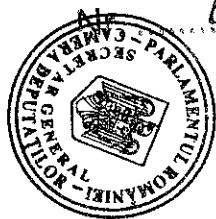
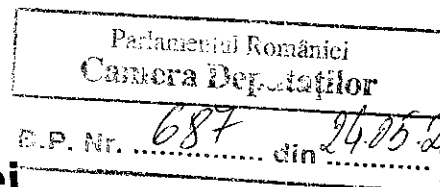


APROBAT

În ședința Biroului permanent al
Camerei Deputaților
din data de 24.05.2013



NR. REF. M. 73



Parlamentul României
Camera Deputaților
Cabinet secretar general

București,
Nr. 51/

MEMORANDUM INTERN

De la: Domnul Cristian Adrian Panciu, Secretar general al Camerei Deputaților

Către: Biroul Permanent al Camerei Deputaților

Tema: Participarea la Misiunea pre-electorală a APCE de observare a alegerilor parlamentare din Albania (Tirana, 10 – 11 iunie 2013)

În perioada 10 – 11 iunie 2013, la Tirana, va avea loc Misiunea pre-electorală de observare a alegerilor parlamentare din Albania (23 iunie 2013), la care au fost invitați să participe câte un membru desemnat de fiecare grup politic al Adunării Parlamentare a Consiliului Europei (APCE) în Comisia ad-hoc a APCE pentru monitorizarea alegerilor din Albania. Din partea grupului ALDE a fost desemnată doamna deputată **Alina Ștefania GORGHIU (PNL)**.

Toate cheltuielile legate de această deplasare - diurna, cazarea, inclusiv asigurarea de călătorie - sunt suportate de organizatori. Menționăm că, cheltuielile de transport vor fi angajate din bugetul Camerei Deputaților și rambursate după întoarcerea din deplasare.

Acțiunea are caracter parlamentar conform art. 3, litera g) din HBP nr. 1/2003 cu modificările și completările din HBP nr. 5/2007.

Propunem:

- să se aprobe participarea doamnei deputate Alina Ștefania Gorghiu la această acțiune;
- deplasarea să se efectueze cu autoturismul personal pe ruta București-Tirana și retur, cu plecare în data de 09.06.2013 și întoarcere în data de 12.06.2013, conform solicitării doamnei deputate;
- să se acorde o sumă fixă de 50 de euro conform art.29, alin. c, din HBP 1/2003 modificată și completată.
- decontarea cheltuielilor să se facă la întoarcerea în țară, pe baza documentelor justificative.

Secretar general,

Cristian Adrian Panciu



PARLAMENTUL ROMÂNIEI

PARLIAMENT OF ROMANIA *PARLEMENT DE LA ROUMANIE*

Delegația la Adunarea Parlamentară a Consiliului Europei

Delegation to the Parliamentary Assembly of the Council of Europe

Délégation à l'Assemblée Parlementaire du Conseil de l'Europe

Prin prezenta, confirm participarea doamnei deputate Alina Gorghiu, membră a Delegației Parlamentului României la Adunarea Parlamentară a Consiliului Europei, la misiunea pre-electorală a APCE de observare a alegerilor parlamentare din Albania, care va avea loc în perioada 9-12 iunie 2013, la Tirana.

Ionuț Strbe

Șeful Delegației Parlamentului României la APCE



Parlamentul României Camera Deputaților

Grupul parlamentar al PNL

**Către: Direcția pentru cooperare parlamentară internațională
multilaterală**

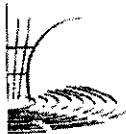
Prin prezenta, confirm acordul pentru participarea doamnei deputate **Alina Ștefania GORGHIU**, membră a Delegației Parlamentului României la Adunarea Parlamentară a Consiliului Europei (APCE), la Misiunea pre-electorală a APCE de observare a alegerilor parlamentare din Albania, cu plecare în data de 9 iunie 2013 și întoarcere în data de 12 iunie 2013.

