)7726 91 214 Email: <a href="mailto:aiace-de@ec.europa.eu">aiace-de@ec.europa.eu</a></p>	<p><b>EUR 25</b> - AIACE e.V. Kreissparkasse Gelnhausen Blz. Nr. 507 500 94 Kto. Nr. 23104 IBAN: DE92 5075 0094 0000 0231 04 BIC: HELADEF1GEL</p>
<b>Ireland</b>	<p>53, Rosemount Court Booterstown, IE - Co DUBLIN Tel. + 353-1-278 00 37 Email: <a href="mailto:sec_aiace_ie@yahoo.com">sec_aiace_ie@yahoo.com</a></p>	<p><b>35 EUR</b> By standing order form obtainable from the Treasurer or by cheque or bank transfer payable to A/c. AIACE 90-06-90 44629206</p>

For further information or documentation:

PMO Contact: [pmo-contact@ec.europa.eu](mailto:pmo-contact@ec.europa.eu) ☎ + (32)2-29.97777

	<p>Application forms to: Gerry MAC POLIN 37 Roebuck Downs, <b>IE - DUBLIN 14</b> Tel. + 353-1-296 12 39 Email: <a href="mailto:macpolin@eircom.net">macpolin@eircom.net</a></p>	<p>Bank of Ireland, Sutton, IRL-Dublin 13 IBAN: IE33BOFI 9006 9044 6292 06 BIC: BOFI IE2D</p>
<b>Greece</b>	<p>D. Vamvakidou Dik. Panagopoulou 1 <b>GR - 20011 Lechaion Korinthias</b> Tel. &amp; fax + 30-27410-86694 Email: <a href="mailto:despina.vamvakidou@gmail.com">despina.vamvakidou@gmail.com</a></p>	<p><b>EUR 35</b> <i>Please contact the national branch</i></p>
<b>Spain</b>	<p><b>AIACE España</b> Representación de la Comisión en España Paseo de la Castellana 46 <b>E - 28046 MADRID</b> Tel. + 34-91 423 8027 Fax + 34 91 423 8045 Email: <a href="mailto:aiace-es@ec.europa.eu">aiace-es@ec.europa.eu</a></p>	<p><b>EUR 50</b> to AIACE account 0081/5240 09 0001590467 Banco de Sabadell, Calle Serrano 71 - E-28006 Madrid</p>
<b>France</b>	<p><b>AIACE Section France</b> Délégation de la Commission européenne 12, avenue d'Eylau <b>F - 75116 PARIS</b> Tel./fax + 33(0)1-47 55 82 29 Email: <a href="mailto:aiace.france@wanadoo.fr">aiace.france@wanadoo.fr</a></p>	<p><b>EUR 35</b> by bank or postal cheque payable to AIACE-France c/o Délégation permanente de l'U.E. 12, avenue d'Eylau - F-75116 Paris</p>
<b>Italy</b>	<p><b>AIACE Sezione Italia - Commissione Europea</b> Via IV Novembre, 149 <b>I - 00187 ROMA</b> Tel. + 39-06-69999252 Toll-free number: 800 225644 Fax + 39-06 69190737 Email: <a href="mailto:aiace.italia@tin.it">aiace.italia@tin.it</a> website: <a href="http://www.aiace-italia.it">www.aiace-italia.it</a></p>	<p><b>35 EUR</b> to CCP (Banco Postale) 81908014 AIACE - Sezione Italia c/o Rappresentanza per l'Italia della Commissione europea Via IV Novembre, 149, II piano I-00187 Roma Coordinate bancarie nazionali: V 07601 03200 000081908014</p>
<b>Ispra Delegation</b>	<p><b>AIACE Delegazione Ispra</b> J.R.C. Ispra <b>I - 21020 ISPRA</b> Tel. + 39-0332-78 92 00 Toll-free number: 800 501009 Fax + 39-0332-78 90 41 Email: <a href="mailto:aiace@jrc.it">aiace@jrc.it</a></p>	
<b>Luxembourg</b>	<p><b>A.I.A.C.E. Section Luxembourg</b> Parlement européen KAD 02E011 <b>L - 2929 LUXEMBOURG</b> Tel. + 352-4300-22555 Fax + 352-4300-24883 Email: <a href="mailto:aiace-lu@europarl.europa.eu">aiace-lu@europarl.europa.eu</a></p>	<p><b>EUR 25</b> to the following account: IBAN: LU84 0020 1001 5040 0000 BIC: BILLULL at DEXIA-BIL Luxembourg</p>
<b>Netherlands</b>	<p><b>Voorlichtingsbureau Europees Parlement t.a.v. AIACE</b></p>	<p><b>EUR 40</b></p>

