



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR HEALTH AND FOOD SAFETY

Directorate G - Crisis management in food, animals and plants
Director

SANTE/G1/PDR/ng(2018)2478395

EMAIL TO:	PERMANENT REPRESENTATIONS OF ALL 28 MEMBER STATES	PRESET
COPY TO:	CHIEF PLANT HEALTH OFFICERS OF MEMBER STATES	PRESET
	<p>DG HEALTH AND FOOD SAFETY</p> <p>C. GAUER B. VAN GOETHEM A. BROUW A. OJALA A. OWEN-GRIFFITHS D. ANDRE H. ARIJS P. DI RUBBO Y. KARAMITSIOS</p> <p>DG JOINT RESEARCH CENTRE</p> <p>E. RODRIGUEZ CEREZO B. SANCHEZ J. BARREIRO HURLE</p> <p>EFSA</p> <p>G. STANCANELLI</p>	(ARES)
	EUROPEAN PARLIAMENT (functional mailbox)	reunions-comm-ExpNat@europarl.europa.eu
	COUNCIL OF THE EUROPEAN UNION	service.courrier-actesdelegates@consilium.europa.eu

THE EUROPEAN COMMISSION INVITES THE PERMANENT REPRESENTATIONS OF THE MEMBER STATES STATED ABOVE TO NOMINATE A REPRESENTATIVE TO ATTEND THE FOLLOWING MEETING:

I.	DG:	HEALTH AND FOOD SAFETY, UNIT G1
	TITLE OF MEETING:	EXPERT GROUP ON PLANT HEALTH LEGISLATION, DISCUSSION OF THE DELEGATED ACT ON PRIORITY PESTS
	LOCATION:	CENTRE DE CONFERENCES ALBERT BORSCHETTE – CCAB- 3A RUE FROISSART 36 - BRUSSELS
	DATE:	09 July 2018
	TIME:	14:30 – 18:00

II. THE EUROPEAN COMMISSION WILL, IN ACCORDANCE WITH ITS RULES, BEAR THE EXPENSES OF **ONE EXPERT PER MEMBER STATE** AS FOLLOWS (FOR DETAILED INFORMATION ABOUT THE REIMBURSEMENTS PLEASE SEE ANNEX 1):

TRAVEL EXPENSES: YES (ECONOMY FLIGHT OR FIRST CLASS TRAIN)
(TAXI FARES WILL NOT BE REIMBURSED)

SUBSISTENCE EXPENSES: NO

III. AGENDA WILL FOLLOW IN DUE COURSE

IV. INTERPRETATION WILL BE PROVIDED FROM FR-DE-EN-IT-ES-NL-PT TO FR-DE-EN-IT-ES-NL.

V. THE EMAIL ADDRESS TO BE USED IN CASE OF QUESTIONS RELATED TO THIS MEETING IS: SANTE-G1-PLANT-HEALTH@EC.EUROPA.EU

VI. FOR ACCESS TO ANY COMMISSION BUILDING, **REGISTRATION OF PARTICIPANTS IS COMPULSORY**. PLEASE REGISTER VIA OUR PUBLIC REGISTRATION WEBPAGE BY USING THE LINKS BELOW AND CLICKING ON THE RELEVANT MEETING (ALL THE FIELDS IN THE FORM ARE MANDATORY):

<https://webgate.ec.europa.eu/dyna/meetings/form.cfm?id=867>

THE DEADLINE FOR REGISTRATION IS 29TH JUNE 2018

VII. FOR SECURITY REASONS PARTICIPANTS ARE REQUESTED TO PRESENT THIS INVITATION AND THE E-PASS RECEIVED BY EMAIL AFTER REGISTRATION ON OUR WEBPAGE AT THE RECEPTION DESK OF THE BUILDING.

