

THE EASTERN PARTNERSHIP

PANEL ON TRADE AND TRADE RELATED REGULATORY APPROXIMATION, LINKED TO DCFTAs

Fifth meeting: Brussels, 25th and 26th November 2010

Practical arrangements for the Partner Countries

1. Number of participants

Up to six participants per Partner Country (the Republic of Armenia, the Republic of Azerbaijan, the Republic of Belarus, Georgia, the Republic of Moldova and Ukraine) of the Eastern Partnership are eligible for financing.

As stated in the invitation letter, in view of the need for a productive discussion on the proposed topics, we propose that the delegations of the Eastern Partner countries include:

- One participant from the Government who has the general overview of the Trade Panel's activities under the Eastern Partnership.
- One representative from the country Employer's organisation, member of the International Employers Organisation (IEO).
- One representative from the country's Chamber of Commerce, member of Eurochambres.
- Three additional participants from three different business organisations from their country, which are expected to play a significant role in the economic integration process with the European Union, and to be identified by the national authorities.

2. Travel and accommodation of the participants

Travel and accommodation costs will be fully supported by the European Commission **for up to 6 participants per delegation**. Additional participants are welcome but would have to cover their own expenses. All accredited participants will be invited to related events (including buffet lunches, dinners or cocktails.)

Round trip tickets with departure from the capital of your country will be booked for up to six persons once the contractor has the confirmation of your delegation and the details of the travelling participants.

Six single rooms with breakfast included will be booked in a hotel at a short distance from the venue where the Trade Panel meeting takes place for a maximum of two nights.

A daily allowance will be paid to the six participants per delegation taking into account that their hotel nights and lunches are supported by the Commission.

For further information and bookings, please contact Ms. Alina BELSKAYA, Email: Alina@cecoforma.com Telephone number: +32 (0) 486 71 91 53 // 2 230 41 17, who is the responsible person at the contractor CECOFORMA, selected for this panel meeting.

3. Time and location of the meeting

The seminar will be held in Brussels starting on the 25th November (from 10h00 to 18h00) and continuing on 26th November 2010 (from 10h00 to 12h30).

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

4. Working languages of the meeting

The working languages will be English and Russian.

5. Registration of the participants

To facilitate the organisation of the meeting and ensure the security of the participants, delegations will be requested to register their names and passport numbers with DG TRADE, Mr. Tomas Kroyer, e-mail: tomas.kroyer@ec.europa.eu, **by 11 November at the latest.**