**Până la data de 3 iunie 2013, în funcție de agenda de lucru,
Grupul PNL își rezervă dreptul de a anula participarea.**


Andrei Dominic GEREĂ

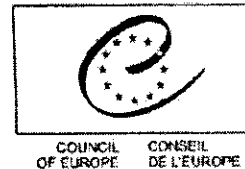
Lider Grup PNL





Parliamentary Assembly
Assemblée parlementaire

<http://assembly.coe.int>



COUNCIL OF EUROPE
CONSEIL DE L'EUROPE

General Services Directorate
Direction des Services généraux

Strasbourg, 15 May 2013

Dear Mrs Gorghiu,

I recall that the Bureau of the Parliamentary Assembly decided to set up an Ad Hoc Committee, composed of 30 members from the different political groups in the Assembly in accordance with D'Hondt system, as well as the two co-rapporteurs of the Monitoring Committee, to observe the parliamentary elections in Albania, which are scheduled to take place on 23 June 2013. Furthermore, the Bureau appointed Mr Luca Volontè (Italy, EPP/CD) as chairperson of the ad hoc committee, and agreed to send a pre-electoral mission to Albania, composed of 5 members, one from each political group in the Assembly as well as the two co-rapporteurs of the ad hoc committee.

It has been agreed that the pre-electoral mission will take place from Monday 10 to Tuesday 11 June 2013 (travel dates 9 and 11 June 2013). The draft programme will be sent to you shortly.

I am pleased to confirm that the Alliance of Liberals and Democrats for Europe (ALDE) of the Assembly has appointed you as its representative on the pre-election mission.

A block reservation has been made by the Secretariat at the **Hotel Rogner**, Tirana, Albania. The negotiated rate is 115€ per night including breakfast, free WiFi and 20% VAT (excluding 3% city tax).

The Council of Europe will reimburse your travel and subsistence expenses in accordance with the attached memorandum (see paragraph 9). Specific travel related risks are covered by an insurance policy with the insurers CHARTIS (Policy n° 2.004.761). A telephone helpline is available in case of emergency (+ 32 3 253 69 16). The said insurance will cover specific risks related to travel and stay (including medical costs related to unforeseen illness or accident, repatriation, death, cancellation of journey or flight, theft or loss of personal possessions). The insurance policy does not cover persons over 75 years of age.

Please note that all members who require a visa to enter Albania are requested to apply for one at the consular representation of Albania in their country.

Secretariat support for the mission will be provided by Mr Bogdan Torcatoriu, Administrator, Interparliamentary Co-operation and Election Observation Division (tel. +33388 41 32 82, e-mail: bogdan.torcatoriu@coe.int), and Mr Franck Daeschler (Tel +33 390 21 50 22, e-mail elections.pace@coe.int).

Should you require any additional information concerning this mission, I would be grateful if you could contact them directly.

Yours sincerely,

Horst Schade
Director

Mrs Alina Ștefania Gorghiu
Camera Deputatilor
Bucuresti - Romania



AIDE-MEMOIRE

January 2013

concerning the reimbursement of travel and subsistence expenses of the members of the Parliamentary Assembly at the charge of Council of Europe budgets

I. GENERAL PROVISIONS

1. Travelling expenses shall be reimbursed and daily subsistence allowances paid in accordance with the present aide-mémoire.
2. In unavoidable special cases, or in particular circumstances, the Secretary General of the Assembly may waive one or more of the provisions of the present aide-mémoire on the basis of a claim showing good reason and accompanied by evidence of the expenditure actually incurred. Any additional reimbursement in such cases may not exceed that provided for below by more than 20 %.

II. MEANS OF TRANSPORT AND TRAVELLING EXPENSES

3. Members of the Parliamentary Assembly shall be entitled, as provided for below, to reimbursement of travel expenses incurred in travelling between their place of residence and the place of the meeting.
4. If, for personal or professional reasons, members of the Parliamentary Assembly travel to or from a place further away from the meeting place than their place of residence, the refund shall be restricted to the amount of expenses they would have incurred in travelling to or from their place of residence. If however members of the Parliamentary Assembly travel from or to a place closer than their place of residence, the refund shall be restricted to expenditure actually incurred, as provided for in this aide-mémoire.
5. Travel expenses shall not be reimbursed more than once per meeting.
6. The amount of refund shall not exceed the fare for the normal route, as determined by the Secretariat according to the means of transport authorised, irrespective of the manner in which the member of the Parliamentary Assembly actually travels. In no case may reimbursement exceed the expenditure actually incurred. Members of the Parliamentary Assembly shall be required to declare any reductions from which they may have benefited.
7. *All claims for reimbursement of travel expenses for all means of transport must be accompanied by a documentary evidence of the sum actually paid (invoice, copy of credit card slip, etc.). If an invoice is provided, this must be the original document issued by the travel agency or airline that issued the ticket. If an electronic ticket is purchased, a confirmation of the online booking giving the total cost of the ticket must be provided, along with proof of payment (invoice, credit card slip, monthly or internet bank statement).*

8. Rail travel

The reimbursement of the first class rail fare is authorised.
Where the duration of the journey is longer than 6 hours between 10 p.m. and 7 a.m., the cost of a 1st class single-berth sleeper may be reimbursed.

