



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT
Directorate F - Global Sustainable Development
ENV.F.3 - Multilateral Environmental Cooperation

Brussels, **17 MAI 2017**
Ares(2017) 2518353

INVITATION TO A MEETING OF THE FLEGT/EUTR EXPERT GROUP

The European Commission would like to invite experts from the Member States to participate in a meeting of the FLEGT/EUTR Expert Group.

Venue: Conference Centre Albert Borschette (CCAB), Rue Froissart 36, 1040 Brussels

Room: 4D

Date: 16 June 2017

Time: 09.30 – 17.30

The meeting will be held in English, interpretation will not be provided.

A draft agenda for the meeting will follow and will also be made available on the CIRCABC site along with any other documents related to the meeting. If you do not have access to the CIRCABC FLEGT Committee Group, please contact Martine Dziamski (Martine.Dziamski@ext.ec.europa.eu) to sign up.

Registration and reimbursement of participants will again be made through the new AGM system.

As Correspondent or Watcher, you will receive an email from AGM for the meeting of 16 June and you will need to accept or decline the invitation. You will be able to enter the system with your current ECAS account.

As always, travel expenses will be reimbursed by the European Commission **for one participant** per Member State. As a consequence of the introduction of this new system, reimbursement forms and travel invoices will no longer be collected at the meeting itself. They will have to be submitted through the system. Participants entitled for reimbursement will be asked by AGM to enter their bank account details. After the organiser validates the bank account and confirms the attendance to the meeting, participants will be able to submit their reimbursement request online.

May we please ask you to confirm your participation via the AGM system by 7 June 2017.

Yours sincerely,

Jorge Rodriguez Romero
Acting Head of Unit