

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.

II.B FOR CROATIA EXPENSES WILL BE PAID IN ACCORDANCE WITH SEPARATE ARRANGEMENTS MADE BETWEEN THE EUROPEAN COMMISSION AND CROATIA

II.C FOR ICELAND, NORWAY AND SWITZERLAND:

I HAVE THE HONOUR TO INVITE ONE GOVERNMENT EXPERT FROM YOUR COMPETENT AUTHORITY TO ATTEND THE WORKING GROUP MEETING

TRAVEL EXPENSES NO

SUBSISTENCE EXPENSES NO

III. **FOR REASONS OF SECURITY PROCEDURES AT THE ENTRANCE OF THE BUILDING, PLEASE INFORM THE RELEVANT COMMISSION OFFICIALS, MORITZ KLEMM (MORITZ.KLEMM@EC.EUROPA.EU), ETIENNE BONBON (ETIENNE.BONBON@EC.EUROPA.EU), BENTE BERGERSEN (BENTE.BERGERSEN@EC.EUROPA.EU) AND SIGRID CABOT (SIGRID.CABOT@EC.EUROPA.EU) AS SOON AS POSSIBLE ON THE NAME OF YOUR REPRESENTATIVE.**

IV THE PRELIMINARY AGENDA IS AS FOLLOWS:

POSITIONS OF THE EUROPEAN UNION ON THE REPORTS OF THE MEETINGS OF THE OIE [WORLD ORGANISATION FOR ANIMAL HEALTH] TERRESTRIAL AND AQUATIC ANIMAL HEALTH STANDARDS COMMISSIONS [PARIS FEBRUARY / MARCH 2012] – ANIMAL WELFARE CHAPTERS.

PLEASE NOTE THAT THE MEETING WILL BE HELD IN ENGLISH

V. FOR SECURITY REASONS THE PARTICIPANTS ARE REQUESTED TO PRESENT THIS INVITATION AT THE RECEPTION DESK OF THE BUILDING.

VI. PRIVACY STATEMENT

Personal data related to this invitation will be processed under the responsibility of the Head of Unit G2, European Commission's Directorate-General for Health and Consumers, in accordance with Regulation (EC) n° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The purpose of the processing is the management of the meeting, including management of: lists and mailings-lists for contacts, invitations, participants, distribution of reports, follow-up meetings and actions, news and publications; photographs/pictures, presentations; publication on the internet/intranet.

Personal data collected and further processed are:

- Data necessary for the organisation and management of the meeting, such as gender (needed for the right title)/name/surname/profession/ postal and e-mail addresses/ phone number/fax number, etc.;
- Identity/passport n°/date of birth (for access control purpose by security guards to the Commission's premises – see DPO-508)
- Information about the form of transport used and accommodation, banking information (for the reimbursement of travel expenses – see DPO-372);

- If you are invited as a member/observer of a Commission Experts Group, some of your personal data (listed in the Notification [DPO-2194 Register of Expert Groups](#)) will be made publicly available in the Commission's Register of Expert Groups (<http://ec.europa.eu/transparency/regexpert/>) for as long as the membership upholds and/or until removal from the public site is requested, in view of the transparency policy of the European Institutions and the need to inform the public of the identity and qualifications of the experts advising the Institution.

Access to all personal data information collected in the context of this meeting is only granted through User ID/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community legislation. These users typically are the chairman and the secretary of the meeting, both supported by a team in the operational services inside the DG.

Your personal data will be part of a list of contact details shared internally amongst the Commission services for the purpose of contacting data subjects in the future in the context of the Commission's activities. If you do not agree with this, please contact us using the Contact Information mentioned in the invitation letter and explicitly specifying your request.

Recourse: Complaints, in case of conflict, can be addressed to the [European Data Protection Supervisor](#).



BERNARD VAN GOETHEM
DIRECTOR