



COMMUNICATIONS

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

**SUBJECT: ADVISORY FORUM COMMUNICATIONS WORKING GROUP  
MEETING OF 22 APRIL 2004 – BRUSSELS.**

THE MEETING WILL COMMENCE AT 11.00 HRS ON 22<sup>ND</sup> APRIL AND IS  
DUE TO CLOSE AT APPROX. 17.00 HRS.

**ADDRESS**

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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  
(Doc AF Comm WG 22.04.2004 -1)
2. Minutes of the meeting 24 February 2004 and matters arising  
(Doc AF Comm WG 24.02.2004 – 2  
Doc AF 06.04.2004 -9)
3. Update by Geoffrey Podger on progress at EFSA.
4. Update by Anne-Laure Gassin on EFSA communications activities.
5. Communications on European food safety crises: a perspective from the  
European Commission – Beate Gminder
6. Update on Advisory Forum Working Group on Information Technology  
(meeting 19.04.04). Exchange of views regarding communications  
requirements in this context.  
(Doc. AF Comm WG 24.02.04 – 3)

7. Communications on semicarbazide: key learnings
  - EFSA: overview of media coverage on SEM – Oct 2003
  - Members: actions taken/perspective on SEM communications
  
8. Communications: forward planning
  - Science work programmes: EFSA and AF members
  - Possible emerging issues relative to risk communications
  - Future information exchange and collaboration
  
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. <b>IBAN CODE (MANDATORY)</b>        |
| 7. BANK REFERENCE | 14. <b>BIC / SWIFT CODE (MANDATORY)</b> |

ANNE-LAURE GASSIN  
COMMUNICATIONS DIRECTOR



*DIAMANT – 22 April 2004*

**Communications  
Working Group**

**FIRSTNAME NAME  
COUNTRY**