



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate B. Quality, Research & Innovation, Outreach
Acting Director

Brussels,
DDG1/B4/EP/IB-D(2017)
ARES(2017) 3671232

INVITATION TO THE COMMITTEE ON ORGANIC PRODUCTION

I am pleased to invite the representatives of the Member States, Norway, Iceland and Switzerland¹ to participate in the meeting of the Committee on Organic Production that will take place

**in Brussels, rue de la Loi/Wetstraat 130
Meeting Room: 11 B**

on Thursday 13 July 2017, from 09:30 to 18:00

Interpretation will be available from **FR - DE - EN - IT – ES - PL**
to **FR - DE - EN - IT – ES - PL**

(please note that interpretation of a language will be cancelled if no participants for that language have registered in time for the meeting)

Registration: Please note that registration is obligatory. Participants are kindly invited to register via the on-line registration form on the link below. It is mandatory to encode the date of birth and passport or ID card number of every visitor. After registration, your name will be added to the security list which is sent to COM Security services 48 h in advance of the meeting. Then you will receive an email containing a security "e-pass" which **must be shown** at the entrance of the building, along with the meeting invitation.

Registration link: <https://ec.europa.eu/eusurvey/runner/2017-07-13-COMIT-ORGANIC-PROD>

Deadline for registration: 10 July 2017 12:00h

Security control: Please note that you will be asked to pass through an obligatory control (x-ray machines and walk-through detectors) when entering the L130 building.

¹ Relevant for Committee on Organic Production

We would like to draw your attention to the fact that Member States are requested to limit their delegation to two representatives for this meeting and that the **travel costs** for only one representative per Member State will be reimbursed by the Commission. (See reimbursement details in Annex.)

You will shortly receive an email with detailed practical information concerning the reimbursement procedure.

We kindly ask you to **prepare your reimbursement files** duly filled in as incomplete files will not be accepted by the meetings coordinators.

Please note that the documents will only be available on CircaBC and will not be sent by email.

e-signed
Lene NAESAGER
Acting Director

Annex1: Draft agenda

Annex 2: Representation form

Annex 3: Reimbursement information

Specific privacy statement for processing of personal data related to Comitology Committees is available on CircaBC <https://circabc.europa.eu>

Contact:

- **Content:** AGRI-B4@ec.europa.eu
- **Meeting organisation:** AGRI-COMITOLOGY@ec.europa.eu



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COMMITTEE ON ORGANIC PRODUCTION

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Meeting Room: 11 B**

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AGENDA

Section A – Opinion of the Committee

N/A

Section B – Points for information and/or discussion

1. Follow up to irregularities and fraud allegations in the EU

- 1) Overview of notifications as per 15/06/2017
- 2) Cases for presentation by the notified/notifying Member State and discussion
 - INEU 351/2016 RO-SK, INEU 74/2017 & INEU 78/2017 IT-SK, wheat, corn, soy, sunflower seeds

2. Follow up to irregularities and fraud allegations on imported products

- 1) Overview of notifications as per 12/06/2017
- 2) Cases for presentation by the notifying Member State and discussion
 - a. 156/2017 – IT – rapeseed from Brazil
 - b. 158/2017 – DE – papaya puree from Switzerland, originating in India
 - c. 159/2017 – NL – orange juice concentrate from Turkey

3. Guidelines on additional official controls on imports from Ukraine, Kazakhstan and Russian Federation

Interim evaluation of the application of these guidelines.

4. Import regime (Regulation (EC) No 1235/2008)

- 1) Implementation of the electronic certificate of inspection for imports of organic products: exchange of views
- 2) Mission to Taiwan, 19-23 June 2017
- 3) Overview third countries

5. EGTOP

6. Controls – state of play on the notifications sent by MS to the Commission according to articles 35(b) of Regulation 834/2007 and 94(1)b of Regulation 889/2008

7. Miscellaneous²

Please send us your AOB questions in due time before the meeting (e-mail: AGRI-B4@ec.europa.eu).

² Any subjects that the Member States wish to discuss under Point 'Miscellaneous' need to be submitted to the Commission and the other Member States at the latest one week before the meeting of the Committee on Organic Production.

