



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Directorate C. Strategy, simplification and Policy Analysis
Director

Brussels,
agri.ddg1.c.4 – Ares (2018) 6149934

**INVITATION TO THE MEETING OF
THE EXPERT GROUP FOR MONITORING AND EVALUATING THE CAP**

I am pleased to invite the representatives of the Member States to participate in the meeting of the Expert Group for Monitoring and Evaluating the CAP that will take place

in Brussels, rue de la Loi 130

Meeting room: 11/A

on Tuesday 27 November 2018, from 09:30 to 18:00

(Please note the new venue)

Interpretation foreseen from **FR - DE - EN - IT – ES – NL**
to **FR - DE - EN - IT – ES – NL**

(Please be informed that interpretation will be provided only in the six languages stated above due to a number of concurrent meetings and unavailability of interpreters; interpretation of a language will be cancelled if no participants for that language have registered in time for the meeting)

Security control: Please note that you will be asked to pass through an obligatory control (x-ray machines and walk-through detectors) when entering the building.

We would like to draw your attention to the fact that Member States are requested to limit their delegation to two representatives for this meeting given the size of the room and that the **travel costs** for **two representatives per Member State** will be reimbursed by the Commission. (See reimbursement details in Annex.)

Please note that the documents will only be available on [CircaBC](#) and will not be sent by email.

We would be grateful if you could confirm your participation and the name of participants via the **AGM registration** system **by 21 November 2018** at the latest.

In case you need further clarification about the AGM system, please do not hesitate to contact or visit the [Portal](#) with some [FAQ](#) or send an e-mail to: EC-AGM-SUPPORT@ec.europa.eu

Tassos HANIOTIS
Director

Annex 1: Draft agenda

Annex 2: Reimbursement information

Specific privacy statement for processing of personal data related to Expert Groups is available on CircaBC <https://circabc.europa.eu>

Contact:

- **Content:** AGRI-EVALUATION@ec.europa.eu
- **Meeting organisation:** AGRI-EXPERT-GROUPS@ec.europa.eu



Brussels,
Ares (2018) 6149934

AGENDA

**EXPERT GROUP FOR MONITORING AND EVALUATING THE CAP
in Brussels, rue de la Loi 130
Meeting room: 11/A
on Tuesday 27 November 2018, from 09:30 to 18:00**

1. Approval of the minutes of the last meeting
2. Adoption of the agenda
3. Information
4. Evaluation of School Schemes
5. Evaluation of the CAP Greening Measures
6. Update on the activities of the Evaluation Helpdesk (Draft Annual Work Programme 2019)
7. Performance Monitoring and Evaluation Framework (PMEF):
 - (a) State of play on Context and Impact Indicators
 - (b) Information on Output and Result Indicators
8. AOB

Please send us your AOB questions in due time before the meeting (e-mail: AGRI-EVALUATION@ec.europa.eu).

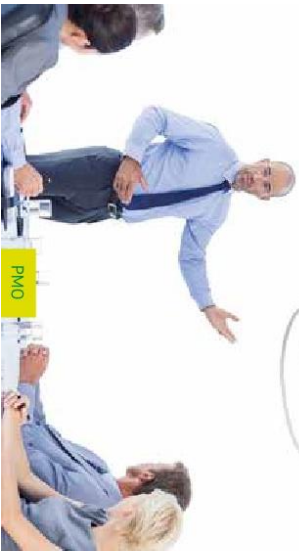


Experts may be private-sector experts (representing the civil society) or government experts (representing a public authority of a Member State).



Private-sector experts will be entitled to a daily allowance for each day of the meeting and an accommodation allowance unless a contrary mention is stated in the letter of invitation or the request to organise the meeting. Reimbursements will be paid on a bank account in euros.

Government experts will receive allowances provided that provision for this is made in the rules of procedure of the committee or expert group. Reimbursements will be paid on a bank account in the name of the Member State, one of its ministries or a public body.



In order to receive benefits, you cannot receive a similar allowance from your own administration for the same visit.

You must provide supporting documents no later than 30 calendar days after the final day of the meeting.



Accommodation allowance

If you have to spend one or more nights at the place where the meeting is held because the times of meetings are incompatible with the times of flights or trains, you will also be entitled to an accommodation allowance. This allowance shall be 100 € per night. The number of nights may not exceed the number of meeting days + 1.



Daily allowance

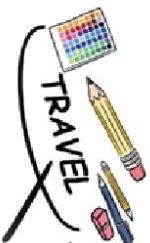
The daily allowance is a flat rate. It covers all meals and local transport (bus, train, metro, taxi, parking, motorway tolls, etc.), as well as travel and accident insurance. It amounts to 92 € per day of meeting.

If the distance between the place of departure mentioned in the invitation (it could be your private or professional address) is 100 km or less, the daily allowance will be reduced by 50%. You will then only receive 46 € per day of meeting.



Travel expenses

You will be entitled to the reimbursement of your travel expenses from the place specified in your invitation to the place of your meeting on presentation of supporting documents. Your travel must be organised on the basis of the most appropriate means of transport and economical rates. The services in charge of reimbursements will have the right to carry out checks. They will also have the right to restrict reimbursement to the rates normally applied to the usual journey from the expert place of work or residence to the meeting place.



As a general rule, means of transport are:

- first-class rail travel for journeys less than 400 km (one way);
- economy class air travel for distances of more than 400 km. If the journey by air involves a flight of 4 hours or more without stopovers, the cost of a business class ticket will be reimbursed;
- private car. The travel will be reimbursed at the same rate as the first-class rail ticket, or by default at the rate of 0.22 € per km. You are responsible for any accident you could cause.

Taxi fares will not be reimbursed.

