



**POLITECNICO
DI TORINO**

**REGULATIONS FOR WORK MISSIONS AND TRANSFER
ASSIGNMENTS**

Rector's Decree No. 670 issued on 6 December 2016 in force as from 1 January 2017

Article 1

(Definitions)

1. "Work mission" means the performance of an institutional activity in the interests of Politecnico di Torino (hereinafter the University), by staff with an open-ended or fixed-term employment contract in a location that is not the customary place of employment, in Italy or abroad.
2. "Transfer assignment" means the performance of a work or training activity in the interests of the University by individuals other than those referred to in point 1 within the scope of a formal contract with the University, in a location that is not the customary place of work, in Italy or abroad.
3. Journeys undertaken by the individuals referred to in points 1 and 2 to other University sites within or outside the city are not classified as work missions or transfer assignments.
4. "Reimbursement of expenses" means the refunding of costs incurred for the work mission or transfer assignment, within the limits and according to the rules established by these Regulations.

Article 2

(Subjective scope of application)

1. Work missions may be carried out by University staff with an open-ended or fixed-term employment contract.
2. Transfer assignments may be carried out by:
 - a) employees of other universities, including universities abroad, and of other authorities, public or private bodies, enterprises;
 - b) PhD students, scholarship and fellowship holders;
 - c) external service providers, when the payment agreed upon is not already inclusive of any costs incurred to carry out the assignment;
 - d) any individuals included in research and mobility programmes and projects funded by external bodies;
 - e) members of selection boards who come to the University for competitions;
 - f) any individuals, including students, officially appointed to carry out an activity in the interests of the University.
3. These Regulations also apply to teaching staff on leave and temporary staff who, pursuant to the applicable national legislation and the University's internal regulations, may have access to or use research funding provided the work missions are related to the same research and provided the place where the work mission is performed is not the usual place of work.
4. Individuals accompanying disabled persons are entitled to the same reimbursement of expenses as the person going on the work mission or transfer assignment. The accompanying person's supporting documents must be made out in his or her own name.

Article 3

(Work mission authorisation)

1. For the individuals referred to in articles 1 and 2, authorisation must be requested by the person concerned. The specific authorisation document will be issued following verification of availability of the necessary funds.
2. Authorisation will be granted by the heads of the organisational units as defined in the by-laws and in the University's organisational chart.
3. For work missions using earmarked funds, authorisation must also be obtained from the fund manager.
4. For work missions to be charged to the budget of another organisational unit, authorisation must be granted by the head of that organisational unit (subject to allocation of the necessary resources).

5. Work missions undertaken by the Rector, Pro-Rector, Vice Rectors, General Manager, Department Heads, the Head of the PhD School and of the Master's Degree School as part of their institutional duties, do not require prior authorisation. Such individuals are only required to complete and sign the authorisation form to obtain approval of expense coverage.

6. The authorisation document must contain information about the individual, where he or she is normally based, the purpose of the work mission, its duration, the location, the means of transport that will be used and the funds that will be used to cover the expenses, and all the relevant information for taking out insurance cover.

7. In the case of missions which involve specific safety or security risks, the head of the respective organisational unit must make sure that the individual receives all the necessary training and information about such risks and about the preventive and protective measures to be implemented in relation to the specific activity for which the work mission has been approved.

Article 4

(Transfer assignment authorisation)

1. Individuals who have entered into a formal contract with the University other than a contract of employment may be appointed to carry out the activities to which that contract refers at a site other than the one agreed upon in the contract.

2. The reimbursement of expenses incurred by the individuals referred to in art. 2(2)(c) must be specifically provided for in the contract entered into with the University.

3. Authorisation for the transfer assignment must be granted in advance by means of a formal document, following verification of availability of the necessary funds.

4. The appointing authority is the head of the structure where the individual carries out his or her activity and the representative named in the contract. For transfer assignments using earmarked funds, the fund manager also acts as an appointing authority.

5. The transfer assignment authorisation document must contain all the information referred to in article 3(6) of these Regulations, insofar as such information is relevant.

6. For transfer assignments to be charged to the budget of another organisational unit, authorisation must be granted by the head of that organisational unit (subject to allocation of the necessary resources).

7. In the case of transfer assignments which involve specific safety or security risks, the head of the respective organisational unit must make sure that the individual receives all the necessary training and information about such risks and about the preventive and protective measures to be implemented in relation to the specific activity for which the transfer assignment has been approved.

