

**From:** DEVCO INFOPOINT CONFERENCES  
**Sent:** Wednesday, January 06, 2016 11:08 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED] DEVCO INFOPOINT CONFERENCES  
**Subject:** 1 draft poster Lunch-time conference at DG DEVCO Infopoint

Dear colleagues,

Thanks for your email and for the information.

I prepared the draft of the poster. Please find enclosed the document.

I look forward to receiving your confirmation,

I wish you a nice day,

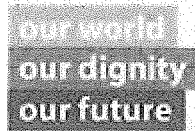
Best regards,

[REDACTED]

[REDACTED] (Prestataire ECORYS- Destrée pour la DG DEVCO)

DEVCO INFOPOINT CONFERENCES  
**Commission Européenne**  
DG Coopération internationale et développement  
Unité "Communication et transparence" - DEVCO.02  
Rue de la Loi, 43- [REDACTED]  
B-1049 Bruxelles/Belgique  
[REDACTED]  
[EuropeAid-INFOPOINT-CONFERENCES@ec.europa.eu](mailto:EuropeAid-INFOPOINT-CONFERENCES@ec.europa.eu)  
[REDACTED]

Follow EuropeAid



**From:** [REDACTED]@wearelumos.org]  
**Sent:** Tuesday, January 05, 2016 1:11 PM  
**To:** DEVCO INFOPOINT CONFERENCES  
**Subject:** RE: Lunch-time conference at DG DEVCO Infopoint

[REDACTED]

Following on from our phone conversation today, please find below and attached the required information and material that [REDACTED] previously shared as part of her communication with [REDACTED]

Please do not hesitate to get in touch should you have any questions.

Many thanks.

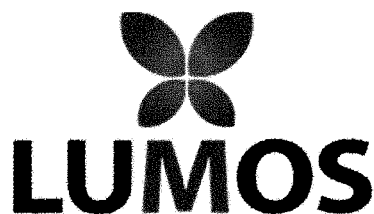
Kind regards,  
[REDACTED]

Name and exact function of the speakers (including the DEVCO speaker who does the introduction): Maxence Daublain, Policy officer, Child rights, gender, discrimination

Directorate General for International Cooperation and Development (DEVCO) – EuropeAid - EU Commission; Nolan Quigley, Advocacy and Campaigns Manager, Lumos; Irina Papancheva, EU Policy and Advocacy Adviser, Lumos.

- The title of the conference (3-4 word max): Supporting families globally
- Eventually subtitle (4-5 words): Ending the institutionalisation of children
- Two short sentences' max describing the content of the conference: The conference will raise awareness of the scale of institutionalisation worldwide and the harmful nature of such systems of care. It will explain how the EU can be a driving force in achieving a positive change.
- One picture illustrating (pdf high quality) with copyrights (Files must be less than 8 MB. Allowed file types: png gif jpg jpeg. Images must be between 640x480 and 4096x3072 pixels.) Please don't forget to specify the copyright, the owner of the photo and if European Commission has the rights to use the photo, because it is very important to publish the event on the Website.
- The language in which the conference will be held: English
- The language of the Q&As (we don't have a translation service): English
- The timing: date and time: 20 January 2015, 12:30 – 14:00

.....  
[REDACTED]  
EU Advocacy Support Officer  
Rue Royale / Koningsstraat 35  
B-1000 Brussels  
Belgium  
Mob.: [REDACTED]  
Email: [REDACTED]



Protecting Children. Providing Solutions.

t: +44 20 7253 6464 | [www.wearelumos.org](http://www.wearelumos.org)

**With your help, we can change the lives of millions of children**



Please consider the environment before printing this email.  
This email and any attachments to it are confidential. Any use, copying or disclosure other than by the intended recipient is unauthorised. If you are not the person for whom this email is intended, please notify the sender immediately by calling +44 20 7253 6464 or emailing [postmaster@lumos.org.uk](mailto:postmaster@lumos.org.uk) and delete this message and any copies from your computer and network.

Lumos Foundation (Lumos) is a company limited by guarantee registered in England and Wales number: 5611912 | Registered charity number: 1112575 | Registered office: Gredley House, 1-11 Broadway, Stratford, London, E15 4BQ.

**From:** [EUROPEAID-INFOPOINT-CONFERENCES@ec.europa.eu](mailto:EUROPEAID-INFOPOINT-CONFERENCES@ec.europa.eu)  
[mailto:[EUROPEAID-INFOPOINT-CONFERENCES@ec.europa.eu](mailto:EUROPEAID-INFOPOINT-CONFERENCES@ec.europa.eu)]  
**Sent:** 05 January 2016 12:07  
**To:** [EUROPEAID-INFOPOINT-CONFERENCES@ec.europa.eu](mailto:EUROPEAID-INFOPOINT-CONFERENCES@ec.europa.eu); [REDACTED]  
[REDACTED]@wearelumos.org>  
**Subject:** RE: Lunch-time conference at DG DEVCO Infopoint

**From:** DEVCO INFOPOINT CONFERENCES  
**Sent:** Friday, September 25, 2015 10:59 AM  
**To:** [REDACTED]  
**Cc:** DEVCO INFOPOINT CONFERENCES  
**Subject:** RE: Lunch-time conference at DG DEVCO Infopoint

Dear [REDACTED]

First of all, thanks for your email and your interest in organising a lunch-time conference at the InfoPoint.

