



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE

Institute for the Protection and Security of the Citizen (Ispra)
Maritime affairs

Ispra,

Henrik Gislason
Technical University of Denmark
Charlottenlund Slot, Jægersborg Allé 1
2920 Charlottenlund, Denmark
Email: hg@aqua.dtu.dk

Dear Mr. Henrik Gislason,

I am pleased to invite you to a meeting, the 14th to 15th of May at JRC in Varese, Italy, on the topic of: "MSEs as supporting tool for fisheries management" integrated on the "a4a" initiative (please visit <http://fishreg.jrc.ec.europa.eu/projects> for more information).

Please confirm with our secretary your participation to the meeting. The contact details of our secretary are as follows: Ms. Liselotte Green (Phone +39-0332-785830; Email: liselotte.green@ec.europa.eu). Should you need further information, please do not hesitate to contact her.

Please note that the Commission will exclusively reimburse your travel expenses and grant one daily allowance for each day of presence at the meeting strictly according to the attached conditions "Reimbursement of expert's expenses".

Please be informed that, in order to speed up the process for your reimbursement:

BEFORE the meeting

Your personal data have to be registered in the Commission's accounting system. Please be informed that all information concerning this registration is available in the document "**Privacy Statement for Legal Entity and Bank Account Validation**" which is uploaded at the same links listed below.

Hence a "**Financial Identification Form**" (BA) and a "**Legal Entity Form**" (LE) are available at the following links:

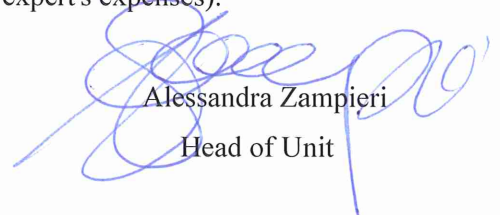
- http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
- http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Please note that these forms **are available in a "Fill and Print" mode**. You can fill them out on screen, print and sign them. The forms have to be completed with the requested documents as mentioned in the forms themselves.

AFTER the meeting

- Provide originals of the attached form for reimbursement of expert's expenses (excel file) duly filled and signed in Section II.
- Attach to the form for reimbursement the originals of every travel receipts or related evidence (boarding passes) as per attached rules.
- The above mentioned documents have to be sent after the meeting to the contact person of the Unit secretariat **no later than 30 calendar days after the final day of the meeting**. Beyond this deadline, the Commission is absolved from any obligations to reimburse travel expenses or pay any allowances (see the attached conditions for reimbursement of expert's expenses).

Yours sincerely,


Alessandra Zampieri
Head of Unit

Annexes: Draft agenda and other documentation
PMO Reimbursement Form
Conditions "Reimbursement of Expert's Expenses"