	<p>Korte Vijverberg, 6  NL - 2513 AB DEN HAAG  Tel. + 31-(0)70-36 24 941  Fax + 31-(0)70-3600266  Email: <a href="mailto:aiace-nl@ec.europa.eu">aiace-nl@ec.europa.eu</a>  Internet: <a href="http://www.aiace.nl">www.aiace.nl</a></p>	<p>to a/c No 58.91.08.204  with ABN-AMRO  AIACE-NL  o.v.v. Penningmeester  Noorderkade 325  NL-1823 cj alkmaar  BIC: ABNANL 2A  IBAN: NL61ABNA 0589108204</p>
<b>Portugal</b>	<p><b>A.I.A.C.E. – Antigos Funcionários UE  c/o Comissão Europeia em Portugal</b>  Largo Jean Monnet nº 1-10º  P - 1269-068 LISBOA  Tel. + 351-96 576 2944  Email: <a href="mailto:press-lis-aiace-pt@ec.europa.eu">press-lis-aiace-pt@ec.europa.eu</a></p>	<p><b>eur 40</b>  to AIACE account  Banco BPI  IBAN: PT50 0010 0000 3462 2360 0018 6  BIC: BBPIPTPL</p>
<b>Finland</b>	<p>Haltiantie 4 K 72  FIN - 01600 VANTAA  Email: <a href="mailto:aiace-fi@ec.europa.eu">aiace-fi@ec.europa.eu</a></p>	<p><i>Please contact the national branch</i></p>
<b>Sweden</b>	<p><b>A.I.A.C.E. Internationella föreningen  för före detta EU-tjänstemän,  Sektion Sverige</b>  c/o Vasta Finnbodavagen 11B,  S - 131 72 NACKA  Secrétariat:  c/o M. Hildebrand  Tomtebogatan 51  S - 113 38 STOCKHOLM  Email: <a href="mailto:AIACE-SE@ec.europa.eu">AIACE-SE@ec.europa.eu</a></p>	<p><b>SEK 250</b>  to AIACE account EU-  TJÄNSTEMAN SEKT. SVERIGE  Nordea Banken  SE-10571 STOCKHOLM  Plusgirokontonr. 30 73 55-8  IBAN: SE66 9500 0099 6026 0307 3558  BIC: ndeasess</p>
<b>United Kingdom</b>	<p><b>A.I.A.C.E. - UK Branch EC</b>  Europe House  Room 5.172  32 Smith Square  GB - LONDON SW19 3EU  Tél. + 44-(0)20-79 73 19 29  Fax + 44-(0)20 79 73 18 95  Email: <a href="mailto:aiace-uk@ec.europa.eu">aiace-uk@ec.europa.eu</a></p>	<p><b>£ 22</b>  by cheque payable to  AIACE – UK Branch  sent to Geoffrey Cullington, Treasurer,  8 Storey’s Gate – GB-London, SW1P 3AT</p>
<b>AIACE International</b>	<p><b><u>Only for pensioners living in countries which do not have a national branch</u></b></p>	<p><b>EUR 25</b> to the account of AIACE Int.  Banque FORTIS n° 210-0375533-01  14, place de Luxembourg-B-1050  Bruxelles  IBAN: BE43 2100 3755 3301  BIC: GEBABEBB</p>

➤ **11.1.12. Application form**

To join the Association, simply apply to the relevant branch(es). Application forms can be obtained from the International Secretariat of the AIACE.

**11.2. SFPE: ASSOCIATION OF SENIORS OF THE EUROPEAN PUBLIC SERVICE (formerly the AFPE)**

### ➤ 11.2.1. Definition – Organisation

On 3 October 2008, the Association of Seniors of the European Civil Service (SFPE) was set up as a non-profit-making association ('ASBL' under Belgian law), free from any political, trade union or confessional bias. Because it receives no subsidies and little logistical support it is independent of the Commission and the European institutions.

It is a pluralist association: all socio-economic, (democratic) political, philosophical and religious viewpoints and all nationalities are allowed within the association. In particular, members of the association can be members of a professional organisation and/or a union.

SFPE Asbl is administered, as required by law, by a board elected by the general meeting (written procedure), with a mandate of two years.

The SFPE statutes can be consulted on Intracomm.

### ➤ 11.2.2. Aims and objectives

The aim of the SFPE is to defend the interests of retired European officials and help improve their material and moral well-being.

Its main objective is to defend pensioners' established rights: pensions, method of adjusting salaries to take account of the cost of living, sickness insurance scheme, allowances etc.

The Staff Regulations of officials of the institutions says very little about "post-active officials", even though there are more than 15 500 of them.

