THE EUROPEAN COMMISSION INVITES YOU AS A PRIVATE EXPERT OR OBSERVER TO THE FOLLOWING MEETING:

<table>
<thead>
<tr>
<th>I.</th>
<th>DG: HEALTH AND FOOD SAFETY, UNIT F2, ANIMALS</th>
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<tbody>
<tr>
<td>TITLE OF MEETING:</td>
<td>FIRST MEETING OF THE SUB-GROUP OF EU PLATFORM ON ANIMAL WELFARE – ANIMAL TRANSPORT</td>
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<tr>
<td>LOCATION:</td>
<td>CR-1 GRANGE DUNSAN</td>
</tr>
<tr>
<td>DATE:</td>
<td>16TH MAY 2018</td>
</tr>
<tr>
<td>TIME:</td>
<td>8.45 – 17:30</td>
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II. THE COMMISSION WILL, IN ACCORDANCE WITH ITS RULES, BEAR YOUR EXPENSES AS FOLLOWS (FOR DETAILED INFORMATION ABOUT THE REIMBURSEMENTS PLEASE READ ANNEX 1):

TRAVEL EXPENSES YES
SUBSISTENCE EXPENSES YES

III. AGENDA:
ATTACHED

IV. THE MEETING WILL BE CONDUCTED IN ENGLISH.

V. THE EMAIL ADDRESS TO BE USED IN CASE OF QUESTIONS RELATED TO THIS MEETING IS:
SANTE-IRL-F2-AW-P-SUB-GROUP@ec.europa.eu

VI FOR SECURITY REASONS, THE PARTICIPANTS ARE REQUESTED TO PRESENT THIS INVITATION TO THE RECEPTION DESK OF THE BUILDING.

VII PRIVACY STATEMENT: SEE ANNEX 2.

YOURS FAITHFULLY,
ANNEX 1 – REIMBURSEMENTS

RULES FOR REIMBURSEMENT:

1. EXPERTS WHO HAVE ALREADY PARTICIPATED IN MEETINGS ORGANISED BY THE EUROPEAN COMMISSION AND WHO HAVE PREVIOUSLY SUBMITTED THESE FORMS WILL ONLY BE REQUIRED TO SUBMIT:

a) THE ORIGINAL SUPPORTING DOCUMENTS FOR TRANSPORT, SPECIFYING THE DATES, PRICE AND TRAVEL CLASS;

b) THE APPLICATION FOR REIMBURSEMENT FORM, WHICH WILL BE DISTRIBUTED IN THE MEETING ROOM. THIS HAS TO BE FILLED AND SIGNED DURING THE MEETING AND THE STICKER NEEDS TO BE PUT IN THE SPECIFIC AREA OF THIS DOCUMENT.

c) FOR THOSE WHO DID NOT YET RECEIVE A STICKER, IT IS OBLIGATORY TO ACCOMPANY THE APPLICATION FORM WITH THE ATTACHED DOCUMENT "EXPERT'S IDENTIFICATION SHEET" DULY FILLED WITH ALL REQUESTED ADMINISTRATIVE AND BANKING INFORMATION, AND GIVE A COPY OF THIS DOCUMENT TO THE SECRETARY RESPONSIBLE FOR THE REIMBURSEMENT IN EVERY MEETING. UNTIL YOU RECEIVE THE RELEVANT STICKERS FROM THE COMPETENT COMMISSION'S SERVICE (PMO).

2. IN ADDITION, IF YOU PARTICIPATE FOR THE FIRST TIME TO A MEETING ORGANISED BY THE EUROPEAN COMMISSION, IT IS MANDATORY TO PROVIDE TO THE COMMISSION DEPARTMENTS THE FOLLOWING DOCUMENTS, IN ORDER TO CREATE YOUR FILE IN OUR ELECTRONIC SYSTEM:

a) A LEGIBLE AND CLEAR COPY OF THE PASSPORT OR IDENTITY CARD,

b) THE LEGAL ENTITY FORM ("NATURAL" FOR A PRIVATE EXPERT, "PRIVATE COMPANIES" FOR THE EXPERT WHO REPRESENTS A PRIVATE COMPANY) DULY FILLED AND SIGNED BY THE RELATED PERSON OR PRIVATE COMPANY (SEE THE LINK BELOW):

[Legal Entity Natural person 2015](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

[Legal Entity private companies](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)


[Financial Identification](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)
# ANNEX 2 - PRIVACY STATEMENT

**PURPOSE AND SCOPE OF PERSONAL DATA PROCESSING:**

DG SANTE will record and further process your personal data to the extent that they are necessary for the follow-up of the meetings to which you are invited.

Your contact details may be shared with other participants in the same meeting or consultation to facilitate follow-up between participants.

Your data will be handled in conformity with Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by community institutions and bodies and on the free movement of such data.

Your data are recorded and stored as long as follow-up actions are needed in the context of your these meetings.

For transparency purposes, a short list, specifying your name, title and organisation may be communicated to the public, in particular through the health and food safety web pages on Europa at: [http://ec.europa.eu/dgs/health_food-safety/index_en.htm](http://ec.europa.eu/dgs/health_food-safety/index_en.htm)

**RIGHT OF RECTIFICATION & PERSONAL DATA CONTROLLER:**

Should you require further information concerning the processing of your personal data or exercise your rights (e.g. access or rectify any inaccurate or incomplete data) please contact the following email address: SANTE-ANIMAL-WELFARE-PLATFORM@ec.europa.eu

You have the right of recourse at any time to the European data protection supervisor at the following email address: EDPS@EDPS.EUROPA.EU

For more information on data protection please see the following link: [https://secure.edps.europa.eu/edpsweb/edps/edps?lang=en](https://secure.edps.europa.eu/edpsweb/edps/edps?lang=en)