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**From:** [REDACTED]@wearelumos.org>  
**Sent:** mardi 5 juin 2018 15:27  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Event 15 June 2018 - Artwork  
**Attachments:** NoChildLeftBehind\_RollerBanner\_WHITE\_05JUN18.pdf; EU Lumos Step Repeat Board 8ftx4ft\_PR\_JUN18.pdf

Dear [REDACTED],

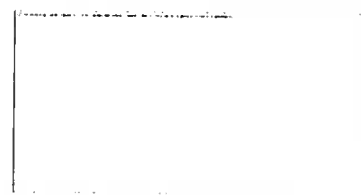
Apologies for the delay. Please find attached:

- 1) Artwork for the roll up banner
- 2) Artwork for the step & repeat board

I hope these documents are sufficient, however please do let me know if you need any other information at this stage

Warm regards

[REDACTED]



Lumos EU Liaison Office  
Rue de l'Arbre Bénit 44, 1050 Bruxelles, Belgium

m: + [REDACTED]  
e: [REDACTED]@wearelumos.org

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**By 2050 all children will grow up in loving, nurturing, protective families.  
Because children belong in families, not orphanages.**

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**From:** [REDACTED]  
**Sent:** 05 June 2018 11:18  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Event 15 June 2018 - call for a meeting

[This message is from an external source]

Dear [REDACTED],

We have forwarded the different points we discussed during our meeting to the venue but they indicated that it would be better to discuss everything on Friday during our meeting.

On the other hand, please allow me to take this opportunity to remind you that we urgently need the layout of the roll up to be produced, as discussed of Friday. Specifically, we would need to receive it by today cob. Do you think it is feasible?

Thank you very much.

Best regards,

[REDACTED]

Business and Strategies in Europe S.A.  
Woluwe Gate  
Boulevard de la Woluwe 2  
1150 Brussels  
Belgium

Tel + [REDACTED]  
Fax + [REDACTED]

[REDACTED]@bseurope.com  
<http://www.bseurope.com>



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**From:** [REDACTED]  
**Sent:** Friday, June 01, 2018 1:09 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear [REDACTED],

If I may just add, I probably have to be at the EDDs on Tuesday afternoon for one session so if there's any chance of the meeting being as early as possible, and over by 3pm on Tuesday, that would be extremely helpful.

Kind regards,  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** 01 June 2018 10:58  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Event 15 June 2018 - call for a meeting

Dear [REDACTED],

Thank you very much for your time on the phone today.

As per our conversation, please find attached the list of questions for your perusal and for us to hopefully confirm on Tuesday.

Further, I have attached an image of the step & repeat board we may require. If you can kindly enquire if this is a product your supplier might provide and the cost, we would be most grateful.

Please do not hesitate to contact [REDACTED] or I if you have any queries and I look forward to speak next week

Warm regards  
[REDACTED]

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**By 2050 all children will grow up in loving, nurturing, protective families.  
Because children belong in families, not orphanages.**

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**From:** [REDACTED]  
**Sent:** 31 May 2018 17:11  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Event 15 June 2018 - call for a meeting

[This message is from an external source]

Dear [REDACTED],

10h is fine for me.

Please, feel free to add me on skype searching me by my e-mail address.

Thank you very much,

[REDACTED]

[REDACTED]  
Junior Project Manager

Business and Strategies in Europe S.A.  
Woluwe Gate  
Boulevard de la Woluwe 2  
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Belgium

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Tel: +1 516 336 7000 | Fax: +1 516 336 7001 | Email: [info@bnl.com](mailto:info@bnl.com) | Web: [www.bnl.com](http://www.bnl.com)

**From:** [REDACTED]  
**Sent:** Thursday, May 31, 2018 6:08 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear [REDACTED],

Great, thanks for the opportunity to discuss tomorrow. What time is good for you? ([REDACTED]  
[REDACTED] will be joining from the UK so please could the call be after 10 Brussels time?)

Maxence, thank you for confirming re the technician. Would you also want to join the call tomorrow?

Best,  
[REDACTED]

**From:** [REDACTED]  
**Sent:** 31 May 2018 18:01  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Event 15 June 2018 - call for a meeting

[This message is from an external source]

Dear [REDACTED],

Many thanks for your email. We talked. To be on the safe side it's better to have a technician with us full day, for a smooth process, even if in the end we might not need much of his/her services.

Best  
[REDACTED]

**From:** [REDACTED]  
**Sent:** Thursday, May 31, 2018 5:58 PM

**To:** [REDACTED]  
**Cc:** [REDACTED]

**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear [REDACTED],

Thanks for your e-mail.

