



**Co-operation Group to Combat Drug Abuse and  
Illicit trafficking in Drugs**

**Please quote: RPG 74 TK/EH – PO 495462**

Strasbourg, 10 February 2016

Dear Ms STORTI,

We are pleased to invite you to the forth meeting of the Expert Group on “Possible adverse effects and associated cost of drug control policies” which will be held in Reykjavik, Iceland from Wednesday 25 May 09h00 to Thursday 26 May 2016 17h00.

The address of the meeting venue is:

Ministry of Welfare (Velferðarráðuneytið)  
Hafnarhúsinu við Tryggvagötu  
101 Reykjavík  
Iceland

The working language of this expert group is English. The draft agenda of the meeting will be sent to you shortly under separate cover.

Your travel between the address quoted below and the meeting place and subsistence expenses will be borne by the Council of Europe on the terms specified in the enclosed Rules. Please note that the daily allowance has been set at € 175 (50% for hotel accommodation, 15% for each main meal and 20% for miscellaneous expenses).

You are requested to arrange your journey in the most economical manner. If you wish to benefit from a Prepaid ticket, you are kindly requested to contact the Secretariat as soon as possible. Your travel expenses will only be reimbursed upon presentation of documentary evidence of the sum actually paid (invoice, copy of credit card slip, etc.). If an invoice is provided, this must be the original document issued by the travel agency or airline that issued the ticket. This evidence of the expenditure together with the relevant travel tickets (plane, train, etc.) should be attached to the completed claim form for reimbursement. All these documents should be returned to the Secretariat at the beginning of the meeting.

If no public transport is used, travel expenses will be reimbursed according to Article 6 of the enclosed rules.

You are kindly requested to obtain any visas necessary for your journey. The present letter may be used as confirmation of your participation in a Council of Europe activity and may thus assist you in obtaining a visa.

Specific travel-related risks are covered by a CHARTIS insurance policy (number 2.004.761), which provides cover for persons up to their 76th birthday. The following help line CHARTIS Assistance 24 Hours can be called in case of need: (32) 3 253 69 16. It is not necessary to take out a supplementary insurance policy and such a policy will not be reimbursed by the Council of Europe.

Mr Thomas Kattau of the Pompidou Group of the Directorate General of Human Rights and Rule of Law (thomas.kattau@coe.int) is responsible for the organisation of this activity and is at your disposal for any further information you may require.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'J. Malinowski', with a long horizontal stroke extending to the left.

Jan Malinowski  
Executive Secretary of the Pompidou Group

Enclosed: Rules concerning the reimbursement of travel and subsistence expenses