



EUROPEAN COMMISSION
DIRECTORATE GENERAL JRC
JOINT RESEARCH CENTRE
Institute for Environment and Sustainability
Land Management & Natural Hazards Unit

Ispira, 6th March 2007

Dear Member of the European Soil Bureau Network

I am pleased to invite you as an expert to attend the 2007 Plenary Meeting of the European Soil Bureau Network and Workshop on 'Common Criteria for Risk Area Identification' which will take place at the Federal Institute for Geosciences and Natural Resources (Bundesanstalt für Geowissenschaften und Rohstoffe - BGR), Stilleweg 2, 30655 Hannover from 09:30 on 23/04/07 to 17:00 on 25/04/2007.

I would be grateful if you could confirm your intention to participate, together with your proposed dates of travel, by email to ulrike.winter@ec.europa.eu. Additional information concerning the logistics of the event (e.g. travel, accommodation, final agenda, etc.) will be sent to you in the next few days.

The following documents are attached:

- **Draft Agenda**
- **Application for Reimbursement of Expenses**
Please complete this document before arriving at the meeting and pass on the application together with the needed supporting documents to the meeting secretary at the start of the meeting.
- **Explicative Note to Complete the Application for Reimbursement of Expenses and Conditions of Reimbursement**
This document explains the conditions for reimbursement, which documents are needed for the reimbursement and also the amount of daily allowance payable to cover hotel, meals and other local costs.
- **Instructions for Financial Identification and Legal Entity Forms**
These forms are needed to ensure payment is made to the correct person and bank account. In order **to ensure that your reimbursement can be processed as quickly as possible**, you are kindly requested **to attach a copy of your financial identification form to the reimbursement request** which then should be given to me at the start of the meeting. **If your bank details have changed** since your last meeting with the JRC, please **fill out a new version** of this form electronically, print and complete it as indicated and **send before the start** of the meeting to our administration for validation either by fax (+390332789205) or e-mail (IES-meetings@ec.europa.eu) remembering to bring a copy with you to the meeting. Relevant forms can be downloaded in different languages from the following website:
http://ec.europa.eu/budget/execution/ftiers_en.htm (financial identification form)
http://ec.europa.eu/budget/execution/legal_entities_en.htm (legal entity form).

If you have particular difficulties with travel costs or any other issue, please contact me. We look forward to seeing you in Hannover.

Regards,

Arwyn Jones
On behalf of the JRC Soil Action and BGR