Article 5

(Duration of work mission and transfer assignment and original and destination locations)

1. The duration of the work mission or transfer assignment will be calculated from the time of departure from the usual place of service until the time of return. If specifically stated by the head of the organisational unit in the work mission or transfer assignment authorisation document, taking into account the needs for flexibility, efficiency, duration and cost-effectiveness, the work mission or transfer assignment may commence and/or end at the individual's place of residence or other location specified in the application.

Article 6

(Work missions and transfer assignments that are suspended, interrupted or not carried out)

1. The suspension of work missions must be authorised by the head of the organisational unit.

2. In the case of work missions and transfer assignments that are not carried out for serious and documented reasons, the party concerned must promptly take all necessary action to obtain the reimbursement of expenses. If reimbursement is not possible or the amount reimbursed is less than the costs actually incurred, the claimant will be entitled to request the University for reimbursement of the justified expenses plus any penalties.

3. For work missions and transfer assignments that are interrupted, the provisions of point 2 of this article apply. The party concerned must state the reasons for the interruption.

Article 7

(Payment of work missions or transfer assignments)

1. Payment of work missions or transfer assignments is approved at the time of authorisation. Any discrepancies in documents submitted to claim for reimbursements with respect to that set forth in these Regulations must be authorised by the head of the operational unit.

Article 8

(Documentation to be submitted to obtain reimbursement of expenses)

1. The claimant must use the specific form to request the reimbursement of expenses.
2. Expenses will be reimbursed on presentation of supporting documents in their original form, showing the types of costs incurred and name of the person entitled to the refund. Receipts showing the name of the commercial establishment where the expenditure was incurred will also be accepted, provided the amounts were spent at the places and during the time of the work mission or transfer assignment. In the case of receipts for services provided for two or more people, the amount will be divided by the number of people and the claimant will receive a refund for the resulting amount, within the limits established by these Regulations.
3. If any supporting documents relating to expenses incurred are lost or stolen, the report of such loss or theft to the law enforcement authorities may be submitted instead.
4. For work missions or transfer assignments charged entirely to projects funded by external bodies (e.g. Ministries, European Union, Foundations, etc.) which envisage different expenditure limits, since the University is acting "on their behalf", the contents of these Regulations will be supplemented with any different criteria envisaged under contractual arrangements with the lender or the "Guidelines for reporting and eligibility of costs" of the funding bodies.
5. Amounts paid directly by the claimant in a foreign currency will be refunded at the rate of exchange in force on the day the cost was incurred. Said rate of exchange will be taken from the website of Ufficio Italiano dei Cambi for all currencies not covered by the accounting system.

Article 9

(Reimbursable expenses)

1. Travel, transport, food and accommodation expenses incurred during work missions and transfer assignments are refundable, provided the request is accompanied by supporting documents.
2. The following incidental expenses directly connected to the performance of the work mission or transfer assignment will be reimbursed on presentation of the receipt or appropriate supporting documents:
 - a) consular visits;
 - b) tourist taxes;
 - c) compulsory vaccinations and medication for prophylaxis;
 - d) health insurance covering medical expenses in countries that are part of the European Economic Area will not be reimbursed, since medical care is guaranteed in such countries for staff with a European Health Insurance Card. Life insurance cover will not be reimbursed, as University staff are already covered by the insurance provided through INAIL (the National Institute for Insurance against Accidents at Work). The University has also taken out a health insurance policy for individuals authorised thereby to carry out work missions/transfer assignments in non-EU countries. Therefore, expenses incurred to take out additional insurance policies for cover during work missions/transfer assignments in non-EU countries will not be reimbursed. Costs of compulsory vaccinations for entering non-European countries and of vaccinations recommended by the Ministry of Health, information about which is published in bulletins on its website, are reimbursable.

- e) tips, where compulsory;
- f) left luggage services;
- g) admission to museums and exhibitions related to the purpose of the work mission or transfer assignment;
- h) car-parking fees;
- i) photocopies, prints, posters, lecture notes, pamphlets related to the work mission;
- j) cost of internet connection for work-related purposes;
- k) compulsory surcharges;
- l) seat reservations;
- m) airline ticket reservations;
- n) cancellation insurance;
- o) excess baggage, only against presentation of documents proving that it is for service-related reasons
- p) hotel garage.

3. Claims for reimbursement of payments made using a credit card require presentation of the appropriate supporting documents as proof of purchase.

