

ANNEX 10: Invitation letter

Mr./Ms.[Name]
[Institute]
[Town],[Country]
[Emailaddress]

ARCADIS Belgium nv/sa
Kortrijksesteenweg 302
B-9000 GENT
Tel +32 9 242 44 44
Fax +32 9 242 44 45
www.arcadisbelgium.be

Subject

Invitation to the CBE workshop [dates, town, country] in the framework of the "Technical and administrative support for the joint implementation of the Marine Strategy Framework Directive (MSFD) in Bulgaria and Romania – Phase 2"

Dear Mr/Ms [Name],

We have the pleasure inviting you to the CBE workshop, organized in the framework of the "Technical and administrative support for the joint implementation of the Marine Strategy Framework Directive (MSFD) in Bulgaria and Romania". The agenda is added in attachment.

The workshop will be held in the offices of [Venue] in [Town], [Country] on the [Dates].

The project will provide financial support for your participation in the meeting. The financial support will consist of the refunding of your transport costs and the costs for boarding and lodging. Refunding will be done according to EU rules.

Workshop venue:

[Address]

Local contact:

[PTE coordinator name], [Email address]

[Tel]

We therefore wish to receive confirmation of your participation in this workshop before the [Dates] by email (w.rommens@arcadisbelgium.be; a.volckaert@arcadisbelgium.be).

We recommend that you immediately start making arrangements for your participation in the workshop (hotel booking, transport). A suitable hotel near the workshop venue is the [Hotel name, URL].

The workshop will include the following topics:

- [Topics]

[#] documents have been attached to this letter.

[List of documents]

You are kindly requested to investigate the documents prior to the workshop.

Gent

15/01/2015

Contact

Annemie.Volckaert@arcadisbelgium.be

Wouter.Rommens@arcadisbelgium.be

Telephone number

++32 9 24177 31

Our references

BE0114000978_MSFD Bulgaria

Romania_EC Phase 2

Your references

Klik hier als u tekst wilt invoeren.



Yours sincerely,

Annemie Volckaert
Project Manager

Wouter Rommens
Deputee Project Manager