



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY AND TRANSPORT

Director-General

Brussels, **27 AOUT 2007**
DG TREN/GSH D(2007) 318995

NOTE TO INSPECTORS IN DG TREN

On 29 March and 18 July 2007, I had informed you on the implementation of the new flexitime rules in DG TREN and the fact that we had launched intensive discussions with staff representatives, the Local Staff Committee, the Central Staff Committee and DG ADMIN on specific rules applicable to inspectors who are obliged, given the nature of their tasks, to frequently work outside the standard working hours as specified in the new "Guide to Flexitime".

I am pleased to inform you that DG ADMIN, having consulted the Central Staff Committee, finally agreed on the proposed DG TREN specific rules, subject to a few modifications.

Please find enclosed the agreed specific rules for accounting for time spent working and travelling under Sysper2 - TIM (Annex 1) which are complemented by a decision on granting (in duly justified cases) a special leave to compensate for working or travel hours during the weekend, public holidays or during the night (Annex 2).

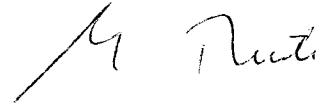
The application of flexitime needs to go hand in hand with detailed reporting and monitoring based on a clear identification of the periods taken into account. Flexitime and flat rates are mutually exclusive. For the application of the specific rules and the decision on special leave, "real working hours" and "real travel time" need to be identified on an individual basis; the times to be entered into the accounting system Sysper2 – TIM are the times justified in the mission order and the subsequent *décompte des frais de mission* (i.e. time spent on the place of the mission for service-related reasons (including times of stand-by and local transfers at the place of mission) and time spent on travelling to and returning from the place of mission (including the time necessary for going to and returning from the train station or the airport¹)). Additional (inactive) time spent on the place of mission in order to benefit from lower air transport fares does not constitute working time².

¹ No particular justification is needed where 30 minutes are added to the departure and arrival times for journeys by train and two hours before planned take-off for journeys by air.

² Inspectors cannot be forced to spend such additional (inactive) time on the place of mission for the sole purpose of reducing the costs of the mission.

Based on generally accepted rules and the directive on working hours, every inspector is entitled to a minimum daily rest period of 11 consecutive hours per 24-hour period; per each seven-day period, every inspector is entitled to a minimum 24 hours uninterrupted rest period.

The specific rules and the decision on special leave will **enter into force on 1 October 2007**. Both texts will be reviewed after an initial period of application of 6 months in the light of the practical experience gained.

A handwritten signature in black ink, appearing to read 'M Ruete', is positioned above the printed name.

Matthias RUETE

c.c.: D. Ristori, A. Bonucci, C. Waeterloos, C. Cleutinx, M. Jager