4. If the work mission or transfer assignment activities are carried out in the individual's place of residence or habitual abode, documented costs for meals, travel and transportation will be reimbursed.

5. Fines levied in connection with the use of the individual's own or third-party vehicles will not be covered.

Article 10

(Maximum refundable expenses for work missions and transfer assignments in Italy)

1. Except for the cases referred to in art. 8(4), staff are divided into two categories (A and B) for the purpose of calculating the maximum daily expenditure allowance.

2. Category A comprises teaching staff and researchers with a permanent or fixed-term employment contract, the General Manager and managers with a permanent or fixed-term contract. The following maximum allowances apply to this group (Table 1):

MEALS (MAXIMUM DAILY ALLOWANCE)	ACCOMMODATION	TRANSPORT
Up to 8 hours €50		Air fare: Economy class. Train fare: all classes except executive class or similar
More than 8 hours €100	Up to a maximum of €300	Air fare: Economy class. Train fare: all classes except executive class or similar

3. Category B comprises technical-administrative staff and language assistants with a permanent or fixed-term employment contract. The following maximum allowances apply to this group (Table 2):

MEALS (MAXIMUM DAILY ALLOWANCE)	ACCOMMODATION	TRANSPORT
Up to 8 hours €40		Air fare: Economy class. Train fare: all classes except executive class or similar

More than 8 hours €80	Up to a maximum of €250	Air fare: Economy class. Train fare: all classes except executive class or similar
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4. Category B staff sent on work missions to accompany or work with Category A staff or as part of an official University delegation, may be authorised by the head of the department covering the cost to be entitled to the same allowances envisaged for Category A staff, for reasons of efficiency, flexibility and cost-effectiveness linked to the success of the work mission.

5. Transfer assignment expenses incurred by the individuals referred to in article 2(2)(a) of these Regulations will be refunded up to the maximum limits that apply to the relevant staff category as defined by the Administration/Body to which they belong. The University reserves the right to apply the provisions of point 4 above.

6. The individuals referred to in points b), c) d) and e) of article 2(2) of these Regulations are considered to be on a par with Category B staff. They may be treated on a par with Category A staff if required to meet the same professional requirements and perform the same activities as staff in that category.

Article 11

(Travel and transport expenses)

1. Travel expenses are the costs incurred to travel to and from the location of the work mission or transfer assignment, without prejudice to the provisions of article 5.

2. **Ordinary** means of transport include:

a) train;

b) other regular public transport services (aeroplane, ship, motor vehicles, etc.);

c) vehicles owned by the University;

d) urban taxi services to and from the airport of the place of departure and to and from the airport of the place of the work mission, and for travel at the place where the work mission or transfer assignment activities are carried out

e) hired chauffeured car;

f) urban and suburban public transport.

3. **Extraordinary** means of transport include:

a) hired driverless vehicles;

b) vehicles owned by the claimant;

c) other means of transport not referred to in point 2.

4. For information about which categories of staff may claim for the reimbursement of expenses for the use of their own car, reference should be made to the applicable national law.

5. The use of extraordinary means of transport, in connection with work missions in Italy or abroad, must always be authorised beforehand and is only allowed in the following cases, which must be duly substantiated:

- when there is no train or other ordinary public transport service to the work mission location;

- when there is the need to reach the work mission location or return to the usual place of work quickly due to particular service requirements or declared institutional reasons;

- when there is the need to transport fragile and/or bulky material or equipment necessary for the performance of

the work mission/transfer assignment;

- when there is a public transport strike;
- when public transport timetables do not coincide with the needs of the activities to be carried out.

The use of means of transport other than those authorised beforehand may be allowed due to a case of force majeure, and authorised retrospectively.

If the above condition is not met, the claimant may claim the cost of the train or air fare that should have been refunded for that journey.

As a general rule, public transport should be used whenever possible to travel to and from the work mission/transfer assignment location and for journeys for the duration of the work mission/transfer assignment.

6. Staff with prior authorisation to use their own car to travel to the work mission will be covered by insurance against injury and damage to the vehicle. Pursuant to Presidential Decree No. 319/90, the University has taken out specific insurance policies to cover employees authorised to use their own car, in connection with institutional work missions, strictly for the time required to perform the service. Said policies cover the risks of damage to the employee's vehicle and injury or death of the employee, not included in mandatory third-party liability insurance. The University accepts no liability whatsoever in connection with the use of employees' own vehicles and employees sent on work missions must declare knowledge of the terms of the exclusion clause.

