



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, 15 April 2013
trade.dga1.d.1DB/ess(2013)785732

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

As foreseen in the explanatory note attached to the documents to be discussed during the 25 April 2013 meeting of the Expert Group, a further meeting of the Commission Expert Group on the Generalised Scheme of Preferences will be held in the "Berlaymont building" (rue de la Loi, 200 1040 - Brussels) room "Schuman", on Friday, 17 May 2013, from 9:30am till 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.

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

17th May 2013
9:30 – 12:30 hrs.

Berlaymont Building
Rue de la Loi, 200
1040 - Bruxelles
Room Schuman

PROVISIONAL AGENDA

1. Adoption of the agenda.
2. Preparatory work. Commission Delegated Regulation amending Annex III of Regulation (EU) No 978/2012 of the European Parliament and of the Council of 25 October 2012 (Beneficiary countries of the special incentive for sustainable development and good governance, GSP+).
3. Preparatory work. Commission Delegated Regulation establishing rules related to the procedure for withdrawal and safeguards.
4. 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.).