**De :** Virginie Niyonzima [mailto:Virginie.Niyonzima@edf-feph.org]
**Envoyé :** vendredi 21 août 2015 15:06
**Cc :** Catherine Naughton
**Objet :** EDF Executive and Board meetings, 30 October-1st November 2015
**Importance :** Haute

Dear EDF Executive and Board members,

Following the decisions of the previous meetings of he Executive Committee and the Board, I would like to inform you that the registration to the next Board meeting is open until 25 September. You can complete an online form at  <http://goo.gl/forms/XRtrOKONLD>.

You will find attached an invitation letter and a preliminary draft programme.

You can read below a **summary of the  programme** and **practical information**

29-30 October: Meeting of the Executive Committee

30 October in the afternoon: Meetings of the Finances and Membership Committees

31 October-1 November: Board meeting

**Practical details**

28 October: Arrival of Executive members

30 October: Arrival of members of the Finances Committee, Membership and Credential Committee and Board members

1 November at 13:00: End of the meeting and departure of delegates

**Venue of the meeting:**

Rennaissance Marriot,

Rue du Parnasse 19, 1050 Brussels

T: +32 (0) 2 505 20 00

**Hotel Accommodation**

EDF has block booked rooms for all delegates and personal Assistants in 2 neighboring hotels: Rennaissance Marriot and Raddission Blue

During your stay, you have access to all services offered by the Rennaissance Marriot hotel: fitness center, sauna and the swimming pool. They are also accessible.

**Meal and dinner**

Breakfast is included in your hotel accommodation

Lunch (including vegetarians) will be provided during the meetings

Dinners will not be organized by EDF

Extra expenses will be paid by delegates on check out

**Transport**

From the airport with public transport:  Buses n° 12 and 21 Brussels City

To the airport with public transport:  Buses n°  12 and 21 Brussels Express Airport

EDF will organise transportation for wheelchair users. Please add the number and the timetable of your flights in the registration form.

Car parking facilities is provided at Rennaissance Marriot hotel.

**Reimbursement and perdiem**

EDF will pay your flight ticket 400 euros maximum. In case you exceed this amount for a specific reason, you need to contact EDF Secretariat for confirmation before you buy the ticket.

You will receive a perdiem on the basis of your status (Executive/Board member/Observer covered by EDF).

A document regarding reimbursement and perdiem guidelines will be available in the Board documents before the meeting.

If you need any further information, please contact the Secretariat

**Persons of contact**

Logistic and technical assistance : Virginie.niyonzima@edf-feph.org

Finances: Muriel.davia@edf-feph.org

Agenda and Policy issues : catherine.naughton@feph.org

Best regards,

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*
Virginie Niyonzima**