



EUROPEAN COMMISSION

Directorate-General for Trade

Directorate E - Public Procurement and Intellectual Property, Bilateral Trade Relations

The Acting Director

Brussels,
Trade/EI/TK/mcf

Dear Ambassador,

Following the positive achievements of our first four Trade Panel meetings, it is my great pleasure to invite your representatives to our fifth Trade Panel meeting on 25th – 26th November. This Panel will focus especially on Business to Business (B2B) and Business to Government (B2G) contacts, with a view to supporting business organisations in Eastern Partners to associate and integrate into the EU's consultation, information and dissemination structures. This would act as a major contributor to step up trade in goods and services between the EU and its Eastern Partners, and amongst Eastern Partners themselves.

The programme will include a number of presentations on B2B and B2G contacts, which will provide an overview of the main characteristics of these contacts at EU level, and explain how best to approximate and integrate organisations from Eastern Partner countries. These subjects will be covered during a full day session on the 25th and a half day session in the morning of the 26th of November. Please find attached a draft programme of the meeting for your information.

The reason that this invitation is sent to you some time later than envisaged, and for which I apologise, lies in the fact that following the discussion on the organisation of and participation in the B2B and B2G meeting at the last Trade panel in October, the European Commission has reviewed the budgetary allocation for the meeting and has decided to increase the number of participants funded by the European Commission - travel and accommodation costs - to six. We realise that for this meeting to be successful, the participation of a substantial number of representatives from Eastern Partners' business organisations is critical.

In view of the need for a productive discussion on the proposed topics, I would like to suggest to you that your delegation includes:

- One participant from the Government who has the general overview of the Trade Panel's activities under the Eastern Partnership.
- One representative from your country employer's organisation, member of the International Employers Organisation (IEO).
- One representative from your country's Chamber of Commerce, member of Eurochambres.

- Three additional participants from three different business organisations from your country, which are expected to play a significant role in the economic integration process with the European Union, and which we ask your authorities to identify.

On the EU side we have invited representatives of BusinessEurope and Eurochambers, while representatives from Member States' Employers' organisations and Chambers of Commerce are expected to attend as well.

We are confident that the above arrangements will ensure an interesting and fruitful discussion on the B2B and B2G issues, provide for appropriate follow up and ensure consistency with other Trade Panels.

I would be grateful if you could provide the names of the members of your delegation by **11 November** to:

Mr. Tomas KROYER
European Commission –DG TRADE
e-mail: tomas.kroyer@ec.europa.eu

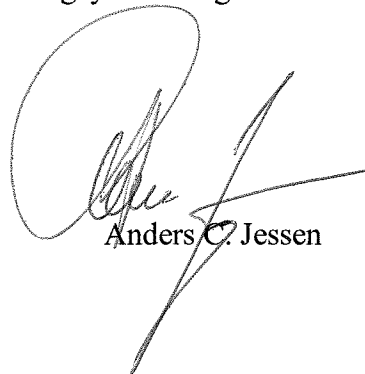
Please also find attached a note on practical arrangements for the Eastern Partner countries.

The venue for the meeting will be:

**Charlemagne Building, "Sico Mansholt" room
170 Rue de la Loi
1040 Brussels**

I am very much looking forward to welcoming your delegation on the 25th and 26th November in Brussels.

Yours sincerely,



Anders C. Jessen