



EUROPEAN COMMISSION
 DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate R. Management of resources
Director

Brussels, 19/02/2016
 AGRI R4 Ares (2016) 931598

*Message à l'attention du Secrétaire Général du/For the attention of the Secretary General of
 Beelife, Birdlife, Ceja, CELCAA, CEPM, COGECA, COPA, EBB, ECVC, EEB, EFFAT, ELO,
 EURAF, EuropaBio, Fertilizers Europe, FoodDrinkEurope, IFOAM, Pan Europe, SACAR*

Aux termes de la décision 2013/767/EU du 16 décembre 2013, j'ai l'honneur de vous informer de la tenue de la prochaine réunion du groupe de dialogue civil

«GDC CULTURES ARABLES RIZ ET FIBRES»
le vendredi 15 avril 2016, de 9h30 à 17h30,
à 1049 Bruxelles, Rue de la Loi 130, 11ème étage, Salle B

L'ordre du jour suivra au plus tôt.

Prière de désigner et de convoquer les experts suivants en les inscrivant directement sur le système d'enregistrement électronique via l'application WEB propre à la DG AGRI (<https://webgate.ec.europa.eu/agriportal/awaiportal>):

Organisation	Number of Seats
Beelife	1
Birdlife	1
CEJA	3
CELCAA	8
CEPM	1
COGECA	4
COPA	10
EBB	1
ECVC	3
EEB	2
EFFAT	2
ELO	2
EURAF	2
Europa Bio	1

Fertilizers	1
FooddrinkEurope	9
IFOAM	2
PAN EUROPE	1
SACAR	3

VEUILLEZ PRENDRE CONNAISSANCE DES REGLES FINANCIERES POUR LE REMBOURSEMENT DES EXPERTS DISPONIBLES SUR CIRCABC (<https://circabc.europa.eu>)

According to the Decision 2013/767/EU of 16 December 2013, I wish to inform you of the next meeting of the civil dialogue group on

**«CDG ARABLE CROPS
RICE AND FIBERS»**

On Friday 15 April 2016, from 9:30 hrs to 17:30 hrs

In 1049 Brussels, rue de la Loi 130, 11th floor –Room B

The agenda will follow shortly.

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

Organisation	Number of Seats
Beelife	1
Birdlife	1
CEJA	3
CELCAA	8
CEPM	1
COGECA	4
COPA	10
EBB	1
ECVC	3
EEB	2
EFFAT	2
ELO	2
EURAF	2

Europa Bio	1
Fertilizers	1
FooddrinkEurope	9
IFOAM	2
PAN EUROPE	1
SACAR	3

IN ORDER TO ENSURE REIMBURSEMENT, YOUR ATTENTION IS DRAWN TO THE RULES CONCERNING THE PAYMENT OF EXPERTS AVAILABLE ON CIRCABC (<https://circabc.europa.eu>).

Interprétation simultanée/Simultaneous interpretation

Du/from	FR – DE - EN – IT – ES - PL
Vers/to	FR – DE - EN – IT – ES – PL



Georg HAEUSLER

AGRI.R4 R. BUTTINI — Tél. 02/29 54186 Loi 102 1/3 – Le 16/02/16.

Copies : Mmes Gerstgrasser, Canenbley, Boger, MM. Haeusler, Mizzi, Van Driel, Mrs Buttini, Robert,, Scic-Agenda.

L'accès à la salle de réunion est STRICTEMENT limité aux EXPERTS du GDC désignés et annoncés par les organisations constituées à l'échelon de l'Union Européenne. Prière d'enregistrer leur nom au moins 3 jours ouvrables avant la réunion via le système électronique d'enregistrement de la DG AGRI – (portail AWAI : <https://webgate.ec.europa.eu/agriportal/awaiportal>). Les frais de voyage et une indemnité de séjour forfaitaire ne sont remboursés que pour les EXPERTS du groupe annoncés selon le nouveau règlement entré en vigueur le 1^{er} janvier 2008 (disponible sur CIRCABC).

Les experts doivent impérativement présenter lors de la réunion le(les) titre(s) de transport utilisé(s) indiquant clairement le(s) prix, un billet électronique ne mentionnant pas le prix, devra expressément être accompagné d'une facture.

Les transports aériens ne sont autorisés que si la distance entre le point de départ indiqué dans l'invitation et le lieu de réunion est supérieure à 400 km ou si le voyage comporte une traversée maritime.

Les billets d'avion devraient être réservés en classe «Economy», sur base du prix le plus avantageux à la réception de l'invitation et qui permette de participer à la réunion et de voyager durant la semaine de travail.

Si, pour des raisons exceptionnelles et indépendantes des experts, les billets doivent être réservés en classe «business» et/ou à un prix plus élevé, l'expert fournira avec son billet les pièces justificatives émanant de l'agence de voyage. En l'absence de ces pièces justificatives, les billets en classe «business» ne seront partiellement remboursés que sur base du prix applicable à la classe «Economy».

Il est recommandé aux participants de réserver leurs billets dès réception de la convocation.

Conformément au règlement n° 45/2001, les traitements de données personnelles relatifs aux groupes ont été notifiés par le Secrétariat Général au Délégué à la protection des données de la Commission (notification DPO-2194), ainsi que CIRCABC (DPO-1008) et AWAI (DPO-1932).

