



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

**SUBJECT: COMMUNICATIONS WORKING GROUP MEETING
ON 24 NOVEMBER 2003 – BRUSSELS.**

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

ADDRESS

DIAMANT BRUSSELS (ROOM EINSTEIN BC)
BOULEVARD A. REYERS 80
1030 BRUSSELS

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

AGENDA

1. Introduction by Anne-Laure Gassin and adoption of agenda
2. Introduction of the Members of the Advisory Forum Communications Working Group.
3. Presentation by Geoffrey Podger regarding EFSA's role, future perspectives and risk communications objectives.
4. Presentation by Anne-Laure Gassin regarding EFSA's 2004 Communications Action Plan
5. Advisory Forum Working Group on Communications: terms of reference
(Doc AF 10.09.2003 – 3)

Exchange of views concerning:

- Overall objectives of working group
- Key priorities for 2004
- Working processes

6. Update on Advisory Forum Working Group on Information Technology.
Exchange of views regarding communications requirements in this context.
(Doc. AF 10.09.2003 – 4)
7. Standing Matters:

Update and exchange of views regarding possible emerging issues relevant to risk communications
8. Future Meetings: Agree frequency and dates for 2004.
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

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DIAMANT – 24 November 2003

**Communications
Working Group**

**FIRSTNAME NAME
COUNTRY**