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**ANNEX 10: Invitation letter**

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

Gent

15/01/2015

Contact

[Annemie.Volckaert@arcadisbelgium.be](mailto:Annemie.Volckaert@arcadisbelgium.be)

[Wouter.Rommens@arcadisbelgium.be](mailto: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.

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](mailto:w.rommens@arcadisbelgium.be); [a.volckaert@arcadisbelgium.be](mailto: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.

Yours sincerely,

|  |  |
| --- | --- |
| Annemie Volckaert  Project Manager | Wouter Rommens  Deputee Project Manager |
|  |  |
|  |  |

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| --- | --- | --- |
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