



## ENTRY INTO SERVICE – INFORMATION NOTE ABOUT SOME RIGHTS

### I) DETERMINATION OF PLACE OF ORIGIN

The place of origin, mentioned in Article 7, point 3, paragraph 1 of Annex VII to the Staff Regulations, is used to determine certain individual rights of an official (annual travel expenses, travel time, travel and removal expenses on termination of employment).

More information can be found on the intranet site: (Intracomm – The Administration and me – Personnel and Administration – Pay & Pension – Fixing rights: arrival/departure” or [http://myintracomm.ec.europa.eu/hr\\_admin/en/rights/arrival\\_departure/Pages/index.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/rights/arrival_departure/Pages/index.aspx) ).

The criteria for determining your centre of interests are set out in the following extract from the relevant general implementing provisions for **Article 7, point 3 of Annex VII to the Staff Regulations**:

1. When an official takes up his appointment, his place of origin shall be assumed to be the place where he was recruited. If the official so requests within one year after he takes up his appointment and on production of the appropriate documentary evidence, his centre of interests shall be determined as his place of origin, if his centre of interests is not the same as his place of recruitment.

2. For the purpose of this decision:

- “place of recruitment” means the place where the official was habitually resident at the time of recruitment. Places of temporary residence, e.g. for the purpose of study, military service, training periods or holidays shall not be regarded as places of habitual residence;

- “centre of interests” means the place where an official **retains**:

a) his main family ties which, barring duly substantiated exceptions, and at the choice of the official, means:

1. - mother and father or either parent; failing that grandparents, or one grandparent; failing that parents-in-law or one of them; failing that brothers and sisters; or - children, or one or more of them; or

2. - the marital home, on two conditions:

• that it has been their joint permanent residence prior to the entry into service into a Community institution of the first of the two spouses, as an official or temporary agent, and

• that it constitutes an immovable property to which they have, or one of them has, ownership;

b) heritable interests constituted by immovable property in the form of buildings or parts thereof;

c) essential civic interests, both active and passive.

If all three criteria referred to in a), b) and c) are not fulfilled by the same place, the official’s centre of interests shall be taken as the place where at least two of the three criteria are met or failing that the place where the official retains his main family ties, confined in this instance to the official’s father, mother or children.

3. If an official’s centre of interests cannot be established by means of the criteria listed in the second indent of paragraph 2, his place of recruitment shall be determined as his place of origin.

4. If an official moves from one Community institution to another, his place of origin shall continue to be that determined by the former institution.

Please note that **the supporting documents required when changing the place of origin** in accordance with the criteria mentioned above under point 2 are:

(a)

1. Certificate of residence (for UK and Ireland a letter from a bank or similar institution confirming the address will suffice), + a copy of a recent utility bill, e.g. electricity (Both documents should be in parents' name or, failing that, grandparents' name, etc.)

2. Certificate of joint residence + copy of notary deed + bill relating to immovable property.

(b)

Copy of land registry certificate or notary deed + recent bill relating to immovable property in the form of buildings or parts thereof (both in official's name);

(c)

Copy of official's election card or the electoral register confirming registration to vote.

## II) DECLARATION OF EDUCATION

See the following link for general information on the education allowance :  
[http://myintracomm.ec.europa.eu/hr\\_admin/en/rights/allowances/Pages/school.aspx](http://myintracomm.ec.europa.eu/hr_admin/en/rights/allowances/Pages/school.aspx)

### 1. Do I need to make an education declaration in SYSPER2?

If your child is less than 6 years old on 1 September and attends nursery school you do not need to make a declaration, as the pre-school allowance is granted automatically from birth until the child begins primary school.

If your child attends nursery school and is 6 years old or more on 1 September (but not more than 8 years old): as your child is not starting primary school in the year in which he or she reaches the age of 6, you must apply in writing to PMO for the pre-school allowance to continue to be paid, and provide a certificate issued by the nursery school attended.

You must make an education declaration in SYSPER2 each year if:

– Your child is aged between 18 and 26 and is in full-time education (including at a European School) or is engaged in a period of work experience or paid vocational training, or your child has taken a break from or has finished his or her studies and you have not yet informed PMO.

– Your child attends a European School in Brussels and uses the school transport service. You must declare this in SYSPER2 so that PMO can make a direct payment to the Parents' Association for the service on your behalf. If you do not do this, you are liable to be invoiced for the service by the Parents' Association (a cost of more than 1000€per child per year).

– You have a child under 18 who is currently attending a fee-paying primary or secondary school and you want to submit a claim for reimbursement of fees and for private or public transport or for the school bus.

– You have a child under 18 who is currently attending a non fee-paying primary or secondary school and you want to submit a claim for reimbursement of the cost of private or public transport or for the school bus.

### 2. How should I proceed if I need to make an education declaration?

Before beginning your online declaration please read the attached guide 'How to enter a declaration in 10 points' and follow the instructions. You should complete an online education declaration for your child each school year via the following address:

<http://www.cc.cec/SYSPER2>

The system will indicate which, if any, supporting documents you need to provide and you will be required to attach scanned copies of these documents to your online declaration. Incomplete online declarations will not be dealt with. Please note that you are required to keep the original supporting documents for a period of 5 years in case there should be a subsequent audit of your file. On the basis of your online declaration PMO will examine your declaration(s) in order to calculate your entitlements.

### **III) ALLOWANCES RECEIVED FOR DEPENDENT CHILDREN FROM OTHER SOURCES**

**If your spouse<sup>1</sup> is gainfully employed (salaried employee) or unemployed in Belgium** and you have children, your spouse is entitled to national family allowances which take priority. Any person who has been in paid employment and becomes unemployed, falls sick or retires continues to be regarded as "salaried" for the purpose of family allowances under Belgian law.

**If your spouse<sup>2</sup> is gainfully employed (salaried employee) or unemployed in another country** and your children live with your spouse, your spouse may be entitled to family allowances.

The Staff Regulations include rules to prevent overlapping with family allowances from any other source (Articles 67(2) and 68(2)), which the staff concerned are required to declare to the administration so that they can be deducted from the Community entitlements.

[http://www.cc.cec/pers\\_admin/rights/allowances/other\\_en.html](http://www.cc.cec/pers_admin/rights/allowances/other_en.html)

Any spouse who is entitled to national family allowances must claim them by making an application to the national family allowance fund through his or her employer.

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<sup>1</sup> Belgium has extended the concept of spouse to the other parent, whether he or she is single, separated, divorced or deceased.

<sup>2</sup> For another country: within the meaning of national legislation.

# ACKNOWLEDGMENT OF RECEIPT

I, the undersigned, declare that I have taken note of the provisions relating to the **RIGHTS** of a European official/agent (in particular for the determination of place of origin, the declaration of education in SYSPER 2 and the dependent child allowances received from other sources).

Family name, first name:.....

Staff number : .....

Date :.....

Signature :.....