



EUROPEAN COMMISSION
HEALTH AND CONSUMERS DIRECTORATE-GENERAL

Directorate G - Veterinary and International Affairs
Director

E-MAIL MESSAGE

SANCO G2/BL/lp (2012) 1622502

E-MAIL TO:	SIGRID CABOT	sicabot@online.no
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THE COMMISSION OF THE EU INVITES YOU AS A PRIVATE EXPERT TO THE FOLLOWING MEETING/CONFERENCE:

I.	DG:	HEALTH AND CONSUMERS, DIRECTORATE G
	TITLE	WORKING GROUP MEETING O N ANIMAL HEALTH LAW
	LOCATION	EUROPEAN COMMISSION RUE FROISSART 101 – 03/64 BRUSSELS
	DATE	07 DECEMBER 2012
	TIME	FROM 09:00 TO 18:00

II. THE COMMISSION WILL, IN ACCORDANCE WITH ITS RULES, BEAR YOUR EXPENSES AS FOLLOWS:

TRAVEL EXPENSES YES

SUBSISTENCE YES

PLEASE READ CAREFULLY:

YOU WILL NEED TO PROVIDE TO THE COMMISSION DEPARTMENTS THE JUSTIFYING DOCUMENTS ALLOWING THE REGISTRATION IN THE ACCOUNTS OF THE ENTITY THAT THE EXPERT REPRESENTS, AND THE DETAILS OF THE **PRIVATE BANK ACCOUNT** ON WHICH THE REIMBURSEMENT OF EXPENSES WILL HAVE TO BE CARRIED OUT.

WITHOUT THIS/THESE DOCUMENT(S) THE COMMISSION SERVICES WILL NOT BE ABLE TO CARRY OUT THE REIMBURSEMENT OF EXPENSES. THIS INFORMATION SHOULD BE PROVIDED BY THE EXPERT ONLY ONCE.

Legal Entity File:

The Commission started a major project aiming to modernise its accounts. One of the objectives of this exercise is to set up an accounting system which makes it possible to obtain at all times an exhaustive overview of all the Commission's contractual and conventional activities. In order to achieve this objective, a "third party accounting" must be implemented, based on a rigorous control of the legal existence of the entities the Commission departments conclude contracts or conventions with.

This control of the legal existence must result in the precise identification of these entities, the limitation of the risk of double entries in the accounts and the establishment of exhaustive contractual and financial situations between these entities and the Commission. For these reasons, it is requested from the experts who take part in meetings organised by the Commission, whether it be on a private basis or as a representative of a private or public company, to fill out and sign one of the attached documents and to join the necessary supporting document(s) (depending on which case applies: copy of identity card or passport for a private person, extract from the trade/VAT register if representative of a private company, etc...).

THIS DOCUMENT HAS TO BE SIGNED ONLY BY THE EXPERT.



PE legal entity

Bank Account File:

For the central recording of a new bank account (in the event of first payment by the Commission on this account) it is imperative to hand over to the meeting secretary, in paper form:

- either a document (original or copy) emitted by the bank (and containing the following data: account number and name of the account holder, name and address of the bank) accompanied by the financial form in annex, duly completed and signed by the account holder.

The bank document can be a statement of account, a notification of the opening of an account, a bank account identification form, etc...

- or, in the absence of a bank document, the below financial form duly completed and signed by bank representative and by the account holder.

FOR THE CREATION OF A NEW ENTRY (NEW BANK ACCOUNT) IN THE COMMISSION DEPARTMENTS'S ELECTRONIC SYSTEM), THE DOCUMENT BELOW HAS TO BE SIGNED BY THE BANK AND THE HOLDER OF THE BANK ACCOUNT IN ORDER TO PROCESS THE REIMBURSEMENT.



PE financial
identification form

ATTESTATION SIGNED BY THE SERVICE:

EXPERTS INVITED TO PARTICIPATE AT THE MEETING AS PRIVATE EXPERTS WHO ARE WORKING FOR A PUBLIC ORGANISATION/INSTITUTION NEED TO PROVIDE THE ATTACHED DOCUMENT BELOW, IF THE COMMISSION HAS TO REIMBURSE THEM TO A PRIVATE BANK ACCOUNT (TRAVEL EXPENSES PAID ONLY BY THEM). THIS ATTESTATION SIGNED BY THE EXPERT'S SERVICES WITH THE AGREEMENT FOR A REIMBURSEMENT TO THE EXPERT'S OWN BANK ACCOUNT HAS TO BE PRESENTED TO THE SECRETARY AT THE MEETING. IT HAS TO ACCOMPANY THE APPLICATION FOR REIMBURSEMENT FORM WHICH WILL BE DISTRIBUTED AND HAS TO BE COMPLETED AND SIGNED DURING THE MEETING.



attestation 7
December 2012

III. PRELIMINARY AGENDA:

TO BE SENT AS SOON AS POSSIBLE.

IV. THE MEETING WILL BE CONDUCTED IN ENGLISH

V. THE FAX NUMBER FOR THE MEETING IS + 32 2 295 31 44

VI. PRIVACY STATEMENT

Purpose and scope of personal data processing:

DG SANCO will record and further process your personal data to the extent that they are necessary for the follow-up of the meetings to which you are invited.

Your contact details may be shared with other participants in the same meeting or consultation to facilitate follow-up between participants.

Your data will be handled in conformity with Regulation (EC) N° 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data.

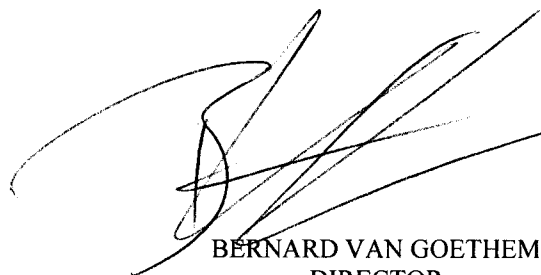
Your data are recorded and stored as long as follow-up actions are needed in the context of your these meetings.

For transparency purposes, a short list, specifying your name, title and organisation may be communicated to the public, in particular through the Health and Consumer Protection web pages on Europa at http://ec.europa.eu/dgs/health_consumer/index_en.htm

Right of rectification & personal data controller:

Should you require further information concerning the processing of your personal data or exercise your rights (e.g. access or rectify any inaccurate or incomplete data) please contact the following email address: sanco-consult-G2@ec.europa.eu

You have the right of recourse at any time to the European Data Protection Supervisor at edps@edps.europa.eu



BERNARD VAN GOETHEM
DIRECTOR