



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR HEALTH AND FOOD SAFETY

Health systems, medical products and innovation
European Reference Networks and Digital Health

Brussels,
SANTE.B3/HLB/pa (2019)ARES 7126894

Subject: Invitation – Workshop of the ERN Research Working Group with several Research Infrastructures

To: Members of / AGM Correspondents of the ERN Research Working Group (24 ERNs + ERN Board of Member States from: ES, LT, FR, SI, IT) + Representatives of invited Research Infrastructures

Organiser: Health and Food Safety – Unit B3 "European Reference Networks and Digital Health"

Place: Place Rogier 16, building Covent Garden 2 (COV2), Room 19-SDR1, 19th floor, 1210 Saint-Josse-Ten-Noode, Brussels Date/Time:

13 November 2019, 10:15-17:00

Dear ERN Coordinators,
Dear Members of the Board,
Dear Speakers,

I am pleased to invite you to the Workshop of the ERN Research Working Group with several Research Infrastructures which will take place on 13 November 2019 in Brussels.

The invitation is valid for ERNs and Member States represented in the ERN Research Working Group, thus the 24 ERNs and five Member States. Each ERN can send up to two persons but please note that costs for only one person per ERN can be covered. To this end, we kindly ask ERN Coordinators and Members of the Board to inform us, via AGM, who will attend this session for your ERN/Member State, and in the case your ERN appoints two persons, to fill in the information for both and to clearly indicate which one should be covered. We would like to encourage you to nominate people with experience in Research, and - in the case of ERN representatives - mandated by the respective ERN to discuss this topic, possibly with "use cases" for cooperation with Research Infrastructures.

The draft agenda of the meeting is attached.

We kindly remind you that the administrative management of the meeting (official invitation, agenda, confirmation of the list of participants and reimbursement) will be entirely done using the AGM meeting organisation tool which is accessible here: <https://ec.europa.eu/tools/agm>.

Confirmation of participation & personal profile of participants

First you are kindly asked to confirm your role of correspondent by clicking on the link that has been sent by AGM only to you as **correspondents**¹. Then, you will need to sign in using a valid EU login profile (previously called ECAS account). In case you do not have a valid EU login, please create it. As a correspondent, you register all your participants in AGM system. You must also indicate who is entitled to receive reimbursement (one representative per ERN/Member State). Please make sure to provide a copy of the attached privacy statement (see Annex 1) to your participants.

Once participants are registered in AGM, they are required to **complete** their personal data (date of birth, ID or passport number, nationality) under their **profile in AGM**. Please note that this step must be done only once and not before each meeting. Update is necessary only in case of any change in your personal data. Completeness of your profile is a precondition of your possible reimbursement and entrance to Commission buildings.

In order to ensure that all administrative steps are carried in time at Commission side, please make sure to finalise the list of participants and that the personal profile of the participants is **completed in AGM by 5 November 2019** at the latest.

Reimbursement of costs

Please remember that participants have to purchase their own tickets and will be refunded afterwards. As the reimbursement procedure will entirely be done through AGM, please be so kind as to follow the instructions which can be found on the dedicated AGM portal website: <https://ec.europa.eu/tools/agm>.

Members from the ERNs

Travel costs, daily allowance and accommodation allowances of **one** representative per Network will be refunded by the European Commission.

Please note that the Commission is not able to provide hotel booking assistance.

Members from the Board of Member States

Travel costs of only **one** representative per Member State will be refunded by the European Commission.

Please note that the Commission is not able to neither cover daily allowance or accommodation, nor provide hotel booking assistance.

Please note that the participants are requested to provide the Commission services with all necessary documents for their reimbursement **no later than 30 calendar days** after the final day of the meeting. **Beyond that deadline, the Commission is absolved from any obligation to reimburse travel expenses.**

Do not hesitate to contact the ERN Secretariat should you have any further questions: sante-ern@ec.europa.eu.

¹ As a correspondent you are the contact point for those invited to a meeting. You will use AGM to send the Commission the names of people from your Network who will attend the meeting. You can delegate this role to another person. Watchers in copy need to liaise with their correspondent if they want to be included on the list of participants.

Yours sincerely,

[Electronically signed]

Ioana-Maria Gligor

Enclosures: Reimbursement of experts' expenses (C(2007)5858)
Privacy statement