We can schedule the call for tomorrow so we can discuss about this matter.

I also take this opportunity to indicate that we are not in touch with someone who worked in the Gaspieri room, but the provider confirmed that one technician could go to the conference room and catch up with the people from SCIC so he/she gets to know the installation in advance.

To this purpose, I would need the confirmation from [REDACTED] that the service is needed.

I am also available to have a call in the early morning to discuss any precise detail you may deem appropriate so I can transfer your specific requirements to the venue to check if they will be in place or if we need to take further action.

Please, feel free to propose an schedule for the call tomorrow and I will try to confirm it as soon as possible.

For the rest, we remain at your disposal should you need any further information.

Thank you very much.

Best regards,

[REDACTED]

**From:** [REDACTED]

**Sent:** Thursday, May 31, 2018 5:31 PM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear all,

I have just emailed DG SCIC about the possibility of a phonecall / site visit to discuss the equipment available.

[REDACTED], would it be possible to have a call tomorrow at some point to discuss the AV technician being provided from your side?

Or, if possible, it would be even better to have a call with this person also, to speak about the technical elements with them directly.

Will it be someone who has worked the tech desks in the Charlemagne de Gasperi room before? This would be desirable as he/she will know how it all works and what is possible.

[REDACTED] (now in copy to this email), the Events management consultant I previously mentioned, would be available to join this call tomorrow, which would be ideal as I am not up to scratch with all the technical elements myself. She could also possibly join a call on Monday, but tomorrow would be much better as we are both free all day.

Kind regards,  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** 30 May 2018 12:15  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Event 15 June 2018 - call for a meeting

[This message is from an external source]

Dear All,

I just discussed with SCIC over the phone : again all is easy plug-in with USB Key and all prepared to work for the day, mics etc.

They don't do prep meeting through phone call but advise to set a meeting with them on site in advance if you have technical questions [REDACTED]@ec.europa.eu  
Depending on our requirements, they'll adapt . Normally they intervene just in case of complex video conf with multiple participation.

In case of doubts, drop them a line copying us.

Best  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** Wednesday, May 30, 2018 9:40 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear all,

[REDACTED], if there have been problems in the past, it does indeed sound that it would be helpful to have someone from SCIC, is this possible?

It would at least be helpful to get someone on the phone to go through equipment and what is needed / available. A trip to the room in advance would also be a good idea. I know that [REDACTED], our consultant, will be in Brussels the day before, which could be an occasion to see the room and check equipment. However, that will be quite late so if she can be put in contact with someone in advance to verbally go through it, that would be really helpful.

I am quite conscious that time is quite short, and it would be good to get an idea if there is anything missing that will need to be brought in / ordered from our side. [REDACTED], you mentioned a possible call later today – we have meetings from 11h-13h but are free from 13h-14h30, does that time slot work for you? (after 14h30 could also work, it's just that I would not be able to join, it would just be [REDACTED]). [REDACTED], do you think there is any chance of getting SCIC on that call?

Alternatively, if there would be a chance to get someone from SCIC in the call but hold it later in the week, say Friday, that might be a good option? Our consultant is working today and Friday so those would be better days.

What do you think all?

Best,  
[REDACTED]

**From:** [REDACTED]  
**Sent:** 30 May 2018 08:51  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Event 15 June 2018 - call for a meeting

[This message is from an external source]

Dear All,

The meeting will take place at Charlemagne Gaspari room which is normally all equipped and easy plug-in. As I understood last time we won't have a dedicated technician from SCIC but can ask in case of problems. However I know by



experience that we always face issues on the exact days as it does not go as smoothly as we wish. 1 option is to go for a check on site some days before. I don't have direct contact at SCIC but will search, our secretary who was in charge is absent until 1 June.

Best

**From:** [REDACTED]  
**Sent:** Tuesday, May 29, 2018 6:18 PM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear [REDACTED],

If I may intervene here, please note that given that the meeting will be held at the EU premises, it is someone from SCIC or from OIB (i.e., in house EC staff). @ [REDACTED], may I ask you who could facilitate these contacts?

Thanks a lot!

All the best,

[REDACTED]

**B&SE**  
EUROPE

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**From:** [REDACTED]  
**Sent:** Tuesday, May 29, 2018 5:59 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear [REDACTED],

My colleagues at HQ reminded me today about a couple of questions that we had previously asked you.

Firstly, **please would it be possible to organise the phone call with our consultant and your AV person ASAP?** It is quite difficult to plan for the day without knowing all of the AV equipment and capacities that will be available. ([REDACTED], would you be able to advise if there should also be someone from the Commission sitting in on this call?)