7. Staff sent on work missions or transfer assignments must use ordinary public transport services including means of transport made available by the University. Travel expenses include agency fees, where applicable.

8. Technical-administrative staff and those with employment contracts governed by national collective bargaining agreements who have been authorised to use their own car may claim for reimbursement of motorway tolls, car-parking and fuel used. Fuel costs will be reimbursed on the basis of the tables provided by ACI (the Italian Automobile Club) which take into account the vehicle category, model, type of fuel and distance travelled. Individuals without an employment contract with the University, authorised to use their own vehicle, are entitled to a mileage allowance equal to one fifth of the price of a litre of unleaded petrol in Italy, calculated on the official monthly average published by the Ministry of Industry on its website. Claimants must declare, under their own responsibility, the number of miles travelled as per the official "Michelin" website. Airport or railway station parking fees will be reimbursed on presentation of supporting documents. Staff who use their own vehicle fitted with the Telepass toll payment system may submit a copy of their Telepass payment statement instead of motorway toll tickets. The statement must show the date and time of transit, the route travelled and the amount paid.

9. Transport expenses are the costs incurred to travel within the urban area in which the work mission or transfer assignment is carried out and to travel to railway stations, airports and ports.

10. Staff must use ordinary public transport to travel to and from places within the urban area in which the work mission or transfer assignment activities are carried out and within the municipality of their place of work.

Tickets will be reimbursed. Reimbursable expenses include daily or multiple tickets and books of tickets.

11. In Italy, taxis and hired vehicles may only be used at the place where the activities are carried out for travel to and from airports and railway stations in the following cases:

- a) when there is a public transport strike;
- b) when there is the need to transport fragile or bulky material or equipment necessary for the performance of the work mission or transfer assignment;
- c) between 21:00 and 07:00 hours;
- d) by individuals who have difficulty walking, which must be duly certified;
- e) when public transport timetables do not coincide with service requirements.

12. In Italy, the use of extraordinary means of transport, taxis or hired vehicles in the urban area where the work mission or transfer assignment is carried out is only allowed in the cases listed in point 11 of this article if authorised beforehand, or for safety reasons in foreign countries where travelling on public transport is known to be risky.

13. Taxi or car rental fees will be reimbursed on presentation of receipts showing the date, amount paid and the signature of the carrier.

14. Staff using their own car or a third-party vehicle at the place where the work mission or transfer assignment is carried out, at the usual place of work, or place of residence/habitual abode will not receive any reimbursement of transport expenses.

Article 12 (Expenses for meals)

1. Meals will only be reimbursed if consumed at the place of the work mission or transfer assignment or during the outward or return journey.

2. For work missions lasting more than 8 hours, the daily allowance for meals is that established by the Prime Ministerial Decree published in the Italian Official Gazette and revised each year on the basis of expected inflation (reference should be made to the Tables attached hereto for the first year of application). The above allowance is halved for work missions lasting between four and eight hours.

3. Expenses for meals will be reimbursed on presentation of the original supporting documents demonstrating that the establishment is authorised to serve meals or sell groceries. The provisions of article 8(2) and 8(4) of these Regulations also apply in this case. The supporting documents must show the name of the establishment, the type of expense, the place, date and amount paid. Groceries purchased by staff are also reimbursable up to the daily limit for meals applicable to each category pursuant to art. 10(2).

4. In the case of meals purchased abroad, the receipt must show at least the name of the establishment, the amount paid, the place and the date. Receipts in a language other than English, French, Spanish or German must be accompanied by the translation and the claimant must certify that the receipt is for the actual amount paid.

5. In countries where receipts do not provide the information as per point 4 of this article, the claimant must issue a statement to that effect and explaining that the items are eligible for reimbursement and that they were actually incurred, in accordance with these Regulations. Alternatively, the claimant may submit the credit card statement showing the name of the establishment where the payment was made.

Article 13 (Accommodation expenses)

1. Accommodation expenses will be reimbursed on presentation of the invoice/receipt for the accommodation in Italy and the supporting documents, if available, for accommodation abroad. The provisions of article 8(2) and 8(4) of these Regulations also apply in this case.

2. Accommodation expenses may also include breakfast, half board or full board and must be itemised in the receipt. If the cost of breakfast is not included in the room price, breakfast will be reimbursed and will be included in the maximum daily meal allowance. In the case of half board or full board, meals will be reimbursed up to the daily limits established in article 10 of these Regulations. Single occupancy of double/twin rooms is reimbursable.

