



EUROPEAN COMMISSION
 DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate G. Markets and Observatories
Director

Brussels,
 Arer (2017) 5089678

For the attention of the Secretary General of:

*BEUC, Birdlife, CEJA, CELCAA, COGECA, COPA, ECVC, EFFAT, EFNCP, EPHA,
 FOODDRINKEUROPE, IFOAM, OEIT, PAN Europe, SACAR*

**INVITATION TO THE MEETING OF THE
 «CDG HOS – SPIRITS SECTOR »**

According to the Decision 2013/767/EU of 16 December 2013, I wish to invite you to the next meeting of the Civil Dialogue Group that will take place

**in Brussels, rue de la Loi 130
 11th floor
 Meeting room: A
 on Friday 13 October 2017, from 09:30 to 13:00**

Interpretation foreseen from **FR - DE - EN - IT – ES**
 to **FR - DE - EN - IT – ES**

(please note that interpretation of a language will be cancelled if no participants for that language have registered in time for the meeting)

Registration: Please designate and register the experts via the electronic system via a WEB application specific to DG AGRI (<https://webgate.ec.europa.eu/agriportal/awaiportal>)

The deadline for the registration 10 10 2017.

<u>Organisation</u>	<u>Numb</u>
BEUC	2
Birdlife	1
CEJA	2
CELCAA	5
COGECA	8
COPA	8
ECVC	2
EFFAT	2
EFNCP	1
EPHA	1
FoodDrinkEu	10
IFOAM	2
OEIT	1
PAN Europe	1
SACAR	7

Elections:

Art 5 of the Decision (2013/767/EU) of 16 December 2013 stipulates as such:

1. Each group shall at its first meeting elect a chairperson and two vice-chairpersons from among its members by a two-thirds majority of the experts present in the case of a first ballot, and by a simple majority of the experts present in the case of subsequent ballots. The vice-chairpersons shall be chosen from among the representatives of other organizations than the one to which the chairperson belongs. The two vice-chairpersons shall originate from two different organizations. The elections shall be held under the authority of a Commission representative by secret ballot, unless all the experts present expressly decide otherwise.

2. The chairperson and the two vice-chairpersons shall serve a term of one year, which shall be renewable. The chairperson shall not serve more than two consecutive terms. When choosing new chairpersons, the group shall ensure that they do not originate from the same organization as their predecessor.

According to Art 5 of the Decision 2013/767/EU the members will, at the meeting of 13 10 17, elect 1 chairperson and two vice-chairpersons. Please send your application to AGRI-CIVIL-DIALOGUE-GROUPS@ec.europa.eu not later than 29 9 17.

Reimbursement: The experts identified by their Organizations and appointed by DG AGRI will be paid their **travel costs** and a **daily allowance** (see reimbursement details in Annex).

You are kindly requested to consult the rules concerning the reimbursement of experts available on the dedicated CIRCABC Interest Group: [AGRI meetings – reimbursement information](https://circabc.europa.eu) (<https://circabc.europa.eu>) and print out/prepare all the required documentation for the meeting.

We kindly ask you to **prepare your reimbursement files** duly filled in as incomplete files will not be accepted by the meetings coordinators.

Security control: Please note that you will be asked to pass through an obligatory control (x-ray machines and walk-through detectors) when entering the L130 building.

e-signed

Jens SCHAPS
Director

Annex1: Draft agenda

Annex 2: Reimbursement information

Specific privacy statement for processing of personal data related to Expert Groups is available on CircaBC <https://circabc.europa.eu>

Contact:

- **Content:** AGRI-MARKET-CDG@ec.europa.eu
- **Meeting organisation:** AGRI-CIVIL-DIALOGUE-GROUPS@ec.europa.eu



AGENDA

« CDG HOS – SPIRITS SECTOR »

in Brussels, rue de la Loi 130
11th floor
Meeting room: A
on Friday 13 October 2017, from 09:30 to 13:00

1. Election of new Chair.
2. Minutes of last meeting.
3. Alignment of spirit drinks Regulation 110/2008 - key areas of ongoing discussion.
4. State of play on assessment of Technical Files for GI spirit drinks
5. Labelling - latest news on implementing regulation regarding art. 26.3 of 1169/2011.
6. Excise taxation: review of Directive 92/83 (*to be scheduled before 12h*)
7. Croatia - intra-EU trade barriers: packaging certification and environmental logos (*to be confirmed*)
8. Italy - place of production labelling (*to be confirmed*)

Please send us your AOB questions in due time before the meeting (e-mail: AGRI-MARKET-CDG@ec.europa.eu).

This information sheet is a summary of the Rule* on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.



Who is entitled to a reimbursement of expert's expenses?

- anyone from outside the Commission who is invited to give a specific professional opinion in a committee, an expert group or by personal invitation, wherever the location of the meeting;
- anyone responsible for accompanying a disabled person who has been invited by the Commission to attend a meeting in an expert capacity.

Experts may be private-sector experts (representing the civil society) or government experts (representing a public authority of a Member State).



Unless stated otherwise in the letter of invitation and the request to organise the meeting, private-sector experts shall be entitled to a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from the same institution or another Community institution for the same visit.

Government experts shall receive a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, provided that provision for this is made in the rules of procedure of the committee or expert group and on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from their own administration for the same visit.

Travel expenses

All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation to the place of the meeting. This travel must be organised on the basis of the most appropriate means of transport and trying to benefit from the most economical travel rates.

The services in charge of reimbursements shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place. So please do be careful when organising your trip.

As a general rule, means of transport are:

- first-class rail travel for journeys less than 400 km (one way);
- economy class air travel for distances of more than 400 km. Business class is allowed for a flight of 4 hours or more without stopovers;
- private car. The travel shall be reimbursed at the same rate as the first-class rail ticket, or by default at the rate of 0.22 € per km.



Travel expenses shall be reimbursed on presentation of ORIGINAL supporting documents:

- tickets and invoices;
- in the case of online bookings, the printout of the electronic reservation.

The documents supplied must show the class of travel used, the time of travel and the amount paid.

► Taxi fares shall not be reimbursed.

The Commission shall not be liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the meeting is held, unless such harm is directly attributable to the Commission. In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

Daily allowance

The daily allowance is a flat rate. It covers all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance. It amounts to 92 € per day of meeting.

If the distance between the place of departure cited in the invitation (be it your private or professional address) is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%. You shall then only receive 46 € per day of meeting.



Accommodation allowance



If you have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains, you shall also be entitled to an accommodation allowance. This allowance shall be 100 € per night. The number of nights may not exceed the number of meeting days + 1.

An additional accommodation allowance and/or daily allowance may, exceptionally, be paid if prolonging the stay would enable you to obtain a reduction in the cost of transport worth more than the amount of these allowances.



You must provide the secretaries of the meeting with the documents necessary for their reimbursement, as required by the financial rules applicable in the Commission, by letter, fax or e-mail postmarked or dated no later than 30 calendar days after the final day of the meeting.

Beyond this deadline, the Commission is absolved from any obligation to reimburse travel expenses or pay any allowances.

Reimbursements shall be made in euros, where appropriate at the rate of exchange applying on the day of the meeting. All reimbursements shall be made to one and the same bank account. For government experts, reimbursements shall be paid into an account in the name of the Member State, one of its ministries or a public body.



* Commission decision of 5 December 2007