Representation Form

The delegation of [Member State].....,
unable to assist the meeting of the [Committee
name].....
on [date]....., mandates, in conformity with the
instructions received from its own national authorities, the delegation of
[Member State]..... in order to
represent the mandating Member State during the above mentioned
Committee³.

[City and date].....

Signed

Stamp

[The Head of delegation]

Please send this form to the Chairman of the Committee at:

AGRI-B4@ec.europa.eu

³ A Member State delegation may represent a maximum of one other Member State. The Member State that is being represented shall inform the chair of this before the meeting, or, at the latest, before the vote.

This information sheet is a summary of the Rule* on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity.

WHO?

Who is entitled to a reimbursement of expert's expenses?

- anyone from outside the Commission who is invited to give a specific professional opinion in a committee, an expert group or by personal invitation, wherever the location of the meeting;
- anyone responsible for accompanying a disabled person who has been invited by the Commission to attend a meeting in an expert capacity.

Experts may be private-sector experts (representing the civil society) or government experts (representing a public authority of a Member State).

WHAT?

Unless stated otherwise in the letter of invitation and the request to organise the meeting, private-sector experts shall be entitled to a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from the same institution or another Community institution for the same visit.

Government experts shall receive a daily allowance for each day of the meeting and, where appropriate, an accommodation allowance, provided that provision for this is made in the rules of procedure of the committee or expert group and on condition that they declare on their honour that they are not receiving a similar allowance or similar allowances from their own administration for the same visit.

Travel expenses

All experts shall be entitled to the reimbursement of their travel expenses from the place specified in their invitation to the place of the meeting. This travel must be organised on the basis of the most appropriate means of transport and trying to benefit from the most economical travel rates.

The services in charge of reimbursements shall have the right to carry out any checks that might be needed and to request any proof from the expert required for this purpose. They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the expert's place of work or residence to the meeting place. So please do be careful when organising your trip.

As a general rule, means of transport are:

- first-class rail travel for journeys less than 400 km (one way);
- economy class air travel for distances of more than 400 km. Business class is allowed for a flight of 4 hours or more without stopovers;
- private car. The travel shall be reimbursed at the same rate as the first-class rail ticket, or by default at the rate of 0.22 € per km.



Travel expenses shall be reimbursed on presentation of ORIGINAL supporting documents:

- tickets and invoices;
- in the case of online bookings, the printout of the electronic reservation.

The documents supplied must show the class of travel used, the time of travel and the amount paid.

► Taxi fares shall not be reimbursed.

The Commission shall not be liable for any material, non-material or physical damage suffered by invited experts or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the meeting is held, unless such harm is directly attributable to the Commission. In particular, invited experts who use their own means of transport for travelling to such meetings shall be entirely liable for any accidents that they might cause.

Daily allowance

The daily allowance is a flat rate. It covers all meals and local transport (bus, tram, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance. It amounts to 92 € per day of meeting.

If the distance between the place of departure cited in the invitation (be it your private or professional address) is 100 km or less from the place where the meeting is held, the daily allowance shall be reduced by 50%. You shall then only receive 46 € per day of meeting.



Accommodation allowance



If you have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains, you shall also be entitled to an accommodation allowance. This allowance shall be 100 € per night. The number of nights may not exceed the number of meeting days + 1.

An additional accommodation allowance and/or daily allowance may, exceptionally, be paid if prolonging the stay would enable you to obtain a reduction in the cost of transport worth more than the amount of these allowances.

HOW?

You must provide the secretaries of the meeting with the documents necessary for their reimbursement, as required by the financial rules applicable in the Commission, by letter, fax or e-mail postmarked or dated no later than 30 calendar days after the final day of the meeting.

Beyond this deadline, the Commission is absolved from any obligation to reimburse travel expenses or pay any allowances.

Reimbursements shall be made in euros, where appropriate at the rate of exchange applying on the day of the meeting. All reimbursements shall be made to one and the same bank account. For government experts, reimbursements shall be paid into an account in the name of the Member State, one of its ministries or a public body.

