



EUROPEAN COMMISSION

Directorate-General for Trade

Directorate D - Sustainable Development; Economic Partnership Agreements - African, Caribbean and Pacific; Agri-food and Fisheries

Trade and Sustainable Development, Generalized System of Preferences

Brussels, 07 January 2014

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INVITATION TO MEMBERS OF THE COMMISSION EXPERT GROUP ON THE GENERALISED SCHEME OF PREFERENCES

The next meeting of the Commission Expert Group on the Generalised Scheme of Preferences will be held in the "Charlemagne building" (rue de la Loi, 170, 1040 - Brussels) room " Lord Jenkins - JENK", on **Friday 7 February 2014, from 09:30am until 12:30pm.**

A provisional agenda is attached (see annex I) as well as instructions for the reimbursement of travel expenses (see annex II).

We foresee to send you documents, if any, regarding this agenda two weeks in advance of the meeting.

You are also welcome to suggest points, if any, under A.O.B at your earliest convenience.

Any member wishing to attend the meeting and who does not have a valid access card issued by one of the EU institutions is invited to provide the Commission with his/her last name, first name and passport number or identity-card number with end of validity date, so that a list can be made up in advance for the Security Directorate.

We would like to ask you to confirm the name of the expert who will attend this meeting by communicating it by Monday 3 February COB, via email to trade-gsp@ec.europa.eu.

As we intend to complete the attendance list prior to the meeting, we would like to invite you to be there at 09h15 at the latest.

Requests for information may be addressed to:

trade-gsp@ec.europa.eu

or

david.bonte@ec.europa.eu

Monika Hencsey
Head of Unit

Annex I

Meeting of the Expert Group on the Generalised Scheme of Preferences

7 February 2014
09 :30 – 12 :30 hrs

Charlemagne Building
Rue de la Loi, 170
1040 - Bruxelles
Room Lord Jenkins (JENK)

PROVISIONAL AGENDA

1. Adoption of the agenda.
2. Update on GSP+ monitoring mechanism.
3. Status of beneficiary countries which provisionally apply a bilateral trade agreement with the EU.
4. General update.
5. Any other business.

Annex II

INSTRUCTIONS FOR THE REIMBURSEMENT OF TRAVEL EXPENSES

- Travel expenses for only one representative per Member State can be reimbursed.
- To enable the Commission to proceed with the reimbursement, any new delegate for whom the travel expenses are to be reimbursed should fill out the “Expert’s Identification Sheet”, and should have it stamped and signed by the bank and signed by the account holder, in advance of the meeting.

The sheet is available from the Commission.

Delegates who have filled out an “Expert’s Identification Sheet” previously need not do so again.

- For the reimbursement of travel expenses, the Commission needs:

- an “Application for Reimbursement”
This form will be distributed at the meeting by the secretary.

The delegate claiming travel expenses should fill out the form at the meeting (or attach the identification sticker, available from DG BUDG), and should hand it to the secretary by the end of the meeting.

- the ticket
The delegate claiming travel expenses should produce the ticket used for travelling, so that the secretary can take a photocopy of it.

The price of the ticket should be marked clearly on the ticket; if the price is not indicated on the ticket, proof of the amount paid should be provided (an invoice, or, in the case of an e-ticket, the e-mail with the price, etc.).