



EUROPEAN COMMISSION

Directorate-General for Trade

Directorate D - Sustainable Development; Economic Partnership Agreements - African, Caribbean and Pacific; Agri-food
Trade and Sustainable Development, Generalized System of Preferences

Brussels, **31 JAN. 2020**
Trade D1/WVH/bd (2020) 680270

**INVITATION TO MEMBERS OF THE
COMMISSION EXPERT GROUP ON THE GENERALISED SCHEME OF PREFERENCES**

The next meeting of the **Commission Expert Group on the Generalised Scheme of Preferences** will be held at the Commission premises (Albert Borschette Conference Centre, Rue Froissart 36, Room 1A, 1040 – Brussels), on **Tuesday 25 February 2020, from 14.30 until 17:30.**

Instructions for the reimbursement of travel expenses are attached (annex I).

As we intend to complete the attendance list prior to the meeting, we would like to invite you to be there at 14:15 at the latest.

Some documents related to the agenda item will follow.

Requests for information may be addressed to: trade-gsp@cc.europa.eu

P.O.

Madelaine Tuininga
Head of Unit

Annex I

INSTRUCTIONS FOR THE REIMBURSEMENT OF TRAVEL EXPENSES

- Travel expenses for only one representative per Member State can be reimbursed.
- To enable the Commission to proceed with the reimbursement, any new delegate for whom the travel expenses are to be reimbursed should fill out the “Expert’s Identification Sheet”, and should have it stamped and signed by the bank and signed by the account holder, in advance of the meeting.

The sheet is available from the Commission.

Delegates who have filled out an “Expert’s Identification Sheet” previously need not do so again.

- For the reimbursement of travel expenses, the Commission needs:

- an “Application for Reimbursement”
This form will be distributed at the meeting by the secretary.

The delegate claiming travel expenses should fill out the form at the meeting (or attach the identification sticker, available from DG BUDG), and should hand it to the secretary by the end of the meeting.

- the ticket
The delegate claiming travel expenses should produce the ticket used for travelling, so that the secretary can take a photocopy of it.

The price of the ticket should be marked clearly on the ticket; if the price is not indicated on the ticket, proof of the amount paid should be provided such as an invoice, or, in the case of an e-ticket, the e-mail with the price, etc.

- The delegate claiming travel expenses must sign the Attendance List on the day of the meeting.