3. Hotels booked online and paid for by credit card, and for which no invoice is issued, will be reimbursed on presentation of the booking confirmation showing all the necessary details (the service user, accommodation dates, services to be used, price) together with the credit card statement.

Article 14 (Work missions and transfer assignments abroad)

1. At the time of submitting the application for authorisation to go on work missions and transfer assignments abroad, participants must decide whether to opt for reimbursement against receipts or a flat rate reimbursement system. This aspect is covered by the provisions of the Ministerial Decree issued by the Ministry for Foreign Affairs on 23 March 2011, as amended.

2. In the case of reimbursement against receipts, travel expenses, costs of hotel accommodation and meals will be reimbursed, on presentation of the supporting documents, at the rates specified in Tables 1 and 2, which are an integral part of these Regulations. Urban taxi fares for travel at the work mission location will be refunded, except in duly substantiated cases, on presentation of appropriate supporting documents. Costs of

urban transport services and taxi fares from and to airports, railway stations and ports, in Italy and abroad, to reach the place where the activities are carried out, will be reimbursed.

3. The flat rate reimbursement system envisages payment of a flat rate to cover meals, accommodation and transport in addition to travel expenses. The flat rate is set out in Table 3 and varies according to geographical region as shown in Table 6. The Tables are an integral part of these Regulations. The flat rate system is available for work missions and transfer assignments of more than one day, including travelling time, and is paid for every complete 24-hour period. No reimbursements are envisaged for work missions lasting less than twelve hours; for activities that continue for a period of at least twelve hours, the amounts set out in the aforesaid Table 5 will be halved.

4. Staff reimbursed at the flat rate are not entitled to any reimbursement of public transport or taxi fares.

5. Staff staying in accommodation paid for by the University, European institutions or foreign countries are not entitled to reimbursement at the flat rate. However, they may claim for reimbursement of travel and transport expenses and meals, as per point 2 of this article.

Article 15 (Advance payment of expenses)

1. Advance payment of expenses is envisaged at the request of the party concerned.

2. Advance payment of expenses will only be agreed upon for employees and for the individuals listed in art. 2(2) of these Regulations, given the possibility of recovering any amounts paid in advance from their salary.

3. Advance payment is available for work missions and transfer assignments of more than 24 hours.

4. Requests for advance payment must be submitted at least 15 business days prior to the start of the work mission or transfer assignment, save in exceptional and urgent circumstances, which must be duly justified.

5. Advance payments are available as follows:

a) for work missions and transfer assignments in Italy and abroad with reimbursement against receipts, 75% of the estimated cost of accommodation and 100% of estimated travel expenses;

b) for work missions and transfer assignments abroad with flat rate reimbursement, 90% of the amount stated in Table 5 and 100% of the estimated travel expenses.

6. As soon as possible after completing the work mission or transfer assignment, and in any case within 30 days, staff who requested and obtained an advance payment must provide all the necessary supporting documents. Upon expiry of said time limit, steps will be taken to recover the advance payment.

7. Staff who have received an advance payment for a work mission or transfer assignment in which they were subsequently unable to take part must return the amount received within 10 days from the date on which the work mission or transfer assignment was due to start.

8. If the advance payment was higher than the expenditure actually incurred during the course of the work mission/transfer assignment, the participant must return the excess amount within 30 days of receiving payment for the work mission or transfer assignment activities. If the University is unable to recover said advance payment and the participant fails to return it, the University reserves the right to recover the amount paid out by withholding it from the salary/remuneration for the subsequent period.

9. Staff who fail to comply with the provisions of points 6, 7, 8 of this article will not be entitled to any further advance payments until they have settled their debt with the University.

Article 16 (Final provisions)

1. These Regulations are applicable to authorised work missions and transfer assignments from the day following the date of authorisation.

2. For operational aspects, reference should be made to the detailed rules set out in the documents issued by the General Manager.

3. Any matters not covered by these Regulations are subject to the applicable legislation, insofar as compatible, for civilian employees of Public Administrations.

