



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR HEALTH AND FOOD SAFETY

Health systems, medical products and innovation  
**Cross border healthcare, eHealth**

Brussels,  
SANTE.B3 [REDACTED] ARES (2017) 4837285

**Subject: Invitation - eHealth Stakeholder Group meeting - 24 October 2017**

Dear eHealth Stakeholder Group Members,

We are pleased to invite you to the eHealth Stakeholder group meeting that will take place on 24 October 2017 from 09h30 to 17h30 in Brussels.

Venue :

European Commission  
Centre Conference Albert Borschette  
Rue Froissart 36  
BE -1049 Brussels  
Meeting room: 3D

The draft agenda will follow closer to the date.

For logistical, practical and financial reasons, **only one representative per organisation** [the Member or his/her alternate] can attend the meeting whose travel and accommodation costs will be covered by the European Commission according to the rules on reimbursement of experts' expenses. If more than one representative of your Member State is going to participate in the meeting, the second participant has to make her/his own travel arrangements.

We kindly ask you **not to** make any travel arrangement yourself.. Our travel agency will contact the participant to schedule his/her travel and provide tickets which will be paid directly by the European Commission. He/she will be asked to read carefully the conditions of his/her ticket before its issuing. Please take note that based on the current conditions of the travel agency, issued ticket cannot be modified, refunded or used by another traveller. Therefore we kindly ask you to check all the conditions before confirming your travel details to the agency.

We do however ask you to **make the necessary hotel arrangements for your stay in Brussels** which will be reimbursed, as well as your per diem expenses, according to the rules on reimbursement of experts' expenses. As this reimbursement will be made by bank transfer after the meeting, please ensure that you can provide the appropriate bank details to the meeting secretariat. Please note that the European Commission is not able to provide hotel booking assistance.

Please confirm your attendance **by 2 October at the latest** by sending us the attached registration form indicating if you will require travel arrangement.

Personal data related to this invitation will be processed 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.

For further information in relation to this meeting, please contact [REDACTED] or for administrative matters, the eHealth Stakeholder Group Secretariat, e-mail: [EC-EHEALTH-STAKEHOLDER@ec.europa.eu](mailto:EC-EHEALTH-STAKEHOLDER@ec.europa.eu).

Yours sincerely

*(Signed electronically)*

[REDACTED]

Enclosures : Registration form  
Information sheet - Reimbursement of expert's expenses