

New Payment Procedure for Statutory Staff of EU Institutions



2025 – Rif 50/25



What's New? To whom is concerned?



- From this 2025/2026 school year, **the billing procedure will change** for **statutory employees of European institutions** who have **children attending the European School in Varese** and use the **bus service provided by COTSEV**.
- The new procedure requires direct payment to COTSEV by the PMO on behalf of its employees.
 - For the submission of school declarations via Sysper, the PMO will communicate a specific procedure directly.

If you have any doubts about your eligibility for this procedure, please contact the PMO.

- The Cooperative will invoice the European Commission Services directly for transport costs relating exclusively to **pupils***
 - **who attend Primary and/or Secondary School** (for the journey between home and school)
 - **who are registered** for the additional bus service for the ***Garderie*** (*only for Primary School*)



* In the event of non-payment by the PMO, payment will be requested from the parents.

How to do, Step By Step



In order to proceed with direct invoicing to the European Commission, we kindly ask you to:



Please return the completed and signed document '**Addendum to the Contract of Employment for Officials and Contract Agents**' as a contractual supplement that will form an integral part of the contract, by email to valentina.erba@partner.eurssc.eu



Download the **Certificate of Service** (equivalent to an Employment Contract) from Sysper in the 'Administrative Certificate/Request Administrative Certificate' section.



How to do, Step By Step



Go to COTSEV website <https://www.trasportisev.eu/>, click on **Personal Account/Personal data**



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Personal account

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WELCOME BACK FABRIZIA SCABINI

Personal account

Sign up for the service in three steps 😎

1. Complete the **parents' details** [here](#)
2. Enter the **pupils' details** [here](#)
3. Start the registration procedure by filling in the **travel plans** [here](#)

Attention please:

we kindly ask you to update your personal data on the [Personal Data / Parents page](#) in case of any change in the address details, telephone numbers or e-mail addresses.



How to do, Step By Step



Click on «**Change**» in the
Paying parent section

Personal data

PARENTS STUDENTS DELEGATES

Input the personal data of the parents

✓ **Account holder**

[Redacted text]

(Paying parent)

Change

 **Change password**



How to do, Step By Step



Click on «**Category**» and select between **EC Officer** (even if Contractual Agent with indefinite contract) or **EC Temporary Contract** (for all the defined contracts, even the Temporary ones)

Input data

Name Surname

Fiscal code (*) Birth date Birth place

(*) If you don't have the fiscal code yet, please enter this provisional code GNTGNT22L01L682H which you are kindly requested to change as soon as you have the correct one

Address Postal code City County

E-mail address Second e-mail address E-mail address in case of emergency

Mobile tel. Home tel. Mobile tel. in case of emergency: italian numbers without +39

Category Officer code Contract copy



How to do, Step By Step



If you selected EC Officer (even if Contractual Agents with indefinite contract):

- **Insert the Staff Number**
- **Upload the Service Certificate**
- **Click on «Confirm»**

Category

EC Officer

Officer code

Contract copy

Confirm

Cancel

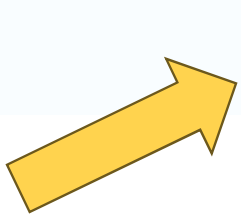


How to do, Step By Step



If you selected EC Temporary Contract (for all the definite contract, even the Temporary ones):

- **Insert the Staff Number**
- **Upload the Service Certificate**
- **Insert the expiring date of the Contract**
- **Click on «Confirm»**

Category	Officer code	Contract copy	Expiry date
EC Temporary Contract			dd / mm / yyyy
 Confirm Cancel			

