



ANNEX I

Notification form for reporting on meeting and/or contact of the Executive Director, Deputy Executive Directors and Heads of Divisions with Third Party Stakeholder(s)

Record ID	<i>This is a running number provided by Inspection and Control Office (ICO) on the initiation of the registration of the contact or meeting Here also a link to a registration number can be added</i>
Initiator	<i>Internal entity that initiates the registration of the event; the initiator is also responsible that the information on the publication of the names of the representative of the Third Party Stakeholder is shared with the Third Party Stakeholder</i>
Function hold in Frontex	<i>Executive Director, Deputy Executive Director and Head of Division</i>
Creation Date	<i>Date of the creation of the form</i>
Type of the event (meeting/contact)	<i>Meeting or contact</i>
Date and time of the meeting/contact	<i>Date and time of the meeting or contact.</i>
Self-initiated or requested	<i>Self -initiated or requested</i>
Name of the Third Party Stakeholder (as detailed as possible)	<i>e.g. Deloitte Belgium or Rambol Brussels</i>
Function held in the company	<i>e.g. CEO, head of sales, director of development</i>
Name of the representative of the third party stakeholder	<i>Name to be included in the form however it will not be published unless, after balancing of rights in written performed by the data controller, transparency overrides the right to privacy</i>