



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE

Directorate F - Health, Consumers and Reference Materials (Geel/Ispira)
Food & Feed Compliance

Ispira, 6 August 2019
JRC.F.5/HE/mt/ARES(2019) 19-055/5130188
CCR.P2019026212

National Food Institute, DTU
[Redacted]

**Invitation to
Hands-on training MOSH/MOAH analysis
Ispira, Italy, 24-26 September 2019**

Dear [Redacted]

I am pleased to invite you to the hands-on training MOSH/MOAH analysis which will take place in Ispira, Italy, at the European Commission's Joint Research Centre (Building 26), from Tuesday 24 September 2019 09h00 till Thursday 26 September 2019 16h00.

The Commission will cover the following costs:

- A return travel ticket by the most direct, least expensive (economy class) travel option. In case your travel dates do not correspond exactly to the meeting dates (or your travel itinerary is not directly from and to the place of invitation) you are requested to inform us in advance. The schedule or the itinerary should be agreed in advance by the European Commission upon submission of a comparative quote for a regular round trip;
- A daily allowance, calculated according to the Experts' Reimbursement rules in attachment, paid for each day of the meeting to cover all expenditure at the place where the meeting is held, calculated on the basis of meals offered (reduction for lunches and dinners);
- An accommodation allowance of € 100 euro per room per night. The number of nights may not exceed the number of meeting days + 1.

The Commission will arrange:

- Local transport from/to the airport/station and hotel/meeting place
- 6 coffee breaks

Registration

Please register at your earliest convenience and no later than 10 September 2019, in the

E-mail [Redacted] Belgium. Telephone: [Redacted]

"[JRC Register for Events module](#)"¹ where you can indicate if you need accommodation and/or transport arrangements.

Participation will be confirmed by email, to be sent shortly after the registration deadline. Transport will be provided only to participants who fill in the transport section in the on-line registration system.

Reimbursement

Prior to the meeting you must complete the "[Financial Identification Form](#)" and the "[Legal Entity Form](#)"². It is necessary to indicate the IBAN number of the account into which your reimbursement has to be transferred on the reimbursement form.

Both forms, together with the annexes requested therein, should be sent to [REDACTED] before the start of the meeting. If you have previously received a reimbursement from the European Commission and your personal details have not changed, re-submission of the documents is not required. Just complete the part of the Financial Identification Form (name and bank details); neither the bank stamp and signature, nor the Legal Entity Form are necessary.

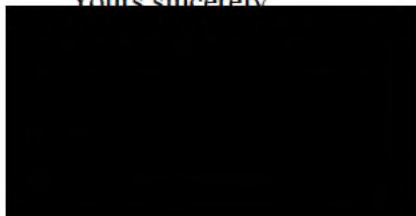
After the meeting you will have to complete the "Application for Reimbursement of Expenses" form, duly dated and signed, including its supporting documents and to return all originals to:



Please note that the European Commission will reimburse only 1 participant per organisation. **Important: all documents necessary for reimbursement must be received by the European Commission at the latest 30 days after the final day of the meeting. Beyond this deadline, the European Commission is absolved from any obligations to reimburse travel expenses or to pay any allowances.**

For any further questions, please do not hesitate to contact our meeting organiser Sa [REDACTED]

Yours sincerely,



Annex: Experts' Reimbursement rules
Application for Reimbursement Form

¹ Regarding the processing of your personal data in line with this event, we inform you that when confirming your attendance, we consider you agree to the privacy statement published on this website link: <http://ec.europa.eu/dpo-register/download?metaId=1419871>

² If you have previously received reimbursement from the European Commission and your personal details have not changed, re-submission of the documents is not required.