



EUROPEAN
COMMISSION

Brussels, 5.3.2015
C(2015) 1423 final

ANNEX 14

ANNEX

MISSION ORDER

to the

COMMISSION DECISION

**on the Internal Rules on the implementation of the general budget of the
European Union (European Commission section) for the attention of the
Commission departments**

ANNEX

MISSION ORDER

MISSIONS		PERSON SIGNING THE MISSION ORDER ¹ ²	CAN BE SUBDELEGATED TO
WHERE	BY WHOM		
WITHIN THE EUROPEAN UNION	Heads of Cabinet and officials and other servants working in Members' private offices (cabinets)	Director of Coordination and Administration for the Cabinet of the President, Heads of Cabinet for the other Cabinets	---
	Secretary-General, Directors-General, Heads of Service and officials and other servants working in their administrative unit	Secretary-General Directors-General / Heads of Service ³	Deputy Directors-General, Directors and Heads of Unit for missions of officials and other servants assigned to their administrative units
	Drivers (apart from drivers at the Representation offices) (⁴)	a) Director of Coordination and Administration for the Cabinet of the President, Heads of Cabinet for the other Cabinets; b) Directors of OIB and OIL; and c) The Director-General of the DG for which the transport is provided, if the number of persons transported is less than three (⁵)	a) Cannot be subdelegated b) The appointing authority; c) One or more officials in the requesting DG at the level mentioned in Article 7(4);
	Interpreters	Director-General of SCIC	One or more officials in SCIC at the level mentioned in Article 7(4)

¹ Including authorisation to apply for reimbursement of extra hotel and taxi expenses.

² Mission orders authorise staff to travel outside their place of employment for the requirements of the service. See Commission Decision of 18 November 2008 - General implementing provisions adopting the guide to missions for officials and other servants of the European Commission (C(2008) 6215 final).

³ In the case of the IAS, Director of Directorate A.

⁴ The mission expenses of drivers for transport provided for a Member's private office (cabinet) will be charged to that office's budget. Mission expenses resulting from transport services provided at the request of a DG are borne by that DG if there are fewer than three passengers. Drivers' mission expenses are borne by OIB/OIL if there are more than three passengers and the driver is from the pool. See Commission Decision on Internal provisions governing the organisation of the Commission's transport service (C(2011) 4904).

⁵ In this case, mission orders covered by a DG other than that of the driver concerned should be signed by:
– the immediate superior of the driver at OIB/OIL;
– the authorising officer in the DG which is responsible for the mission.
(See point 1.1 of mission guide referred to above.)

WITHIN, OUTSIDE OR TO THE EUROPEAN UNION	The chairmen of the Central Staff Committee and the Local Staff Committees, the members of these Committees and the officials assigned to and entrusted with a mandate by these committees	Director-General of DG HR	Chairman and Deputy Chairman of the Central Staff Committee
OUTSIDE THE EUROPEAN UNION	<p>Heads of Cabinet and officials and other servants working in Members' private offices (cabinets)</p> <p>Secretary-General, Directors-General, Heads of Service and officials and other servants working in their administrative unit</p>	<p>Director of Coordination and Administration for the Cabinet of the President, Heads of Cabinet for the other Cabinets</p> <p>Secretary-General Directors-General / Heads of Service⁶</p>	<p>---</p> <p>Deputy Directors-General and Directors for missions of officials and other servants assigned to their administrative units</p>

⁶ In the case of the IAS, Director of Directorate A.