VIII. PRIVACY STATEMENT: SEE ANNEX 2.

YOURS FAITHEFULLY,



BERNARD VAN GOETHEM

ANNEX 1 – REIMBURSEMENTS

**PLEASE NOTE THAT THE REIMBURSEMENT OF TRAVEL COSTS
FOR GOVERNMENT EXPERTS CAN ONLY BE MADE ON
THE ACCOUNT OF THEIR MINISTRY AND NOT ON A PRIVATE ACCOUNT
(EXCEPT FOR LUXEMBURG)**

1. EXPERTS WHO HAVE ALREADY PARTICIPATED IN MEETINGS ORGANISED BY THE EUROPEAN COMMISSION AND WHO HAVE PREVIOUSLY SUBMITTED THESE FORMS WILL ONLY BE REQUIRED TO SUBMIT:

- a) THE ORIGINAL SUPPORTING DOCUMENTS FOR TRANSPORT, SPECIFYING THE DATES, PRICE AND TRAVEL CLASS.
- b) THE APPLICATION FOR REIMBURSEMENT FORM, WHICH WILL BE DISTRIBUTED, IN THE MEETING ROOM. THIS HAS TO BE FILLED AND SIGNED DURING THE MEETING AND THE STICKER NEEDS TO BE PUT IN THE SPECIAL AREA OF THIS DOCUMENT.



Application for
reimbursement

- c) FOR THOSE WHO DON'T HAVE A STICKER, IT IS OBLIGATORY TO ACCOMPANY THE APPLICATION FORM WITH THE ATTACHED DOCUMENT "EXPERT'S IDENTIFICATION SHEET" DULY FILLED WITH ALL REQUESTED ADMINISTRATIVE AND BANKING INFORMATION AND GIVE A COPY OF THIS DOCUMENT TO THE SECRETARY RESPONSIBLE FOR THE REIMBURSEMENT IN EVERY MEETING, UNTIL YOU RECEIVE STICKERS FROM THE COMPETENT COMMISSION'S SERVICE (PMO).



Expert Identification
sheet 2015

2. IN ADDITION, IF YOU PARTICIPATE FOR THE FIRST TIME TO A MEETING ORGANISED BY THE EUROPEAN COMMISSION, IT IS MANDATORY TO PROVIDE TO THE COMMISSION DEPARTMENTS THE FOLLOWING DOCUMENTS, IN ORDER TO CREATE YOUR FILE IN OUR ELECTRONIC SYSTEM:

- a) THE LEGAL ENTITY FORM ("PUBLIC AUTHORITIES" FOR THE NATIONAL AUTHORITY THAT THE EXPERT REPRESENTS AT OUR MEETINGS) DULY FILLED AND SIGNED BY THE ADMINISTRATION OF THIS ORGANISATION (SEE THE LINK BELOW):



Legal entity for
public law body

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

- b) THE FINANCIAL IDENTIFICATION FORM MUST BE DULY FILLED AND SIGNED BY THE BANK AND THE ADMINISTRATION OF THE NATIONAL AUTHORITY THAT THE EXPERT BELONGS TO AND REPRESENTS, AND ON WHICH ACCOUNT THE REIMBURSEMENT WILL BE PAID BY THE COMMISSION (SEE THE LINK BELOW).



Financial
Identification

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

ANNEX 2 - PRIVACY STATEMENT

PURPOSE AND SCOPE OF PERSONAL DATA PROCESSING:

DG SANTE 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 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 FOOD SAFETY WEB PAGES ON EUROPA AT:

http://ec.europa.eu/dgs/health_food-safety/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:

SANTE-G1-PLANT-HEALTH@EC.EUROPA.EU

YOU HAVE THE RIGHT OF RECOURSE AT ANY TIME TO THE EUROPEAN DATA PROTECTION SUPERVISOR AT THE FOLLOWING EMAIL ADDRESS: EDPS@EDPS.EUROPA.EU

FOR MORE INFORMATION ON DATA PROTECTION PLEASE SEE THE FOLLOWING LINK:

<https://secure.edps.europa.eu/EDPSWEB/edps/EDPS?lang=en>