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European Topic Centre
Inland, coastal, marine waters



To participants of 1st regional workshop 2011 of ETC/ICM with West Balkan countries



Prague, 10 May 2011

1st regional workshop 2011 of ETC/ICM with West Balkan countries, 30 – 31 May 2011, Zagreb, Croatia

Dear all,

You are hereby cordially invited to the 1st regional workshop 2011 of
ETC/ICM with West Balkan countries in Zagreb, Croatia.

Timing:

Start: Monday 30 May 2011 at 13:00

End: Tuesday 31 May 2011 at 16:00

Venue of the meeting:

Four Points by Sheraton Panorama hotel, Trg Krešimira Čosića 9, Zagreb
10000, Croatia

<http://www.hotel-fourpointspanorama.com/hotels-zagreb-accommodation>

The 1st regional Workshop 2011 on Water Directives aims to inform about
data needs and reporting for selected Water Directives: Water Framework
Directive (WFD), Urban Waste Water Treatment Directive (UWWTD), Bathing
Water Directive (BWD) and E-PRTR.

The draft agenda (Attachment 1) is enclosed. On the first day, presentations
on the data needs and reporting for Water Directives will be given by
ETC/ICM experts. On the second day, participants will divide themselves into
3 parallel subgroups focusing on practical online filling of reporting templates.
Participants will rotate through these subgroups and should bring their
national data to the workshop.

The **list of potential participants** (Attachment 2) is attached. NFPs need to
identify to us, whose travel expenses should be reimbursed. We can
reimburse 1 participant per country and for Croatia the 2 presenters from
Split and Rijeka.

The accommodation and travel information can be found enclosed in the
Attachment 3. Please notice that participants should reserve their
accommodation by themselves, except for the agreed invited experts, for
whom we will do the reservation.



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The Reimbursement of travel expenses will be done by ETC/ICM for maximum 1 expert per country. An "**Application form for reimbursement of expenses for invited experts**" (Attachment 4) has to be filled by nominated each expert. The final calculation of the expenses will be based on the "**Travel reimbursement policy for meetings and interview**" (Attachment 5). The signed original of the Application form including the original return ticket, relevant invoices and **Financial identification form** (Attachment 6) must be delivered to CENIA in order to reimburse travel expenses. Please be aware that the reimbursement claim should be handed in within 1 month after the final meeting day. The **electronic Application form for reimbursement of expenses for invited experts** has to be sent to Eva Hasikova on eva.hasikova@cenia.cz for checking and corrections by **Thursday 19 May latest**.

A meeting folder has been created on CIRCA:

http://eea.eionet.europa.eu/Public/irc/eionet-circle/water/library?l=/etcicm_countries&vm=detailed&sb=Title

The meeting documents and presentations will be uploaded there.

Please confirm your participation to Eva Hasikova on eva.hasikova@cenia.cz by Thursday 19 May 2011.

We are looking forward to seeing all of you in Zagreb.

With best wishes,

Dr. Anita Kunitzer
ETC/ICM manager

Annexes:

- 1) Draft agenda
- 2) List of suggested participants
- 3) Accommodation and travel information
- 4) Application form for reimbursement of expenses for invited experts
- 5) Travel reimbursement policy for meetings and interview
- 6) Financial identification form