



**FIRST MEETING OF THE EUROPEAN MULTI-STAKEHOLDER FORUM
ON E-INVOICING**

**Brussels, 13th September 2011
AGENDA**

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| 9.30-10.00 | Registration – Welcome coffee |
| 10.00-10.05 | Introduction |
| 10.05-10.35 | Keynote addresses: – Daniel Calleja Crespo, Deputy Director General and SME Envoy, DG Enterprise and Industry – Mario Nava, Acting Director, DG Internal Market and Services |
| 10.35-10.45 | Adoption of agenda and rules of procedures |
| 10.45-11.00 | Presentation of the policy background and the proposed work organisation |
| 11.00-13.00 | Round table with presentations by national delegations and representatives at EU level (5 min. each) |
| 13.00-14.30 | Lunch |
| 14.30-15.45 | Round table with presentations by national delegations and representatives at EU level (continued) |
| 15.45-16.00 | Coffee break |
| 16.00-16.45 | Adoption of the annual work programme and identification of activity leaders |
| 16.45-17.00 | Conclusion and next steps |
| 17.00 | End of the meeting |

Venue: Charlemagne Building
Room: Sicco Mansholt
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