



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES

Maritime Policy

Brussels, 2012  
MARE.E1

*To Nominated Experts (Annex III)*

**Subject: Invitation to Maritime Spatial Planning Working group meeting  
(Ad-hoc meeting of the Member State Expert sub-group on MSP)**

Dear Madam, Dear Sir,

I am pleased to invite you to the 1<sup>st</sup> meeting of the **Maritime Spatial Planning Working Group (Ad-hoc meeting of the Member State Expert sub-group on MSP)**.

This meeting will take place on **24 April 2012 from 10.00 to 16.30** DG MARE premises (room 00/53, 99 rue Joseph II, Brussels).

You will find the agenda attached to this invitation together with other available documents.

You will also be able to find all supportive documents directly on the Commission Maritime Forum at: <https://webgate.ec.europa.eu/maritimeforum/content/2744>

Below you find some important technical information in relation to this meeting:

- If you are not yet a member of the Maritime Forum, you will need to join it. You will find in Annex IV a detailed account on how to subscribe to the forum and the dedicated group for MSP subgroup.
- The meeting is held in English- no interpretation is provided for this meeting.
- For security reasons, all attendees need to give their personal details prior to the meeting using the Annex V. In order to ensure your smooth entry into the building, please bring this invitation letter and a proof of identity.
- Reimbursement of travel expenses (tourist class, only the main travel- flight, train etc.) for one expert per Member State will be done using the documents in Annex II. To enable us to proceed with the reimbursement, you need to complete the attached forms and deliver these (originals) to us at the meeting.
- We draw your attention to the need, in order to be reimbursed, to provide the meeting secretary with the documents necessary for reimbursement on the day of the meeting or exceptionally by letter, fax or e-mail postmarked or dated no later than 30 calendar

Commission européenne, B-1049 Bruxelles / Europese Commissie, B-1049 Brussel - Belgium. Telephone: (32-2) 299 11 11.

Website <https://webgate.ec.europa.eu/maritimeforum/taxonomy/term/156>

days after the meeting. But please bear in mind that we need originals of the documents.

If you are not yet a member of the Maritime Forum, you will need to subscribe. Please note that the access to the dedicated page is restricted to the members of the Group. You will find in Annex IV a detailed account on how to subscribe to the forum.

**By 20<sup>th</sup> April 2012**, we kindly ask you to confirm which experts from your country will attend the meeting, to indicate who will benefit from the refund, and to send us back the contact details table (Annex V) duly completed.

If you have further queries in relation to this meeting, please do not hesitate to contact Unit E.1 (Mr Staffan Ekwall, [staffan.ekwall@ec.europa.eu](mailto:staffan.ekwall@ec.europa.eu) ).

Yours sincerely,



Carla Montesi

Enclosures:

Annex I	Agenda
Annex II	Financial documents
Annex III	List of experts
Annex IV	Guidelines for Maritime Forum subscription
Annex V	Contact details table