



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate H - Sustainability and Quality of Agriculture and Rural Development
H.3. Organic farming

Aves 2011

28 MARS 2011

Brussels,
H3/SC/rmh(2011) D342175

**Invitation to the Sub-group meeting on feed of the
Expert Group for Technical Advice
on Organic Production**

The Sub-group meeting on feed will take place on 14 April (at rue Froissard, in the CCAB – Borchette Building - Room 304) and 15 April 2011 (at rue de la Loi 130 – 11th floor – room A) and will start at 10:00 a.m.

Dear Expert,

I have the honour to invite you, in agreement with the Chair, to attend the Sub-group meeting on feed which will take place on the 14th and 15th of April 2011, at the following addresses: rue Froissard in the CCAB - Borchette Building - Room 304 (on the 14th) and rue de la Loi 130 – 11th floor – room A (on the 15th).

I inform you that, with a view to avoid a possible conflict of interest with the items into the agenda, your attendance is requested for the first day of the meeting on the 14th of April 2011 and it will be limited to the provision of information and discussion preliminary to the drafting of the report. This decision has been taken by the Chair in consultation with the Permanent Group and in agreement with the Secretariat as mentioned in Chapter 5.1.2 of the Rules of procedure of the Group, and it is based on the declaration of interest received with your application to the Call for applications 2009/C 308/10 and further updates received.

As you will see in the enclosed draft agenda agreed with the Chair, the meeting will be devoted to finalise the draft report answering to the specific questions in the term of reference of the relevant mandate.

The Commission shall reimburse travel and, where appropriate, subsistence expenses for members and experts in connection with group's activities in accordance with the Commission's rules on the compensation of external experts. No remuneration shall be paid for the services rendered under this Decision. Meeting expenses are reimbursed within the limit of the annual budget allocated to the Group by the responsible Commission services.

You will find the instructions regarding the travel reimbursement/booking in the enclosures. I would like to draw your attention to the fact that if exceptionally, for reasons beyond the control of experts, seats have to be booked in business class and/or

higher rate, the expert must produce with the ticket supporting evidence from the travel agency and complete the enclosed "justification" form.

The form of "application for reimbursement" needs to be filled in and signed at each meeting. You will receive this document in a folder during the meeting and you will have to complete it with the type and class of travel used, the time of travel and the amount paid. Please do not forget to sign it.

You are kindly requested to bring to each meeting the invoices or online bookings with you as well as the printout of the electronic reservation and the boarding pass or train tickets. The documents provided must show the class of travel used, the time of arrival and the amount paid.

For the members of the Permanent Group present during the previous meetings, please do not forget your personal label.

In particular, the members selected from the pool list and those of the Permanent Group who could not participate to the previous meetings are kindly asked to fill in the "financial identification" and the "legal entity" forms and to bring them at the meeting in order to be completed by the Secretariat during the meeting or to send them before the meeting to the following address: European Commission, DG AGRI Unit H3 - Organic farming, Rue de la Loi 130, 3/224, 1049 Brussels, BELGIUM.

These forms can be found at the following addresses:

http://ec.europa.eu/budget/info_contract/ftiers_en.htm?submenuheader=0

http://ec.europa.eu/budget/info_contract/legal_entities_en.htm?submenuheader=0

I would like to draw your attention to the fact that your name and not the name of the Institution/Company for which you work should be mentioned in those documents.

Please do not use old forms, the above mentioned ones are the only forms accepted by the Directorate-General for Budget.

In addition, please be sure to provide a copy of your passport or ID at the time of the meeting.

All the experts are reminded that they already gave their consent to the processing of personal data with the specific privacy statement in Annex IV B of their application to the Call for applications 2009/C 308/10.

According to Article 19.2 of the Rules of procedure of the Group, members of the Permanent Group or Sub-groups or external experts or observers shall sign a declaration that they will comply with the rules of confidentiality set out in paragraph 1, where necessary.

In addition, according to Art. 4.7 of Commission Decision 20009/427/EC members appointed in a personal capacity shall each year sign an undertaking to act in the public interest.

Please remember to send the original of the declaration of interest, the declaration of confidentiality and the undertaking to act in the public interest duly signed by post to the following address European Commission, DG AGRI Unit H3 - Organic farming, Rue de la Loi 130, 3/224, 1049 Brussels, BELGIUM.

Experts must provide the Secretariat with the documents necessary for their reimbursement, as required by the financial rules applicable in the Commission bringing them at the meeting, or by letter, fax or e-mail postmarked or dated no later than 30 calendar days after the final day of the meeting.



María Angeles BENITEZ SALAS,

Director

Annexes:

- Draft agenda
- Mandate
- Instructions on reimbursement
- Justification form
- DoI form Annex III
- Confidentiality Annex IV
- Undertaking to act in the public interest Annex V

Contact:

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