Table 3

MAXIMUM ALLOWANCE FOR WORK MISSIONS AND TRANSFER ASSIGNMENTS ABROAD REIMBURSEMENT AGAINST RECEIPTS			
	AIR FARES	ACCOMMODATION	TAXIFARES
CATEGORY A Teaching staff- Researchers, including those with a fixed- term contract - General Manager - Managers	ECONOMY CLASS exception: business class fares are only refundable for journeys of more than 5 hours	Up to a maximum of €300	€25.00 DAILY ALLOWANCE for urban travel in the area of the work mission or transfer assignment
CATEGORY B Technical- administrative staff with a permanent or fixed-term contract Language assistants	ECONOMY CLASS exception: business class fares are only refundable for journeys of more than 5 hours	Up to a maximum of €250	€25.00 DAILY ALLOWANCE for urban travel in the area of the work mission or transfer assignment

Table 4

DAILY MEAL ALLOWANCE (regions are shown in Table 6)		
REGION	CATEGORY A (in euros)	CATEGORY B (in euros)
A	60	40
B	60	40
C	60	45
D	70	60
E	80	65
F	85	70
G	95	75

Table 5

FLAT RATE REIMBURSEMENT FOR WORK MISSIONS AND TRANSFER ASSIGNMENTS		
REGION	CATEGORY A (in euros)	CATEGORY B (in euros)
A	120	120
B	120	120
C	120	120
D	125	125
E	130	130
F	140	140
G	155	155

Table 6

CLASSIFICATION OF FOREIGN COUNTRIES BY GEOGRAPHICAL REGION

REGION A Afghanistan, Iran, Bulgaria, Australia, Malta, Republic of Nauru, Papua New Guinea, Greece, Spain, Portugal, Eritrea, Ethiopia, Djibouti, Romania, Hungary, Rwanda, Syria, Somalia, Uganda, Zimbabwe, Botswana, Burundi, Mozambique, Cyprus, Comoros.

REGION B Spain-Madrid, Kyrgyzstan, Latvia, Azerbaijan, Lithuania, Moldavia, Russia - Russian Federation, Tajikistan, Turkmenistan, Ukraine, Uzbekistan, Belarus, Estonia, Georgia, Armenia, Kazakhstan, Canada, Slovakia, Czech Republic, Egypt, Ireland, Kiribati, New Caledonia, New Zealand, Solomon Islands, Samoa, Tonga, Tuvalu, Vanuatu, Costa Rica, Fiji, Madagascar, Malawi, Maldives, Mauritius, Monaco (Principality of), Seychelles, Zambia, Iraq, Kenya, Pakistan, Bangladesh, Sri Lanka, Uruguay, Angola, Finland, Lesotho, Mexico, Namibia, Poland, South Africa, Swaziland, Tanzania, Chile, Cuba, Jamaica, Guatemala, Honduras, Iceland, People's Republic of China, Finland-Helsinki, Nepal, India.

REGION C Bahamas, Nicaragua, Barbados, Saint Lucia, Saint Vincent and the Grenadines, Belize, Bhutan, Colombia, Dominican Republic, Dominica, El Salvador, Grenada, Haiti, Israel, Sudan, Malaysia, Philippines, Hong Kong, Macedonia, Paraguay, Serbia and Montenegro, Slovenia, Albania, Myanmar, Bosnia and Herzegovina, China-Taiwan, North Korea, Croatia, Ecuador, Jordan, Sweden, Norway, Morocco, Mongolia, Panama, Tunisia, South Korea,

France, Great Britain, Liberia, Singapore, Benin, Cambodia, Argentina, Denmark, Peru, Thailand, Bolivia, Indonesia, Russia Russian Federation, Moscow, Turkey.

REGION D Mali, Niger, Senegal, Togo, Burkina, Algeria, Cape Verde, Vietnam, Great Britain London, Sierra Leone, Cameroon, Central African Republic, Chad, Suriname, Trinidad and Tobago, Venezuela, Brazil, Guyana, Luxembourg, Belgium, Laos, Congo, Ivory Coast, Ghana, France – Paris, Libya, Mauritania, Nigeria, São-Tomé and Príncipe, Democratic Republic of Congo (formerly Zaire), Gabon, Gambia, Guinea, Guinea-Bissau, Equatorial Guinea .

REGION E Belgium – Brussels, Yemen, Kuwait, United States of America, Bahrain, Oman, Qatar, Saudi Arabia, United Arab Emirates Japan, Austria.

REGION F United States of America–Washington, Germany, Netherlands, United States of America-New York

REGION G Liechtenstein, Germany-Bonn, Germany-Berlin, Lebanon, Austria-Vienna, Japan-Tokyo, Switzerland, Switzerland-Geneva, Switzerland-Bern.