



COMMUNICATIONS

**INVITATION TO MEMBERS OF THE COMMUNICATIONS WORKING GROUP
OF THE ADVISORY FORUM**

**SUBJECT: COMMUNICATIONS WORKING GROUP MEETING
ON 24 FEBRUARY 2004 – BRUSSELS.**

THE MEETING WILL COMMENCE AT 11.00 HRS ON 24TH FEBRUARY AND
IS DUE TO CLOSE AT APPROX. 17.00 HRS.

**PLEASE NOTE THAT THIS INVITATION IS ONLY FOR MEMBERS OF THE
WORKING GROUP.**

AGENDA

1. Introduction by Anne-Laure Gassin and adoption of agenda
(Doc AF Comm WG 24.02.2004 -1)
2. Minutes of the meeting 24 November 2003 and matters arising
(Doc AF Comm WG 24.02.2004 – 2)
3. Update by Geoffrey Podger on progress at EFSA.
4. Introduction of Herman Koeter, Deputy Director General and Head of Science. Presentation concerning EFSA's 2004 Science Work Programme.
(Doc AF Comm WG 24.02.2004 - 3 and 4: Management Plan 2004; Annex 4 – Work Programme of the Scientific Committee and Panels as presented to EFSA Management Board – MB 20.01.04 -8)
5. Introduction of Thierry Beniflah, Head of It. Update on Advisory Forum Working Group on Information Technology. Exchange of views regarding communications requirements in this context.
(Doc. AF Comm WG 24.02.04 – 5)
6. Information and communications exchange, taking into account Advisory Forum discussions, regarding:
 - Salmon and dioxin
 - Avian influenza.
7. Communications: forward planning

- Discussion regarding the identification of possible topics for future collaboration in information sharing and message development taking into account (cf Minutes 24.11.03, para 5.3) :
 - Possible emerging issues relative to risk communications
 - Science work programmes: EFSA and AF members

8. Overview of the responsibilities of national agencies and food administrations relative to food safety (cf Minutes 24.11.03, para. 5.4)

(Doc AF Comm WG 24.02.04 – 6)

9. Any other business

REIMBURSEMENT

TRAVEL EXPENSES WILL BE REIMBURSED ON THE BASIS OF ONE EXPERT PER MEMBER STATE.

IMPORTANT !

EXPERTS TRAVELLING BY PLANE ARE REQUESTED TO SYSTEMATICALLY ORDER THE **LOWEST PRICED TICKET** AVAILABLE. IF FOR ANY REASON BEYOND THEIR CONTROL THEY HAVE TO BOOK BUSINESS CLASS A JUSTIFICATION SHOULD BE ATTACHED TO THE TICKET

ALL TICKETS AND BOARDING PASSES MUST BE SHOWN TO THE MEETING SECRETARY.

FOR THE REIMBURSEMENT OF TRAVEL EXPENSES IT IS ESSENTIAL TO BRING THE FOLLOWING BANK DETAILS TO THE MEETING (see Financial Identification form) :

1. BANK NAME	8. ACCOUNT HOLDER'S NAME
2. AGENCY	9. ADDRESS
3. TOWN	10. TOWN
4. POSTAL CODE	11. POSTAL CODE
5. COUNTRY	12. COUNTRY
6. ACCOUNT NUMBER	13. IBAN CODE (MANDATORY)
7. BANK REFERENCE	14. BIC / SWIFT CODE (MANDATORY)

ANNE-LAURE GASSIN
COMMUNICATIONS DIRECTOR



DIAMANT – 24 February 2004

**Communications
Working Group**

**FIRSTNAME NAME
COUNTRY**