

University Council

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Subject

Response to letter EB expenses

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Page

1/3

Enclosure

Declaratieregeling CvB-leden NL
Universiteiten

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Dear members of the University Council,

Thank you for your letter describing your Council's concerns arising from Erasmus Magazine's publication on the declarations made by Executive Board (EB) members, during the calendar year 2019. It is commendable that your council is interested in discussing privilege, accountability and ethics in the framework of the university.

For your general information, please note that members of the EB of Erasmus University are appointed by the Supervisory Board (SB). Their terms of appointment are agreed with the SB board. The terms and conditions of the CAO NL Universities do not apply to the employment contracts of the members of the Executive Board. The members of the EB are remunerated according to the WNT (Wet normering topinkomens).

Below, we will go into your questions and remarks.

The process of reporting and accepting expenses

In general, the process is as follows:

- The Ministry of Education, Culture & Science determine the level of the annual salary of EB members (WNT).
- The Department of Finance (EUR) monitors and controls payment to EB members and ensure that their annual salaries do not exceed the WNT norm.
- The accountant controls the findings of our financial department (including WNT compliance), on an annual basis.

In the course of carrying out their work for the University, EB members incur costs which they may declare and receive recompense for. The principles described in the articles of the Regulation for Declaring Expenses for the EB members of the Dutch Universities (Declaratieregeling CvB-Leden Nederlandse Universiteiten) form the basis for their declarations. The core of this Regulation is to uphold transparency and efficient use of funds from the public purse.

The Regulation describes the following four types of costs which may be declared by EB members.

1. Representation costs - The standard monthly allowance (€541.96) as stipulated in the Declaratieregeling CvB-leden NL Universiteiten. (attached)
2. Domestic travel and lodging costs.
3. International travel and lodging costs.
4. Other costs which include eventual training for CvB members e.g. media training, coaching, courses etc. as well as the costs for computer software and hardware, mobile telephone etc.

Control mechanism for EB -declarations

EB members submit the costs they are entitled to declare, via the regular declaration form in the portal. Both internal and external control mechanisms are in place

Internal controls:

- President EB checked such declarations from Rector and member EB, Secretary checks declarations of President EB.

NB! The current situation is that Secretary checks the declarations of ALL EB members.

- The declarations are then checked again and validated for reimbursement by the EUR Finance department.

External Controls:

- Individual EB members receive permission from the SB before incurring costs associated with International travel, training etc.
- The EB receives an overview of all declarations 2 x per year. This overview is shared with the SB.
- The accountant performs an annual check on EB declarations.

We believe these mechanisms ensure that the proper rules and guidelines are followed when it comes to expenses.

Definition of representation costs and possibilities for exceeding the monthly allowance according to VSNU regulations

According to the Regulation for Declaring Expenses for the Executive Board members of the Dutch Universities, Representation Costs include:

- Rental or hire of clothing or footwear of other personal attributes.
- Adjustments (for work purposes) to the interior of own home.
- Personal care.
- Personal contributions and membership fees.
- The costs of small work-related gatherings in own home.
- The costs personal lunches, dinners and other consumptions and gifts.

EB members receive a standard monthly allowance of €541.96 towards covering these costs.

Concerning exceeding the cap by previous EB-members

Kristel Baele entered service under other directives. Namely that the amount of her representation allowance was laid down in her

employment contract and was resultant of negotiation between SB and Kristel Baele. The EUR contract would have been breached if her allowance here was brought into line with the VSNU standard, which came into being after she was appointed. Rutger Engels and Roelien Ritsema van Eck did not receive more than the prescribed (€541.96) maximum standard compensation in accordance with the VSNU regulation.

Domestic travel by taxi

Domestic travel and lodging costs, as described in the Regulation for Declaring Expenses for the EB members of the Dutch Universities include costs incurred as follows:

Cost of travel by public transport, taxi, company car or lease car. (See Article 2.2 of the Regulation)

Only costs associated with transport for work related activities may be declared. Traveling from home to an external work meeting (or back) does, thus, not constitute 'commuting'. Especially in cases where business meetings take place across the country and during both day and night, the transport to and from these meetings classifies as domestic travel as described in the regulation.

Publishing and transparency

We will take your suggestions into account when preparing the annual report 2020. With regard to the quarterly publication of expenses, we will discuss with the SB if the overview they receive can be shared with the EUR community, or with the University Council.

Your sincerely,

The Executive Board of the Erasmus University Rotterdam,



Prof. dr. H. Brinksma

Chair of the Executive Board