9. Air travel

Air travel is reimbursed on the basis of the fare in the most economical class (tourist class or equivalent) on the normal route, irrespective of the class and route actually used.

Excess baggage charges are not refundable unless justified on grounds of official requirements.

The President of the Assembly may be reimbursed on the basis of the first class air fare should travel be effected in this class.

10. **Sea travel**

The reimbursement of travel by sea shall not exceed the amount of the air fare as defined in paragraph 9 above.

11. **Travel by private car**

Members of the Parliamentary Assembly travelling by car shall be refunded a lump sum based on the first class rail fare, excluding any supplements and without taking into account any other expenditure occasioned by the use of a car.

However, members of the Parliamentary Assembly travelling by private car to attend an activity that takes place less than 400 km from their usual place of residence shall be entitled to a mileage allowance determined annually by the Committee of Ministers and calculated on the basis of the shortest route they can be reasonably expected to take, excluding any supplements and without taking into account any other expenditure occasioned by the use of a car.

If two or more members of the Parliamentary Assembly entitled to claim expenses use the same car, a refund shall be made only to the person in charge of the vehicle, with an increase of 10 % for the first passenger and 8 % for each additional passenger.

Members of the Parliamentary Assembly travelling by car do so at their own risk. The Council of Europe disclaims all liability in respect of any accident that may occur during the journey.

Transit fares in connection with changing from one means of transport to another and fares paid for travel between home or meeting place and railway station or airport will be reimbursed on the basis of the amount of the fare of the existing public means of transport.

III. DAILY ALLOWANCES

13. During the mission, members of the Parliamentary Assembly shall be entitled to receive an allowance at a daily rate determined annually by the Committee of Ministers (*the rate in force as from 1 January 2013 is 269 euros*). This rate is the same wherever the meeting takes place.

14. This allowance shall be deemed to cover all expenditure incurred by members of the Parliamentary Assembly in attending meetings, except for the travel expenses provided for above.

15. The duration of the period conferring entitlement to the allowance shall be determined as follows:

a. the subsistence allowance is payable for each 24-hour period within the duration of a mission. Part-days totalling 12 hours give entitlement to the full allowance and parts totaling between 6 and 12 hours to half the allowance; parts totaling less than 6 hours give no entitlement;

b. the duration of a mission is calculated according to the day and hour of departure from and return to the usual place of residence.

IV. SICKNESS AND ACCIDENT

16. Specific travel related risks are covered by a **CHARTIS** insurance policy (number **2.004.761**), which provides cover for persons up to their 76th birthday. The following help line **CHARTIS Assistance 24 hours** can be called in case of need: **(32) 3 253 69 16**. Damages caused by the insured parties when using motor cars or vehicles or any other form of overland transport are not covered by this insurance policy.

V. REIMBURSEMENT

17. The expenses referred to above shall be refunded upon submission of a claim certified true and correct by the member of the Parliamentary Assembly, according to the reimbursement form to which vouchers (or copies) required in paragraph 7 must be appended.



55a/1030/22.05.2013

Parlamentul României Camera Deputaților

București,

**În atenția doamnei directoare Irina Stupar
Direcția pentru cooperare parlamentară internațională
multilaterală**

Stimată doamnă directoare,

Vă rog să aveți amabilitatea de a dispune măsurile necesare pentru ca participarea mea la Misiunea pre-electorală a APCE de observare a alegerilor parlamentare din Albania, din perioada 9 – 12 iunie 2013, să se facă cu autoturismul personal cu respectarea reglementărilor în vigoare, astfel încât sosirea la Tirana să aibă loc în data de 9 iunie a.c., iar plecarea spre București să aibă loc în data de 12 iunie a.c.

Cu deosebită considerație,

Alina Ștefania GORGHIU, deputat