

REGIONAL ADVISORY COUNCIL OF THE MEDITERRANEAN SEA

MED-RAC 01/09

6 March 2009

For the attention of the members of the Mediterranean RAC

**Subject: General Assembly and Executive Committee of the Mediterranean RAC,
Rome 1 and 2 April 2009**

Dear Sir, Madam,

I am pleased to invite you to the constituent General Assembly of the Mediterranean RAC that will take place in Rome on 1st April 2009. The Executive Committee that should be constituted on that day as well will meet on 2 April 2009.

Simultaneous interpretation will be provided in English, French, Spanish, Italian and Greek.

The meeting will take place **in the headquarters of the RAC** at the following address located in the centre of Rome, nearby the central train station « Termini » (direct line from the airport, about 30 minutes):

**Palazzo della Cooperazione
Via Torino 146
00184 ROMA**

You will find attached **the draft programme** of the meeting as well as a registration form to be returned before **20 March at the latest** by email francisca.martinez@skynet.be. You will also find a list of hotels located nearby the meeting room.

We are pleased to confirm that **travel and accommodation expenses of one representative per member organisation of the RAC having returned its financial commitment letter** (see list attached) will be reimbursed by the budget of the RAC. One per diem will be allocated per meeting. Observers are not entitled to reimbursement.

Moreover, please note that the usual Commission's reimbursement rules are applicable. Therefore, may we kindly ask you to keep your original boarding cards (copies will not be accepted), **as well as a copy of your economy-class ticket** (before departure) and a copy of the invoice if the price does not appear clearly on the ticket. Please return all these pieces after the meeting and before **30 April** to the following provisional address: Francisca Martinez – Tramlaan 114 – 1933 Sterrebeek.

Looking forward to meeting you in Rome, I remain,

Yours faithfully,

Francisca Martinez
Coordinator