Would you please also be able to also share the **specifications for the badge size?** And in **what format** would you need to receive the layout? Then our comms team can work on the design and get it to you in time for you to begin the production of the badges.

Kind regards,  
[REDACTED]

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**From:** [REDACTED]  
**Sent:** 25 May 2018 09:16  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear [REDACTED],

Just to clarify, the person from our side is not an AV consultant, but a general events consultant. She won't be able to help out with the tech stuff but she will be able to supervise and have an overview of what elements should be in place and when.

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If possible, she would really appreciate the opportunity to speak to your tech person over the phone soon, to better plan for the day. Will it be possible to arrange this phone call?

Kind regards,

**From:**

**Sent:** 25 May 2018 09:13

**To:**

**Cc:**

**Subject:** RE: Event 15 June 2018 - call for a meeting

[This message is from an external source]

Dear [REDACTED],

I just remember that we also asked from your side an audio-visual technician to ensure that all goes smoothly during the event. LUMOS has an AV consultant that could work with the person selected by you.

Best

**From:**

**Sent:** Tuesday, May 22, 2018 3:44 PM

**To:**

**Cc:**

**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear [REDACTED],

Thank you for your email.

**Cc:**

---

**Subject:** RE: Event 15 June 2018 - call for a meeting

[This message is from an external source]

Dear [REDACTED],

Dear Lumos team,

Thank you very much for your e-mail.

We are looking forward to receiving the layout for the badges and banners or roll ups so we can start the production.

I would also like to take this opportunity to highlight the importance of clarifying if we need to produce a roll up or a banner.

Dimensions may be very different between the two items as well as the budget implication of each of them.

For the roll up, we would need to receive images in high quality (85 cm wide x 200 cm height and at least 300 pixels dpi) in png format.

Regarding the badges, you can also send us a layout for card-format ones, with a suitable design to write the names on top of the background (preferably white background in the space where names are to be printed)

An alternative would be to include the logos of the EC, Lumos and some other visibility that may be produced for the event.

With regards to the team of stewards/hostesses for the event, we have budgeted a team of 5-6 people, to ensure the swift development of the conference, taking into account that we are also foreseeing cloakroom and info point for a high volume of participants.

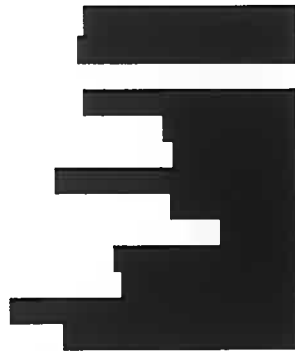
Of course, we will also be on the spot during the event.

We remain at your disposal, should you need any further information.

Thank you very much for your time.

Kindest regards,

[REDACTED]



**B&S**  
EUROPE

MEMBER OF GOPA CONSULTING GROUP

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**From:** [REDACTED]

**Sent:** Friday, May 18, 2018 11:07 AM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear [REDACTED],

I think we can now move forward on the conference. I just had a phone call with [REDACTED] from Lumos. She will provide more details but Lumos will send the design of layout (badges, banners) according to the format you would need and inform about n°.

How many people to you finally propose for reception desk at the entrance of the building + welcome office (information, cloakroom) located at the conference room floor ?

Thanks

**From:** [REDACTED]

**Sent:** Thursday, April 26, 2018 8:37 AM

**To:** [REDACTED]

**Cc:** [REDACTED]

[REDACTED]

**Subject: RE: Event 15 June 2018 - call for a meeting**

Dear [REDACTED],

We will discuss with Lumos, I'm putting in cc [REDACTED] and [REDACTED]

**From:** [REDACTED]

**Sent:** Wednesday, April 25, 2018 5:20 PM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject: RE: Event 15 June 2018 - call for a meeting**

Dear [REDACTED],

Your e-mail was well noted.

May I ask you if we are also in charge of the design of layout for the roll up or if you will provide it ready to be printed.

Thank you very much.

Best regards,

[REDACTED]

[REDACTED]



MEMBER OF GORP CONSULTING GROUP

Responsible for the design and layout of the roll up  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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**From:** [REDACTED]

**Sent:** Wednesday, April 25, 2018 9:12 AM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: Event 15 June 2018 - call for a meeting

Thanks [REDACTED]. Yes we would need hostesses.

---

**From:** [REDACTED]

**Sent:** Monday, April 23, 2018 2:13 PM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear [REDACTED],

I trust this e-mail finds you well.

