

**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENTDirectorate B. Quality, Research & Innovation, Outreach  
**Director**Brussels,  
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*For the attention of the Secretary General of  
AREPO, BEUC, CEJA, CELCAA, COGECA, COPA, ECVV, EEB, EFFAT, EFNCP,  
EFOW, ELO, EMB, EPHA, ERPA, EuroCommerce, Eurocoop, Euromontana, FACE  
Network, FOEE, FooddrinkEurope, IFOAM, Origin, SACAR, Slowfood, WWF*

**INVITATION TO THE MEETING OF THE  
«CDG QUALITY AND PROMOTION »**

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: B  
on Friday 15 December 2017, from 09:30 to 17:00**

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

(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 12 2017.**

	<b>Numb</b>	EFFAT	1	Euromontana	1
AREPO	2	EFNCP	1	FACE Network	1
BEUC	2	EFOW	1	FOEE	1
CEJA	4	ELO	2	FooddrinkEurope	5
CELCAA	4	EMB	2	IFOAM	3
COGECA	4	EPHA	1	Origin	2
COPA	4	ERPA	1	SACAR	3
ECVC	2	EuroCommerce	2	Slowfood	1
EEB	1	Eurocoop	1	WWF	1

## **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 15 12 17, elect 1 chairperson and two vice-chairpersons. Please send your application to [AGRI-CIVIL-DIALOGUE-GROUPS@ec.europa.eu](mailto:AGRI-CIVIL-DIALOGUE-GROUPS@ec.europa.eu) not later than 07 12 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.



Nathalie SAUZE-VANDEVYVER

Annex 1: 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-B1-PROMOTION@ec.europa.eu](mailto:AGRI-B1-PROMOTION@ec.europa.eu)
- **Meeting organisation:** [AGRI-CIVIL-DIALOGUE-GROUPS@ec.europa.eu](mailto:AGRI-CIVIL-DIALOGUE-GROUPS@ec.europa.eu)



## **DRAFT AGENDA**

### **« CDG QUALITY AND PROMOTION »**

**in Brussels, rue de la Loi 130**

**11th floor**

**Meeting room: B**

**on Friday 15 December 2017, from 09:30 to 17:00**

1. Election of the chair and vice-chairs
2. Adoption of the agenda and the report of the last meeting of the 30/06/2017

#### **Quality policy**

3. On-going legislative developments in the area of quality policy.
4. Implementation of Regulation No 1169/2011 on the Provision of Food Information to Consumers:
  - a) Update and discussion on the Implementing Regulation on Art 26.3 of Regulation (EU) No 1169/2011 e.g. scope (“Trademarks”, “Made in”, EU quality schemes), varying origin cases and presentation requirements.
  - b) State of play of discussions on recent national developments on mandatory COOL and the next steps.
  - c) Vegan and Vegetarian products: use of meat quality labels or traditional terms by vegan and vegetarian products.
5. State of play of the delegated and implementing acts of the European Regulation on official controls.
6. Feedback on Roadmap consultation on the evaluation of marketing standards and future steps.
7. AOB

#### **Promotion policy**

8. Implementation of the EU Promotion Policy:
  - a) Implementation of programmes which were awarded a grant in 2016 (problems encountered, etc.)
  - b) Implementation of the 2017 call for proposals
    - i) Debriefing and state of play of the 2017 call for proposals (number of proposals submitted, main targeted actions, sectors, etc)
    - ii) Results of the evaluation – list of programmes accepted and exchange of views on the result
    - iii) Lessons to be learnt – Analysis of mistakes made during the call
    - iv) Next steps: signature of contracts, start of the implementation of the programmes selected, etc
  - c) Update on the CHAFEA’s activities (website, Info Day)
9. Annual Work Programme 2018:
  - a) Presentation of the Annual Work Programme for 2018 – Exchange of views on its implementation
  - b) Trade and market prospects for 2019

10. High level missions:

- a) Debriefing on the High Level Missions to Iran and South Arabia
- b) Information and discussion on the preparation of the next High Level Missions

11. Interim report to the European Parliament and to the Council on the application of the Regulation (due by 31 December 2018) and future evolution of the policy.

12. A.O.B.

*Please send us your AOB questions in due time before the meeting (e-mail: [AGRI-B1-PROMOTION@ec.europa.eu](mailto:AGRI-B1-PROMOTION@ec.europa.eu) concerning Promotion policy + [AGRI-B3@ec.europa.eu](mailto:AGRI-B3@ec.europa.eu) concerning Quality policy).*



# REIMBURSEMENT OF EXPERT'S EXPENSES



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 written opinion in a committee, an expert group or any personal invitation, whatever the location or 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 at 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. The 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 service providers 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, but 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 booking, the printout of the electronic reservation.

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

## If- Taxi fares shall not be reimbursed.

The Commission shall not be liable for any material, financial or physical damage suffered by invited experts or those responsible for them during a scheduled expert mission in the course of their journey to or from 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 a meeting 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 toll, etc.), as well as travel and accident insurance. It amounts to 92 € per day of meeting.

If the distance between the place of departure indicated in the invitation (be it your private or professional address) is less than 100 km 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 time 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 cost more than the amount of the allowance.



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

For private-sector experts, 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 allowance.

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 3 December 2004 (2004/1101)