



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES
ATLANTIC, OUTERMOST REGIONS AND ARCTIC

Brussels,
C1/IS D(2012)

*To Experts of the Marine
Observation and Data Network
Expert Group (See Annex 2)*

Subject: Marine Observation and Data Expert Group Meeting

Dear Sir, Madam,

I am pleased to invite you, as private expert, to participate in the next meeting of the Marine Observation and Data Expert Group. The meeting will take place on 7 March, 2013 in Brussels. The agenda will be posted on the following website.

<https://webgate.ec.europa.eu/maritimeforum>

Please find below some important practical information.

Please bring to the meeting:

- **this invitation plus a proof of your identity**, to ensure smooth access to the building
- **your travel tickets and reservation/cost paid (we will copy them) + a completed and signed expenses application form with bank sticker attached, see Annex 4**, in order to be reimbursed expenses, in accordance to the rules set out in Annex 1.
- **if you have not been paid expenses before** by the Commission and therefore do not have a bank sticker then please also complete and bring with you the **Financial and Legal Entity forms**, attached.

Please deliver your reimbursement documents to the meeting assistant during the half hour prior to the start of the meeting or during the first coffee break.

Otherwise, you must provide Brigitte Contardo with the above reimbursement documents, as required by the financial rules applicable in the Commission, by post or email postmarked or dated **no later than 30 calendar days after the final day of the meeting.**

Post address: DG MARE, J79 2/89, B-1049 Bruxelles

Email address: brigitte.contardo@ec.europa.eu

Unless proper justification can be provided, failure to comply with the rules above shall absolve the Commission from any obligation to reimburse travel expenses or pay any allowances.

Please inform us of any particular need resulting from a disability, so that we may take it into account when organising this meeting.

Please refer to Annex 3 for a Specific Privacy Statement.

If you have any further queries regarding the meeting, please do not hesitate to contact us via email to ec-maritime-emodnet-experts@ec.europa.eu

Yours sincerely,



Bernhard Friess
Director

Encs.

- Annex 1: Reimbursement Rules
- Annex 2: Expert Group List
- Annex 3: Privacy Statement
- Annex 4: Expenses Application Form
- Financial Form
- Legal Entity Form