



Brussels,  
MARE/B2/ D(2012)

INVITATION TO A MEETING

**To:** - Ministries and Permanent Representations  
- European Fisheries Control Agency (EFCA)  
- ERS and VMS contact persons  
- Experts from Croatia

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**Number of pages**    4

**SUBJECT:** Meeting of the Fisheries Control Experts Group – ERS (Electronic recording and reporting system) and data management Working group

**DATE:**                                      18/04/2012                                      09h30–17h30

**PLACE:**                                      DG MARE  
RUE JOSEPH II 99 – ROOM 00/53  
BRUXELLES

*Please inform us of any particular need resulting from a disability, so that we may take it into account when organising this meeting/conference.*

**TRAVEL EXPENSES EXPERTS**

The Commission will reimburse the travel expenses (economy class) of two experts per Member State (see Annex I).

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

Unless the expert can provide a proper justification that is accepted by reasoned decision by the responsible authorising officer, failure to comply with the rule above shall absolve the Commission from any obligation to reimburse travel expenses.

**SPECIFIC PRIVACY STATEMENT**

See Annex II.

**CROATIA'S PARTICIPATION IN EXPERT GROUP MEETINGS**

The principle of an information and consultation procedure following the formal conclusion of accession negotiations is supplemented by an observer status granted to Croatia as of 10 December 2011, the day

following the signature of the Accession Treaty. Observer status means the *'right to speak'* but does not include the right to vote or stand for election. This principle is applied by various institutions and bodies of the Union in order to facilitate the integration of new Member States in the institutional architecture and decision-making processes of the Union.

Article 2 of Commission Decision C(2011) 9005 of 8 December 2011 provides for observer status for Croatia in Commission expert groups and committees. The provision also provides for the possibility to hold a meeting without the presence of representatives or experts from Croatia, or to restrict part of the meeting to representatives of or experts from Member States, for agenda items that are not relevant to the period after accession.

As regards reimbursement of expenses for Croatian participants in expert groups and committees of experts, no reimbursement will be made until further notice. Representatives from the Mission of Croatia are not entitled to reimbursement of costs.

**Message:**

Please be informed that the next ERS and Data management Expert group meeting will take place on 18 April 2012 in Brussels.

The meeting will be mainly devoted to the discussion on the FLUX (Fisheries Language for Universal Exchange) in preparation of the upcoming NAFO/NEAFC and Norway meetings.

The final results of the special working group on ERS will be used as basis for the discussions.

The meeting will be held in English and no translation is provided.

Yours faithfully,



Ernesto PENAS LADO  
Director

## **ANNEX I**

- (1) All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation (work or home address) to the place of the meeting, by the most appropriate means of transport given the distance involved. In general, for journeys of less than 400 km (one way, according to official distance by rail) this shall be first-class rail travel, and for distances of more than 400 km economy class air travel.

If the journey by air involves a flight of 4 hours or more without stopovers the cost of a business class ticket shall be reimbursed.

- (2) The authorising officers for commitments shall specifically try to ensure that meetings are organised in such a way as to enable experts to benefit from the most economical travel rates.

The authorising officers for payments shall scrutinise particularly closely any requests for reimbursement involving abnormally expensive flights. They shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place.

- (3) Travel expenses shall be reimbursed on presentation of original supporting documents: tickets and invoices or, in the case of online bookings, the printout of the electronic reservation and boarding cards for the outward journey. The documents supplied must show the class of travel used, the time of travel and the amount paid.
- (4) The cost of travel by private car shall be reimbursed at the same rate as the first-class rail ticket.
- (5) If the route is not served by a train the cost of travel by private car shall be reimbursed at the rate of EUR 0.22 per km.
- (6) Taxi fares shall not be reimbursed.

The Commission shall not be liable for any material; non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the meeting is held, unless such harm is directly attributable to the Commission.

In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

## **ANNEX II - SPECIFIC PRIVACY STATEMENT**

**Description:** Personal data related to this invitation will be processed in accordance with Regulation (EC) n° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

**Purpose:** The purpose of the processing of personal data for the meeting is: Management of the meeting, including management of: lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, information sharing.

### **Personal data collected and further processed are:**

- data necessary for the organisation and management of the meeting, such as Gender (needed for the right title)/name/surname/profession/ postal & e-mail addresses/ phone number/fax number...
- identity/passport n°/date of birth (for access control purpose by security guards to the Commission's premises )
- information about the form of transport used & hotel, and banking information (for purpose of reimbursement of travel expenses/allowances)
- if you are invited as a member/observer of a Commission Experts Group, some of your personal data will be made publicly available in the Commission's Register of Expert Groups for as long as the membership upholds and/or until removal from the public site is requested, in view of the transparency policy of the European Institutions<sup>1</sup> and the need to inform the public of the identity and qualifications of the experts advising the Institution.

**Controller:** Head of Unit "Human resources, IT and document management", DG Maritime Affairs and Fisheries

**Recipients:** The access to all personal data as well as all information collected in the context of this meeting, and the organisation thereof, is only granted through UserId/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community legislation. These users typically are: The chairman and the secretary of the meeting, both supported by a team in the operational services inside DG Maritime Affairs and Fisheries.

**Data retention:** Your personal data will be part of a list of contact details shared internally amongst the Commission services for the purpose of contacting data subjects in the future in the context of the Commission's activities. If you do not agree with this, please contact the Controller by using the Contact Information mentioned in the invitation letter and by explicitly specifying your request.

**Contact:** Please use the contact information mentioned in the invitation letter.

**Recourse:** Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor <sup>2</sup>.

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<sup>1</sup> See also 'COM(2007)127 final' and [http://ec.europa.eu/transparency/eti/index\\_en.htm](http://ec.europa.eu/transparency/eti/index_en.htm)

<sup>2</sup> See the link : <http://www.edps.europa.eu/EDPSWEB/>