We will proceed accordingly gathering all the prices for the requested services and we will get back to you as soon as we have everything ready.

Regarding the registration process, we believe that a team of 6 people can be enough to distribute badges among participants and welcoming them.

Would you also like to have a hostesses during the event?

We can have 3 or 4 hostesses so they can also help us with the registration desk.

We remain at your disposal, should you need any further information.

Thanks for your time.

Best regards,

[REDACTED]





MEMBER OF GEMA CONSULTING GROUP

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VAT ID BE 0442 740 000

**From:** [REDACTED]

**Sent:** Monday, April 23, 2018 11:48 AM

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: Event 15 June 2018 - call for a meeting

Dear [REDACTED] and [REDACTED],

At least some news from my side: Charlemagne (Gaspieri room) is booked for our event 15 June. We will have translation and catering.

We would need your services for the following points, as discussed with [REDACTED]:

- Reception desk to register guests and guide them to the room. According to your experience, how many persons would be needed for a smooth process (we rely on 300 guests) ? 5 /6 persons? We'll take care of e-passes.
- Printing badges + a roll-up
- A technician full day to ensure all works well in the room (normally easy plug-in but better to prevent any difficulty as there isn't one EU Commission technician dedicated to the room).

Let us know

Very best

[REDACTED]

ge





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# NO CHILD LEFT BEHIND: FAMILIES NOT INSTITUTIONS

EU External Action  
Championing  
Children's Rights





Commande  
Presto pour 15-06-18



1400002 Invoice Tot  
Transmission...

Bonjour,

Veuillez trouver ci-joint la commande Presto pour le 15 juin 2018 qui sera payée par le prestataire :

**Business and Strategies in Europe SA**  
Boulevard de la Woluwe 2, 1150 Brussels, Belgium  
VAT : Be0442745018

Merci,

Excellente journée,

■

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**From:** ■  
**Sent:** Wednesday, May 30, 2018 10:21 AM  
**To:** ■  
**Cc:** ■  
**Subject:** RE: Presto 10141 - EIDHR 384-899 EVENT 21 CATERING

Bonjour,

La commande étant prise en charge par les prestataires, il faut réintroduire les demandes dans "commandes privées" et y ajouter les coordonnées et adresse, du prestataire afin que la facture lui soit adressée.  
La commande ne passera donc plus chez nous.

Bàv,

■

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**From:** ■  
**Sent:** Tuesday, May 29, 2018 3:05 PM  
**To:** ■  
**Cc:** ■  
**Subject:** RE: Presto 10141 - EIDHR 384-899 EVENT 21 CATERING

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Bonjour,

Je vous mets directement en contact avec notre contractant (l'équipe de B&S Europe en cc) qui pourra régler la facture que vous lui adresserez couvrant les frais de catering de l'évènement.

Bien à vous,

■

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**From:** ■  
**Sent:** Tuesday, May 29, 2018 2:17 PM  
**To:** ■  
**Cc:** ■  
**Subject:** FW: Presto 10141  
**Importance:** High

Merci, cela peut être couvert par notre prestataire en charge de l'évènementiel, B&S Europe. Je vous mets en copie avec ma collègue qui gère ce contrat pour les modalités pratiques de prise en charge  
Bien à vous

■

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**From:** ■  
**Sent:** Tuesday, May 29, 2018 10:24 AM  
**To:** ■  
**Cc:** ■  
**Subject:** FW: Presto 10141  
**Importance:** High

Bonjour,

Voici les demandes envoyées le 23 mai.

Bàv,

■

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**From:** ■  
**Sent:** Wednesday, May 23, 2018 3:40 PM  
**To:** ■  
**Cc:** ■



**Subject:** Presto 10141

**Importance:** High

*Bonjour,*

*Veillez trouver en annexe 3 demandes Presto pour la Conférence du 15/06/2019 au CHAR, la salle Alcide De Gasperi, sous le nom: No Child left behind – EU External Action Championing Childrens Right to a Family.*

*Les 3 demandes sont:*

- 1. 09:30 Pause-Café*
- 2. 12:45 Buffet chaud/froid*
- 3. 15:00 Cocktail simple*

*Je vous envoie en annexe aussi la liste des personnes invitées.*

*Merci d'avance,*

[REDACTED]

<< File: 1480322 Invite list for sending of StD.XLSX >> << File: Conference 15.06.2018.pdf >>

[REDACTED]

*European Commission  
Directorate-General for International  
Cooperation and Development  
Gender Equality and Non-Discrimination  
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E-mail: [REDACTED]@ec.europa.eu  
Tel.: [REDACTED]*

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