



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES  
ATLANTIC, OUTERMOST REGIONS AND ARCTIC  
The Director

Brussels,

*To Member State Experts,  
Member State Expert Group on  
Integrated Maritime Policy  
(Annex III)*

**Subject: 14<sup>th</sup> Meeting of the Member State Expert Group on Integrated Maritime Policy**

Dear Madam, Dear Sir,

I am pleased to invite you to the next meeting of the Member State Experts Group on Integrated Maritime Policy. This meeting will take place on **25 September 2012 from 10.00 to 16.30** at the Centre Borschette, **CCAB room 4D**, 36 rue Froissart, 1040 Brussels.

You will find the agenda attached to this invitation. You are kindly invited to make presentations under section 3 "Progress on Maritime Policy and Governance in Member States".

Please provide your input to the agenda (if any) together with any supporting documents by 21<sup>st</sup> September 2012.

You will be able to find all supportive documents directly on the Commission Maritime Forum at: <https://webgate.ec.europa.eu/maritimeforum/content/2982>

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.

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

- At the meeting, interpretation facilities will be provided for the following languages: *English - French - German - Spanish - Italian - Polish* (both active and passive interpretation).
- 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 (economy class, only the main travel- flight, train etc.) for one expert per Member State will be done in accordance with the rules set out in Annex II. To enable us to proceed with the reimbursement, you need to complete

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>

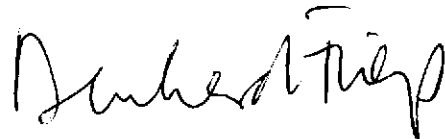
the attached forms and deliver these (originals) to us at the meeting. As regards the Expert Identification Sheet with bank details, experts who already delivered that form fully completed at an earlier meeting only have to fill in the fields 1 (Expert) and 4 (Bank).

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

**By 21<sup>st</sup> September 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 (Ms. Marie Colombier- [marie.colombier@ec.europa.eu](mailto:marie.colombier@ec.europa.eu)).

Yours faithfully,



**Bernhard FRIESS**

Enclosures:

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