Retired staff are not involved in negotiations either during normal periods of operation or during periods of crisis. This will not change while no change to the composition of the Staff Committee is possible (Annex II of the Staff Regulations of Officials of the EC). A maximum of one observer is allowed in important joint committees.

To be represented and informed as of now, the SFPE is inviting seniors who are still active but nearing retirement and who wish to defend their future interests to join the Association and serve on the board (new statutes since December 2007).

The trade unions and staff associations are not interested enough in pensioners: they don't vote in Staff Committee elections.

Besides pensions, financial and social issues, there is also the question of the sickness insurance scheme, which spends 50% of its budget on pensioners even though they don't have voting rights on the JSIS Management Committee, which is supposed to be a joint committee!

Pensioners are, however, still officials: "post-active" officials, as the Commission puts it.

The SFPE's essential aim is therefore clear; it is an ambitious one: pensioners must be represented fairly, with voting and speaking rights, in the various joint committees and negotiating groups.

The SFPE is an active member of the AGE European platform, which brings together various national and international pensioners' organisations, and which is recognised and supported by the Commission.

### ➤ 11.2.3. Becoming a member

You can become a member of the SFPE by completing the application form attached and paying the annual subscription of EUR 20. Membership entitles you:

- to receive the *Note aux membres de la SFPE* (SFPE Members' Bulletin) five times per year and other newsflashes. The Bulletin aims to provide information to members as quickly as possible on issues which may be of interest to them (pensions, sickness insurance, new legislation at national or European level, parliamentary questions, judgments of the Court of Justice, etc.);
- to contact the secretariat of the SFPE on any weekday to request help, information, administrative support, etc.

➤ **11.2.4. Contact details**

SFPE – SEPS - Council of the European Union  
Rue de la Loi, 175 (Office 0240 CG 39)  
B-1048 BRUSSELS

**Fax:** +32 (0)2 281 83 78

**Telephone:** +32 (0)2 281 92 07

**GSM:** +32 (0)475 47 24 70

**E-mail:** [sfpe.seps@numericable.be](mailto:sfpe.seps@numericable.be)

➤ **11.2.5. Application form**

To obtain a copy of the SFPE membership application form, please contact the numbers above.

## For more information

### Via My IntraComm

If you are a pensioner, please replace the first part of each link (<http://myintracomm.ec.europa.eu>) with <https://myintracomm-ext.ec.europa.eu>

For example, for the sliding scale of family allowances:

**Link for staff in active employment:**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/rights/allowances/Pages/index.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/rights/allowances/Pages/index.aspx)

**Link for pensioners:**

[https://myintracomm-ext.ec.europa.eu/hr\\_admin/en/rights/allowances/Pages/index.aspx](https://myintracomm-ext.ec.europa.eu/hr_admin/en/rights/allowances/Pages/index.aspx)

**Retirement pension:**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/pension/retirement/Pages/regimes.aspx#1](http://myintracomm.ec.europa.eu/hr_admin/en/pension/retirement/Pages/regimes.aspx#1)

**Invalidity allowance:**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/pension/retirement/Pages/regimes.aspx#2](http://myintracomm.ec.europa.eu/hr_admin/en/pension/retirement/Pages/regimes.aspx#2)

**Orphan's pension:**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/pension/retirement/Pages/claim.aspx#3](http://myintracomm.ec.europa.eu/hr_admin/en/pension/retirement/Pages/claim.aspx#3)

**Severance grant:**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/pension/Pages/sever.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/pension/Pages/sever.aspx)

**Unemployment allowance:**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/pension/Pages/unemployment.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/pension/Pages/unemployment.aspx)

**Transfer of pension rights:**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/pension/transfer/Pages/index.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/pension/transfer/Pages/index.aspx)

**Declaration of activities after leaving the Commission (Article 16 of the Staff**

**Regulations):**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/ethics/obligations/Pages/after\\_leaving.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/ethics/obligations/Pages/after_leaving.aspx)

**Moving (formalities and forms):**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/rights/arrival\\_departure/Pages/removal.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/rights/arrival_departure/Pages/removal.aspx)

**Application for resettlement allowance:**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/rights/arrival\\_departure/Pages/reinstalment.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/rights/arrival_departure/Pages/reinstalment.aspx)

**Form for declaring travel expenses on termination of service:**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/rights/arrival\\_departure/Pages/travel.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/rights/arrival_departure/Pages/travel.aspx)

**Bank identification datasheet:**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/pension/retirement/Pages/claim.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/pension/retirement/Pages/claim.aspx)

**Change of place of origin:**

[http://myintracomm.ec.europa.eu/hr\\_admin/en/rights/arrival\\_departure/Pages/recruitment.aspx#3](http://myintracomm.ec.europa.eu/hr_admin/en/rights/arrival_departure/Pages/recruitment.aspx#3)

Or call...



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