

EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES

ATLANTIC, OUTERMOST REGIONS AND ARCTIC

Brussels,

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

Subject: 16th 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 **14th March 2013 from 10.00 to 16.30** in the premises of DG MARE (99 rue Joseph II, Brussels), room 00/53.

You will find the agenda attached to this invitation.

You will be able to find all supportive documents directly on the Commission Maritime Forum at: <https://webgate.ec.europa.eu/maritimeforum/content/3117>

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 NO interpretation will be provided- the meeting will be held in English only.
- 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 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

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

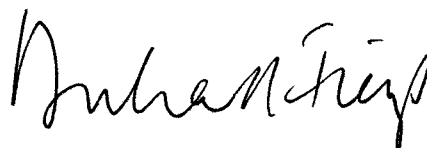
Website <https://webgate.ec.europa.eu/maritimeforum/taxonomy/term/156>

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 11th March 2013, 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. *Also, please check the list of members (Annex III) of the group for any possible updates that should be communicated to us regularly.*

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).

Yours sincerely,



Bernhard FRIESS

Enclosures:

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