



EUROPEAN COMMISSION  
 DIRECTORATE-GENERAL  
 TAXATION AND CUSTOMS UNION  
 Digital delivery of Customs and Taxation Policies  
 Processes & Data, Customer Relationship and Planning

Brussels,  
 TAXUD.B.1/DP/bm(2020) 510400

**NOTE TO CUSTOMS 2020 PROGRAMME COORDINATORS IN  
 AUSTRIA, FINLAND, FRANCE, GERMANY, LATVIA, LITHUANIA, LUXEMBURG, MALTA, THE  
 NETHERLANDS, PORTUGAL, SPAIN AND SWEDEN**

**Subject: 10<sup>th</sup> meeting of the Project Group "UCC DA/IA Data Annexes  
 Revision for Harmonisation of Customs Data Requirements"  
 Financial Code: CPG/176/010**

I have the pleasure to invite the experts nominated by AT, FI, FR, DE, LV, LT, LU, MT, NL, PT, ES and SE to the Project Group " UCC DA/IA Data Annexes Revision for Harmonisation of Customs Data Requirements" to take part in the 10<sup>th</sup> meeting which will take place **on Wednesday 26 February 2020**. The meeting will start at 10.00 a.m. and will last no longer than 6.00 p.m. The agenda will follow.

**Location:** European Commission, Taxation and Customs Union Directorate General, **Rue Joseph II n°79, room J-79C 2/206A, BE-1040 Brussels, Belgium**. The meeting will be held in English (no interpretation).

The costs of participation to the meeting (travel, accommodation and daily allowance) for **one delegate** per invited Member State may be reimbursed from the Customs 2020 budget under the conditions specified in the financial guide.

Due to the restricted capacity of the meeting room, Member State should limit their participation to one delegate. In case the nominated expert cannot travel to the meeting, and for DG TAXUD internal experts, remote connection will be available via the link: [https://ecwacs.webex.com/join/EC-TAXUD-B1-DIH\\_AO](https://ecwacs.webex.com/join/EC-TAXUD-B1-DIH_AO), access code: 844 697 527. The meeting will be recorded, the recording will be used for DG TAXUD B1.DIH internal documentation.

Delegates should contact their Customs 2020 National Coordinator before making any travel arrangements.

Officials attending events organised under the Customs 2020 Programme have to meet the reporting obligation under the Performance Measurement Framework (PMF) of the Programme by providing feedback through Event Assessment Forms when requested. Programme coordinators should encourage participants to meet this obligation.

For questions relating to the reimbursement of participants, Programme Coordinators can send a mail to [TAXUD-Customs2020@ec.europa.eu](mailto:TAXUD-Customs2020@ec.europa.eu).

**For meetings in Commission's premises, participants have to bring both the invitation and the e-pass with them for accessing the building.**

To comply with the security rules, please confirm by **19 February 2020** the participation and send the surname, name, birth date, ID or passport number + validity and email address to [TAXUD-B1-MEETINGS@ec.europa.eu](mailto:TAXUD-B1-MEETINGS@ec.europa.eu). In parallel, Programme Coordinators are requested to **register their participants in the Activity Reporting Tool** by the same deadline.

Diego PAPALDO  
Head of Unit

Enclosure : Annex I – Privacy statement

c.c.: Mr Quest, Director General DG TAXUD  
Ms Dzhumalieva, Assistant DG TAXUD  
Director TAXUDA/B  
Heads of Unit TAXUD/A2, B3  
Mr. Oven  
Customs Attachés of the Member States

## 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 is: management of the meeting including management of: lists and mailings-lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, photographs/pictures, presentations, live webstreaming and/or audio and video recording of speakers and participants, news and publications.

**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 – see [DPO-508](#))
- information about the form of transport used & hotel, and banking information (for purpose of reimbursement of travel expenses/allowances – see [DPO-372](#))
- pictures, presentations, live webstreaming and/or audio and video recording of speakers and participants, (an opt-out is provided for to participants who prefer their images are not recorded when resources are available).
- if you are invited as a member/observer of a Commission Experts Group, some of your personal data (listed in the Notification [DPO-2194](#)) will be made publicly available in the Commission's Register of Expert Groups ([http://ec.europa.eu/secretariat\\_general/regexp/](http://ec.europa.eu/secretariat_general/regexp/)) 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 E.2 "Inter-institutional Relations, Coordination, Communication and Strategic Planning" of DG TAXUD

**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 the DG.

Pictures, presentations, live webstreaming and/or audio and video recording of speakers, participants and organisers might be made available freely on the internet in the framework of European Commission activities.

**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](#)

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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)