



**"WE WOULD LIKE TO INFORM YOU THAT THE COMMISSION'S SERVICES HAVE DECIDED 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. MAY WE KINDLY ASK YOU TO CHECK THE BANK ACCOUNT WHICH IS ON YOUR STICKER?"**

**IF YOU HAVE BEEN USING YOUR PRIVATE ACCOUNT FOR THE REIMBURSEMENT OF YOUR TRAVEL COSTS UP TO NOW, PLEASE PROVIDE THE COMMISSION WITH THE BANK DETAILS OF YOUR MINISTRY. IF YOUR STICKER MENTIONS THE BANK ACCOUNT OF YOUR MINISTRY, NO ADDITIONAL INFORMATION WILL BE NEEDED."**

EACH EXPERT 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 DETAIL OF THE 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.**

  
Copy of  
reimburse\_en.xls

  
Copy of  
financial\_en.xls

**II.B FOR CROATIA**

REIMBURSEMENT OF EXPENSES FOR REPRESENTATIVES FROM CROATIA WILL BE SUBJECT TO THE SAME RULES AND REGULATIONS AS THE ONES WHICH ARE CURRENTLY APPLIED FOR REPRESENTATIVES OF MEMBER STATES (IN GENERAL, TRAVEL COSTS FOR ONE REPRESENTATIVE PER ACCEDING STATE).

**II.C FOR NORWAY**

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. PRELIMINARY AGENDA:**

10:00 – Short overview of disease categorisation tool  
10:15 – Global characterisation of the disease: discussion  
11:30 – EU specific analysis of the disease: discussion  
13:00 – Meeting close

**IV. THE FAX NUMBER FOR THE MEETING IS +32 2 29**

**V. FOR SECURITY REASONS 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 UserID/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