Dear [Name],

Due to the big interest that this topic has raised among our members, we would like to know whether we could have a second attendee (as observer) from the Irish Farmers’ Association.

The name of the expert is [Name], [Name].

Of course, no reimbursement is needed.

Best regards,
Dear meeting attendees

Please find attached the official invitation and associated documents in relation to the 1st meeting of the sub-group. The invitation includes links to the relevant documents associated with reimbursement of expenses. I shall be collecting all the relevant documents at the start of the meeting. Please ensure to bring your stickers (you will only have them if you have attended meetings before and are in the system), bank forms properly signed and completed and Passport ID as required. I have attached a visitors information document which gives details on accommodation etc. We recommend that you stay at the Knightsbrook Hotel Spa & Golf Resort. Breakfast, access to the spa facilities and transfers between the hotel and Grange during the meeting are included in the price. Please book in advance by email to the hotel and indicate that you are entitled to the special rate as you will be attending the Animal Welfare Meeting. Please also copy this request to me at @ec.europa.eu. To assist in bus transfers and to ascertain possible numbers for the provision of a bus transfer to the airport at the close of the meeting, please inform me of your arrival and departure dates and times. Please confirm your attendance by Monday 23rd April 2018. Also, when confirming your attendance please indicate if you have any particular dietary requirements.

The final agenda is also attached and has been expanded to include details of the topics for the working groups.

1. **Extreme Temperatures**
   - Development of fact sheets on good practice for animal transports (cattle, sheep, goats, pigs and poultry) for use on transports which are planned to take place during periods in which extreme temperatures are forecasted/likely to occur. These facts sheets should be for dissemination with a targeted audience of organisers, transporters and drivers.

2. **Exports of Cattle**
   - Create a list of recommendations for use by organisers and transporters which will outline what is required to ensure that all planning and entire journey requirements are met. These recommendations should also include a contingency plan for occurrences of rejections at border inspection posts. If possible, the discussion will also include the merits of the Australian export supply chain assurance system and how aspects might be applicable in the EU context.
   - Examination of the usefulness of a mobile phone application to be used by organisers, transporters and drivers to assist in the dispatch of transports and preparation of conclusions and recommendations on its use.

3. **Unweaned Animals**
   - Preparation of a guide on good practice in relation to the transport of unweaned calves.
   - Assessment of the advantages and disadvantage of existing systems currently used for feeding calves during the transport process (to include both on the transport vehicle and where necessitated off-vehicle). Conclusions to include advantages and disadvantages of existing systems and detailing of areas or innovations which need to be further developed. Where disadvantages are listed, possible solutions should also be presented.
If you have any queries or I can be of assistance in any way please do not hesitate to contact me. I look forward to meeting you here in Grange on the 16th May.

Best regards

European Commission
Directorate-General for Health & Food Safety
Unit F2 Animals
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Dunsany
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