



EUROPEAN COMMISSION
Health and Consumers Directorate-General

03 – Relations with agencies and advisory groups

Brussels,
sanco.ddg2.03(2014)998923

Dear Sir/Madam,

Subject: Invitation to a Working Group meeting of the Advisory Group on the Food Chain, Animal and Plant Health on the RASFF (Rapid Alert System on Food and Feed)

We would like to invite you to a Working Group meeting on the Standard Operating Procedures of the RASFF. The meeting will be held in Brussels on Wednesday, 14 May 2014 in Conference Center A. Borschette, rue Froissart 36, 1040 Brussels - meeting room AB-2C from 10h00 to 18h00.

The objective of the meeting is to give the opportunity to interested parties to provide the Directorate General for Health and Consumers with comments and recommendations regarding the Standard Operational Procedures (SOPs) of the RASFF. The process of providing more guidance on the RASFF started in 2006 with the setting up of a working group consisting of Commission and Member States' RASFF national contact points for the purpose of harmonising the functioning of RASFF between its members. After the adoption of the RASFF implementing Regulation (EC) No 16/2011, work focused on these SOPs that will complement the Regulation in further harmonising the operation of RASFF.

Please let us know whether your organisation is interested in participating in this meeting by sending your confirmation to the following e-mail address: Sanco-Advisory-Group-03@ec.europa.eu.

Please note that the Commission cannot reimburse the costs for participation in this meeting. The working language of the meeting will be English and there will be no interpretation services.

Agenda and working documents will be sent in due course.

Yours faithfully,

P/O

Robert Vanhoorde
Head of Unit

Annex: Privacy Statement

Invitation - Privacy Statement

Personal data related to this invitation will be processed under the responsibility of the Head of Unit Mr Robert Vanhoorde, European Commission's Directorate-General for Health and Consumers, in accordance with Regulation (EC) n° 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The purpose of the processing is the management of the meeting, including management of: lists and mailings-lists for contacts, invitations, participants, distribution of reports, follow-up meetings and actions, news and publications; photographs/pictures, presentations, live webstreaming and/or audio and video recording of speakers and participants; publication on the internet/intranet.

Personal data collected and further processed are:

- Data necessary for the organisation and management of the meeting, such as gender (needed for the right title)/name/surname/profession/ postal and e-mail addresses/ phone number/fax number, etc.;
- Identity/passport n°/date of birth (for access control purpose by security guards to the Commission's premises – see DPO-508)
- Information about the form of transport used and accommodation, banking information (for the reimbursement of travel expenses – see DPO-372);
- Photographs/pictures, presentations, live webstreaming and/or audio and video recording of speakers and participants.
- If you are invited as a member/observer of a Commission Experts Group, some of your personal data (listed in the Notification DPO-2194 Register of Expert Groups) will be made publicly available in the Commission's Register of Expert Groups (<http://ec.europa.eu/transparency/regexpert/>) for as long as the membership upholds and/or until removal from the public site is requested, in view of the transparency policy of the European Institutions and the need to inform the public of the identity and qualifications of the experts advising the Institution.

Access to all personal data information collected in the context of this meeting is only granted through UserID/Password to a defined population of users, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with Community legislation. These users typically are the chairman and the secretary of the meeting, both supported by a team in the operational services inside the DG.

Pictures, presentations, live webstreaming and/or audio and video recording of speakers, participants and organisers might be made available freely on the internet in the framework of European Commission activities. If you do not agree with this publication of your personal data, please opt-out where required or inform us using the Contact Information mentioned in the invitation letter and explicitly specifying your request.

Your personal data will be part of a list of contact details shared internally amongst the Commission services for the purpose of contacting data subjects in the future in the context of the Commission's activities. If you do not agree with this, please contact us using the Contact Information mentioned in the invitation letter and explicitly specifying your request.

Recourse: Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor.