

SANTE F2

<b>To:</b>	Permanent Representations of all the Member States
	Mission Iceland ( <a href="mailto:icemb.brussel@utn.stjr.is">icemb.brussel@utn.stjr.is</a> )
	Mission Norway ( <a href="mailto:eu.brussels@mfa.no">eu.brussels@mfa.no</a> )
	Mission Switzerland ( <a href="mailto:vertretung@brm.rep.admin.ch">vertretung@brm.rep.admin.ch</a> )
<b>Copy to:</b>	Chief Veterinary Officers/Heads of Services
	[redacted], EFTA Surveillance Authority ([redacted])
	[redacted], Director, EFTA ( <a href="mailto:bhe@efta.int">bhe@efta.int</a> )
	[redacted], EFTA
	Mr. M. Hudson, Director SANTE A
	Mr. M. Scannell, Director SANTE D
	Ms. S. Juelicher, Director SANTE E
	Mr. B. Van Goethem, Director SANTE G
	[redacted], SANTE G.2
	[redacted], SANTE G.2
Health and Food Audits and Analysis, Heads of Units	

The Commission of the EC invites representatives of the Member States to attend the following meeting:

I.	<b>DG:</b>	<b>Health and Food Safety, Unit F2</b>
	<b>Title of the meeting:</b>	<b>Experts – Progress on rearing pigs with intact tails in Europe</b>
	<b>Location:</b>	<b>European Commission, Grange, Dunsany, Co. Meath, Ireland</b>
	<b>Dates and times:</b>	<b>27 November 2018 – 09:00 to 18:00 and 28 November 2018 – 09:00 to 17:30 (as per agenda)</b>

II.A The Commission will, in accordance with its rules, bear the expenses of one expert per Member State, as follows::

Travel expenses	Yes ( <b>economy flight or first class train</b> ) - <b>taxi fares will not be reimbursed</b>
Subsistence expenses	No

Each expert will need to provide to the Commission Departments the justifying documents allowing the registration in the accounts of the entity that the expert represents, and the detail of the bank account on which the reimbursement of expenses will have to be carried out.

**Without this/these document(s) the Commission services will not be able to carry out the reimbursement of expenses. This information should be provided by the expert only once.**

Legal Entity File:

The Commission started a major project aiming to modernise its accounts. One of the objectives of this exercise is to set up an accounting system which makes it possible to obtain at all times an exhaustive overview of all the Commission's contractual and conventional activities. In order to achieve this objective, a "third party accounting" must be implemented, based on a rigorous control of the legal existence of the entities the Commission departments conclude contracts or conventions with. This control of the legal existence must result in the precise identification of these entities, the limitation of the risk of double entries in the accounts and the establishment of exhaustive contractual and financial situations between these entities and the Commission.

For these reasons, it is requested from the experts who take part in meetings organised by the Commission, whether it be on a private basis or as a representative of a private or public company, to fill out and sign one of the attached documents and to join the necessary supporting document(s) (depending on which case applies: copy of identity card or passport for a private person, extract from the trade/VAT register if representative of a private company, etc...).

Bank details

Please see administrative information on page 3 (particular attention to be drawn on Section A).

II. B. For Iceland, Norway and Switzerland

I have the honour to invite one Government expert to attend the working group meeting:

Travel expenses: No  
Subsistence expenses: No

III.	The Draft agenda is:  <ol style="list-style-type: none"><li>1. Brief summary from COM audits conducted in 2017/2018</li><li>2. COM work plan to reduce tail-biting and prevent routine tail-docking of pigs-next steps</li><li>3. Work Plan of the Animal Welfare Reference Centre and Communication workshop</li><li>4. MS assessment of progress with Action Plans</li><li>5. COM Feedback/assessment of Member States' Action Plans</li><li>6. Feedback from pig sector on initiatives to improve welfare standards on pig farms</li><li>7. MS Presentations of: good/best practice on compliance criteria good/best practice on recording evidence of tail/ear-biting good/best practice on farm risk assessment protocols good/best practice on improvement measures good/best practice on working with pig sector</li></ol>
IV.	The email contact address for this meeting is <a href="mailto:SANTE-IRL-F2-NCP-MEETINGS@ec.europa.eu">SANTE-IRL-F2-NCP-MEETINGS@ec.europa.eu</a> (with a copy to : [REDACTED]@ec.europa.eu). The fax number for this meeting is [REDACTED].
V.	For security reasons, the participants are requested to present this invitation to the reception desk of the building.

It would be appreciated if you could confirm to [SANTE-IRL-F2-NCP-MEETINGS@ec.europa.eu](mailto:SANTE-IRL-F2-NCP-MEETINGS@ec.europa.eu) the number of experts attending from your services by **19 October 2018**.

One of the main objectives of these meeting is to discuss progress with enforcement of the relevant requirements from Directives 2008/120, 98/58 and Regulation 882/2004, taking into account the requirements of Recommendation 2016/336 and Commission staff working document on best practices, with a view to the prevention of routine tail-docking and the provision of enrichment materials to pigs.

Therefore, I would be grateful if you could send any proposals relating to Point 7 of the draft agenda that you may wish to discuss or present in order that these can be considered for inclusion in the agenda (time permitting). Please send any proposals to: [SANTE-IRL-F2-NCP-MEETINGS@ec.europa.eu](mailto:SANTE-IRL-F2-NCP-MEETINGS@ec.europa.eu) and copy to [REDACTED]@ec.europa.eu by **19 October 2018**.

Please note:

- In relation to Point 4 of the draft Agenda: All Member State representatives attending the meeting should be briefed on the state of play in their country on their service's Action Plan to improve the implementation of: Directives 2008/120; 98/58; Regulation 882/2004: Recommendation 2016/336; and the accompanying Commission Staff Working Document.
- There will be a live web-cast of the meeting.
- Please be aware that the first meeting of the EU Platform on Animal Welfare – pig sub-group will take place on 26 November 2018 in Grange Ireland.

[REDACTED]

## Administrative Information

### A. For the Member States

The Commission will, in accordance with its rules, bear the expenses of **one expert per Member State** as follows:

**Travel expenses: Yes (economy flight or first class train)**

**Subsistence expenses: no**

Each expert will be requested to give his or her bank details (**name and address of bank**, number and **holder of account, IBAN**, bank code).

#### Bank details

It is essential for the registration of a new account (i.e. in the event of a first payment by the Commission on this account) or for the modification of existing bank account detail to provide the following information, in paper form, to the meeting secretary:

- **either** a document (or copy) issued by the bank giving the following details: account number and name of account holder (bank statement, notice of the opening of the account, bank identity statement), together with the financial identification sheet given in the annex, duly completed and signed by the account holder;
- **or** the attached financial identification sheet **duly completed and signed by the bank and by the account holder.**

Without the above-mentioned document(s), the Commission services will be unable to proceed with the reimbursement claim.



ExpertIdentificationSheet-EN.pdf

The Commission's services have decided that the reimbursement of travel costs for government experts can only be made on the **account of their Ministry.** May we kindly ask you to check the bank account which is on your sticker?

If you have been using your private account for the reimbursement of your travel costs up to now, please provide the Commission with the bank details of your Ministry. If your sticker mentions the bank account of your Ministry, no additional information will be needed.

### B. For Iceland, Norway and Switzerland

**Travel expenses: No**

**Subsistence expenses: No**