Concerning the facilities, we have all technical equipment you need for a conference (projector, microphones, computer, etc.)

Concerning the costs, there is not any fee to be paid for organising the event.

Regarding the procedure to host a conference at the Infopoint, we imperatively need the involvement of the relevant DEVCO unit.

A Unit in DEVCO need to take the responsibility of hosting the event and need to approve, in collaboration with you, all the steps related to the organisation of the event (date, time, content of the promotional poster, videos to be showed etc...) An introduction will always be addressed by someone from the relevant DEVCO unit, whose function is relative to the topic of the event.

Regarding the functioning of the INFOPOINT, our lunch-time conferences normally last 1 to 1.30 hour and are held between 12h00 and 14h30. They are opened to the general public. We conceive ourselves the promotional poster/invitation for the conference that we send to our database of external contacts who wish to receive the programmes of our conferences. We also send invitations to all the persons working for DG DEVCO. We also promote the event in our intranet, in the EuropeAid website and in the social media. You can always forward the invitation to your contacts as well, when the promotional poster has been approved by all parties, given that they register through the link mentioned in the invitation.

In occasion of the European Year for Development, we have thematic months. For December the thematic will be "Human Rights and Governance" so it would be better to organise a conference related to this thematic.

Regarding the proposed date, unfortunately the Infopoint is not available on the 8<sup>th</sup> December. You can chose another date in December. Except for the 3/12 and the 8/12, the Infopoint is available.

We could book provisionally the InfoPoint for your conference when we will receive the green light from the relevant Unit in DEVCO.

Moreover, we will need the following information 20 days before the conference, in order to start working on the promotional poster:

- Name and exact function of the speakers (including the DEVCO speaker who does the introduction): PLEASE COMPLETE
- The title of the conference (3-4 word max): PLEASE COMPLETE
- Eventually subtitle (4-5 words): PLEASE COMPLETE
- Two short sentences' max describing the content of the conference: PLEASE COMPLETE
- One picture illustrating (pdf high quality) with copyrights (Files must be less than 8 MB. Allowed file types: png gif jpg jpeg. Images must be between 640x480 and 4096x3072 pixels.)

- The language in which the conference will be held: PLEASE COMPLETE
- The timing: date and time: PLEASE COMPLETE

Please don't forget to specify the copyright, the owner of the photo and if European Commission has the rights to use the photo, because it is very important for publishing the event on the web-site. Please specify as well the language of the conference and the language of the Questions&Answers session (we don't have a translation service).

I hope everything is clear. For further information, don't hesitate to contact me.

I look forward to hearing from you and welcoming you in the near future at the Infopoint,

I wish you a nice day,

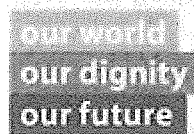
Best regards,

[REDACTED] (Prestataire ECORYS pour la DG DEVCO)

DEVCO INFOPOINT CONFERENCES  
**Commission Européenne**  
DG Coopération internationale et développement  
Unité "Communication et transparence" - DEVCO.05  
Rue de la Loi, [REDACTED]  
B-1049 Bruxelles/Belgique  
[REDACTED]  
[EuropeAid-INFOPOINT-CONFERENCES@ec.europa.eu](mailto:EuropeAid-INFOPOINT-CONFERENCES@ec.europa.eu)

Follow EuropeAid   

**2015 European Year for Development**



**From:** [REDACTED]  
[REDACTED]@wearelumos.org]  
**Sent:** Friday, September 25, 2015 10:21 AM  
**To:** DEVCO INFOPOINT CONFERENCES  
**Subject:** Lunch-time conference at DG DEVCO Infopoint

Dear Sir/Madam,

I would like to kindly ask you for information regarding organisation of a Lunch-time conference at DG DEVCO Infopoint. It would be particularly helpful if you could provide me with details on the following issues:

- Facilities – Could you please provide information on what technical equipment is available? (e.g. projector)
- Costs – Is there any fee to be paid for organising the event at this venue and if so, could you please let me know what is the amount of it?
- Dates – Is the venue available for organising a Lunch-time conference on 8 December?

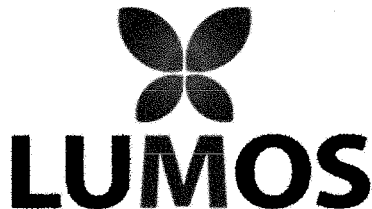
Many thanks for any advice you can provide on this. Please do not hesitate to contact me should you need more information.

Kind regards,

[REDACTED]

[REDACTED]  
EU Advocacy Support Officer  
Rue Royale / Koningsstraat 35  
B-1000 Brussels  
Belgium

[REDACTED]



Protecting Children. Providing Solutions.

t: +44 20 7253 6464 | [www.wearelumos.org](http://www.wearelumos.org)

**With your help, we can change the lives of millions of children**





Please consider the environment before printing this email. This email and any attachments to it are confidential. Any use, copying or disclosure other than by the intended recipient is unauthorised. If you are not the person for whom this email is intended, please notify the sender immediately by calling +44 20 7253 6464 or emailing [postmaster@lumos.org.uk](mailto:postmaster@lumos.org.uk) and delete this message and any copies from your computer and network.

Lumos Foundation (Lumos) is a company limited by guarantee registered in England and Wales number: 5611912 | Registered charity number: 1112575 | Registered office: Gredley House, 1-11 Broadway, Stratford, London, E15 4BQ.