Access to the meeting room is STRICTLY limited to the EXPERTS of the CDG designated and notified by the EU organisations. Please register them via the electronic registration system of DG AGRI (Portal AWAI <https://webgate.ec.europa.eu/agriportal/awaiportal>), at least 3 working days before the meeting. The travelling expenses and a daily allowance are refunded only for the EXPERTS of the group designated by their organisation following the new rules in force since 1st January 2008 (available on CIRCABC).

The experts are requested to present during the meeting a transportation ticket clearly mentioning the price; for electronic tickets without a quoted price, an invoice or a voucher (with an explicit price) is to be furnished.

Air travel is only authorized only if the distance between the departure point stated in the invitation and the meeting place is longer than 400 kms or if the journey involves a sea crossing.

Air tickets should be booked in economy class, on the basis of the most economical fare available at the moment of the invitation and allowing participation to the meeting and travel during the workweek.

If, exceptionally, for reasons beyond the control of experts, seats have to be booked in business class and/or higher rate, the expert must produce with the ticket supporting evidence from the travel agency. Business class tickets will be only partially reimbursed, up to the level of the applicable economy class rate, in case there is no appropriate justification available.

Participants are recommended to book their air tickets as soon as possible after the reception of the convocation, so as to achieve lower rates.

In compliance with regulation n. 45/2001, the processing of personal data concerning the groups has been notified by the Secretary-General to the data protection officer of the Commission (DPO-2194), as well as CIRCABC (DPO-1008) and AWAI (DPO-1932).

PRIVACY STATEMENT

Processing of personal data in the context of advisory and working group meetings with outside participants organized by the Directorate general Agriculture and rural Development of the European Commission

1. Registration to the meeting mentioned in the invitation

After registration, your personal data will be collected and further processed for the purposes detailed hereafter under point 2. Processing of your personal data carried out in the context of this meeting falls under the responsibility of the Controller, Director R, Directorate General for Agriculture and Rural Development of the European Commission.

As this e-Service collects and further processes personal data, Regulation (EC) 45/2001, of the European Parliament and of the Council of 18 December 2000 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, is applicable.

2. What personal information do we collect, for what purpose and through which technical means?

Identification Data

The personal data collected and further processed are:

- Data necessary for the organization and the management of the meeting, such as gender (necessary for determining the right title), name, surname, profession, postal & email addresses, phone number, fax number.
- If applicable: photographs/videos of groups of participants and organizers.
- Identity card or passport number, date of birth (for access control purposes by security guards to the Commission's premises).
- Information about the type of transport used and hotel and banking information (for purpose of reimbursement of travel expenses/allowances).

The purpose of the processing of personal data is the following: management of the meeting, including management of lists for contacts, invitations, participants, reports, distribution of reports, feedback on reports, seminar follow-up, follow-up meetings, follow-up actions, information sharing, travel reimbursement as well as the management of the related mailing list and the distribution to the registered persons or organizations.

The legal basis for the organization of the meeting, including its management and the related processing, is document C (2005)2817 and Regulation 814/2000.

3. Who has access to your information and to whom is it disclosed?

- **Personal data in electronic form:** Access to your personal data, as well as any other information collected in the framework of the meeting, is exclusively provided through an identification system with password to a restricted number of users, without prejudice of a possible future transmission of these data to the bodies charged with the control and inspection of the Commission's activities in conformity with EU law. These users are the services of DG Agriculture and Rural Development, as well as officially contracted external companies.
- **Personal data kept in paper files:** In order to facilitate contacts and to keep operational the network of the participants, a list mentioning the essential coordinates of participants or their organizations is shared between attendees. Another list only consisting in the presence list may be shared between participants and distributed to all organizations represented in the seminar.

As reports of this kind of meetings are Commission documents, they fall within the scope of Regulation (EC) 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

No personal data is transmitted to parties, which are outside the recipients and the legal framework mentioned. The data are solely collected and further processed for the specific purposes as laid down in this privacy statement and will not be used for any other purpose. The data will not be shared with third parties for direct marketing.

4. How do we protect and safeguard your information?

The collected personal data and all information related to the above mentioned meeting are stored on the servers of DG Agriculture and Rural Development, as well as (if applicable) the servers of other services of the European Commission, as well as (if applicable) on the servers of the contracted external company acting as a subcontractor under the responsibility of the Director R, Directorate General for Agriculture and Rural Development. The operations of this are carried out within the framework of the Commission's security decisions and provisions established by the Directorate of Security for this kind of servers and services.

Access to all collected personal data and all information related to the above mentioned meeting is only possible to the above described recipients with a User ID/Password.

5. How can you verify, modify or delete your information?

In case you want to verify which personal data is stored concerning you the responsible controller, have it modified, corrected, or deleted, please write to the Controller (see § 7).

Special attention is drawn to the consequences of a delete request, in which case any trace to be able to contact you will be lost.

6. How long do we keep your data?

Your personal data is kept as long as follow-up actions related to the above mentioned meeting are necessary with the purpose of the processing of personal data for the meeting as well as for its related management.

All personal data will be deleted from our databases at the latest 5 years after the last action related to the meeting (including its financial management). Reports containing personal data will be archived in conformity with the existing legal framework.

7. Contact Information

In case you have questions related to your personal data or concerning any information processed in the context of the meeting, or on your rights, please contact the Controller, using the following contact information:

DG Agriculture and Rural Development - Unit R.4
B-1049 Brussels
Belgium
AGRI-R4-CIVILDIALOGUE@ec.europa.eu

8. Recourse

Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor.