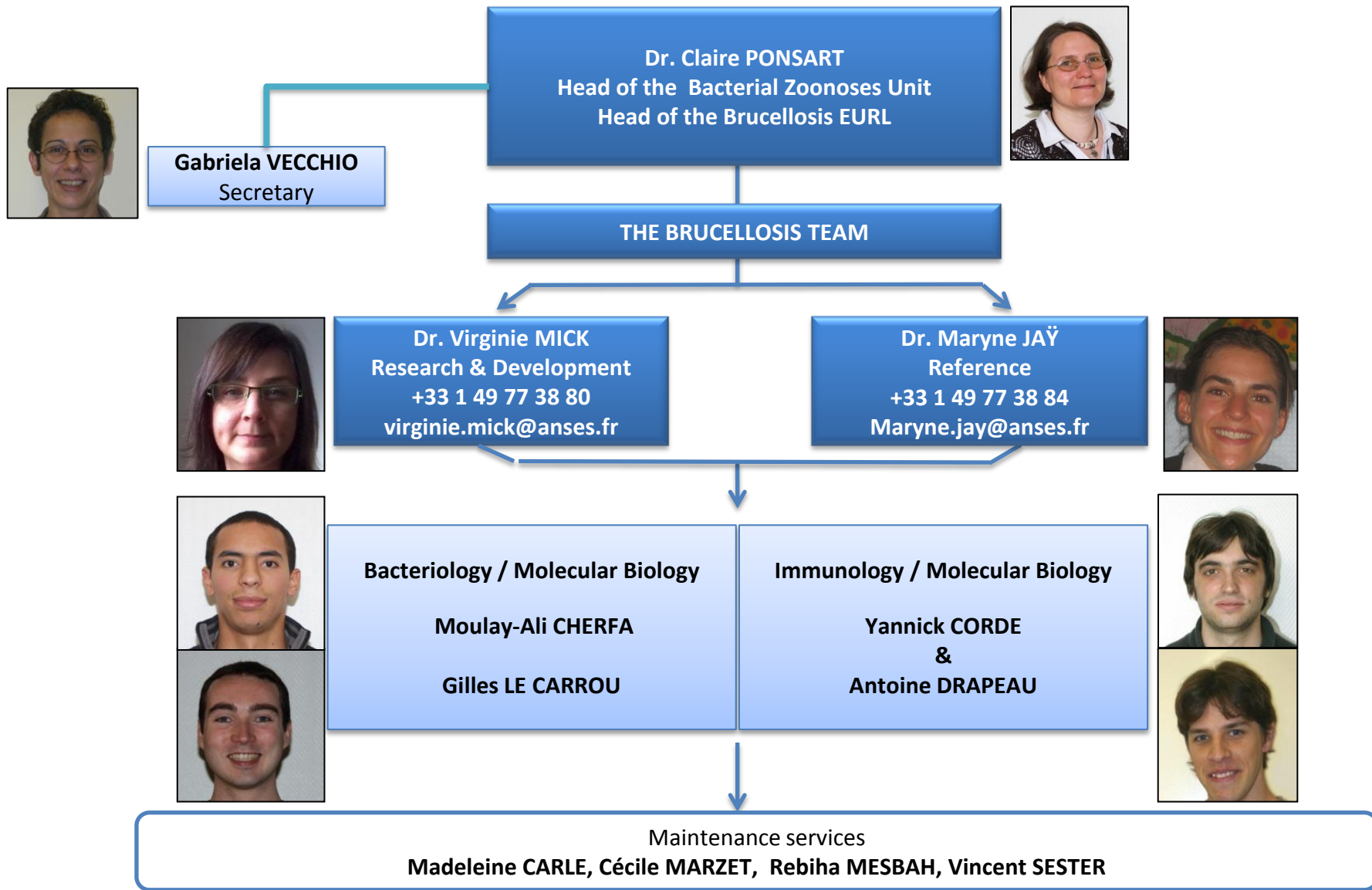


# Workshop Agenda & Administrative and Financial issues

EU Reference Laboratory for Brucellosis  
ANSES – Maisons-Alfort, France



# Agenda Sept. 8

- Welcome address and opening of the workshop

Dr.PONSART, EURL

Dr.KRIEGER, DG SANCO

- Brucellosis - What's up in Berlin ? Prof. AL DAHOUK, BfR

- Presentation of the BfR Prof. APPEL, BfR

## COFFEE BREAK and GROUP PHOTO

- Activities of the EURL during 2013/2014 – 2015 EURL expected activities

- 2014 serum ILPT results

## LUNCH

- ILPT session - 2013 milk ILPT results and follow-up

- Inter laboratory validation trial EUPBSS & EUBoSS results

- Protocol of the ILPT biologicals control (RBT antigen)

## COFFEE BREAK

- LFIA validation study (wild ruminants)



# Agenda Sept. 9

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- Workshop administrative and financial issues
- Comparison study between an alternative buffer with veronal buffer
- Discussion and survey on EURL training sessions : expectations and perspectives
- Free Communications
  - NRL GERMANY
  - NRL SWEDEN

## COFFEE BREAK

- NRL NETHERLANDS
- NRL U.K. Northern Ireland
- Round Table and Closing up of the Workshop

## LUNCH + REGISTRATION TO Brucellosis 2014



# Administrative and Financial Issues

## Participants eligible to reimbursement:

- 1 participant per MS NRL (exception: UK/ UK Northern Ireland- 2 assigned NRLs)
- 1 participant per NRL of Candidate Countries
- 1 participant per NRL of invited countries( AL, B&H, Kosovo)

## Required documents for reimbursement:



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TRAVEL EXPENSES FORM

EVENT: 2014 ANNUAL WORKSHOP OF THE EU NRLs FOR BRUCELLOSIS  
BERLIN, GERMANY - SEPTEMBER 8-9, 2014

Organisation  
Institute:  
Address:  
Country:

Participant  
First name:  
Last name:  
Personal Address:

Transport  
Means of transportation:  train  plane  personal car  
Please tick  if you have not your own transport. Tick, train, AIR,  if you are not the only person and will not be reimbursed.

Accommodation  
HOTEL name & address:  
How many nights in G:  
Number of nights:  
NIGHTS IN G:  
Hotel reimbursement setting: 100% per night

Daily allowance  
40% IN OF travel expenses is reimbursed from ANSES contribution.  
GENERAL: HOW MANY NIGHTS IN G:  
NIGHTS IN YOUR PARTICIPATION:  
NUMBER OF NIGHTS REIMBURSED: \* € 20,000 \* 4

TO BE FILLED IN BY ANSES  
Transport:  
Accommodation:  
Daily allowance:  
TOTAL:



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TRAVEL EXPENSES DOCUMENT

EVENT: 2014 ANNUAL WORKSHOP OF THE EU NRLs FOR BRUCELLOSIS  
BERLIN, GERMANY - SEPTEMBER 8 & 9, 2014

Participant  
First name:  
Last name:  
Personal Address:

Transport:  
• Boarding passes (plane)  
• plane/train tickets stating the price  
• travel agency / online service stating the price  
Hotel:  
• hotel balanced bill



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FINANCIAL IDENTIFICATION FORM

EVENT: 2014 ANNUAL WORKSHOP OF THE EU NRLs FOR BRUCELLOSIS  
BERLIN, GERMANY - SEPTEMBER 8-9, 2014

PARTICIPANT  
First name:  
Last name:  
Member state or country:

PARTICIPANT OR ORGANISATION TO BE REIMBURSED  
Account holder:  
Full address (no account holder):  
Bank:  
Branch address:  
City and Post code:  
Country:  
SWIFT/BIC code (between 8 and 11 digits):  
IBAN (Locally 21 digits):

The participant is to be reimbursed  
I certify exact the above information  
Date:  
Signature:

The organisation is to be reimbursed  
I certify exact the above information  
Full Name:  
Position:  
Date:  
Signature:

Payments shall be made in euros (€) by bank transfer either to the participant's account or to the account of the organisation.  
A digital and daily signed scanned copy of this form is to be sent back to ANSES before your arrival to make sure that transfers may be performed without incident. The original is to be sent with all the other reimbursement documents after the workshop, training session.

AND

boarding passes, flight tickets (stating price) and/or travel agency invoice, hotel bill (after payment) (**ORIGINALS!**)



For those staying at Brucellosis 2014, a quotation of travel costs if not staying to the conference is required!!





No reimbursement can be treated before reception of **all** documents of **all** eligible participants

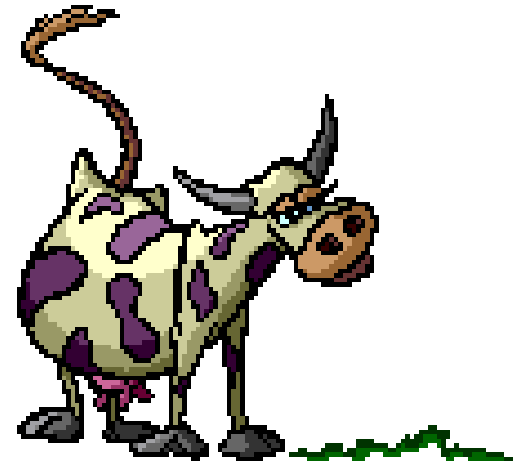
Send all documents to the EURL **by September 30, 2014**  
by e mail **AND** post mail to:

Marie-Christine SALVI,  
Administrative and Financial Affairs  
ANSES  
Animal Health Laboratory  
23, Avenue du Général De Gaulle  
F- 94706 MAISONS-ALFORT  
email: [marie-christine.salvi@anses.fr](mailto:marie-christine.salvi@anses.fr)



Gabriela VECCHIO  
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Animal Health Laboratory  
Bacterial Zoonosis Unit  
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*Thank you*

