



EUROPEAN COMMISSION

Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs

Space Policy, Copernicus and Defence
Space Data for Societal Challenges and Growth

Brussels, 04 July 2016
GROW/I.3/JT
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INVITATION TO THE 11TH COPERNICUS USER FORUM MEETING

Dear Members of the Copernicus User Forum,

The Commission will hold its 11th Copernicus User Forum meeting on:

Tuesday, 6 September 2016

Centre Albert Borschette – 36 Rue Froissart, 1049 Brussels – Meeting Room to be confirmed

The meeting will start at 09:00 and end at 17:30.


The preliminary draft agenda is annexed to this invitation. The detailed draft agenda and further supporting documents will be sent in due time.

Concerning the reimbursement of expenses, please note that your travel ticket will be reimbursed on the basis of economy class air travel or first class rail travel (see enclosed document for further details on travel rules) and that no more than 1 request for reimbursement by Member State will be accepted. No daily allowances will be paid. Please note also that in accordance with the new rules for reimbursement, delegates must provide the secretary of the meeting with the documents necessary for reimbursement (as required by the financial rules applicable in the Commission) by letter postmarked or dated no later than 30 calendar days after the final day of the meeting.

Please make sure to present this letter at the entrance of the building.

I would appreciate if you would please confirm your participation before **Tuesday 23 August 2016** to the address grow-i3@ec.europa.eu.

Yours sincerely,



Andreas Veispak
Head of Unit

Enclosures: Preliminary Draft Agenda
Rules for reimbursement and relevant forms