

To representatives of:

EU Member State's, Norway and Iceland's maritime administrations

Lisbon, 13 October 2025

Invitation letter sent by e-mail only

Subject: Invitation to European Maritime Safety Conference: *Safety First*, Lisbon, 8 December 2025

Dear Sir/Madam,

On Monday, **8 December 2025**, EMSA will hold the **European Maritime Safety Conference: *Safety First*** Conference at our premises in **Lisbon, Portugal**. This high-level event will mark the **official launch of the second edition of the European maritime Safety Report (EMSAFE)** – the comprehensive overview of maritime safety within the European Union.

This conference will bring together policymakers, industry leaders, social partners, and key maritime stakeholders to explore current and future challenges to maritime safety identified in the EMSAFE report, including passenger ship safety, the impact of emerging technologies on safety standards, the human element in shipping, and maritime safety in the context of industrial competitiveness.

On behalf of EMSA, I would like to invite your representatives to join us on this landmark event that is planned as per the attached agenda.

In addition, on the **evening of 8 December**, EMSA will be hosting a **gala dinner** for the participants. Further details regarding the gala dinner arrangements will be shared closer to the date with those registered.

Your designated representatives are invited to register on-line for the event by **14 November** at the latest through the following link: <https://extranet.emsa.europa.eu/e-register/>¹. Please log-in using the following credentials: Username: emsa.guest2025 / Password: Participants2025. Once logged in, access the "EVENTS REGISTRATION" button and from there select the link to **European Maritime Safety Conference: *Safety First***.

¹ The processing of personal data by EMSA like in all the Union institutions and bodies is regulated by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions. The applicable rules related to personal data protection are available under the following link: <http://emsanet/index.php/personal-data-protection.html>

EMSA will reimburse the expenses for participation of one representative per Member State. EMSA will cover travel, daily allowance, and accommodation costs as per the EMSA Rules on Reimbursement of Expenses to Experts. With respect to the daily subsistence allowance, experts will receive **95 €** per day of meeting. As regards accommodation, experts will receive a flat rate of **121 €** per overnight stay (no supporting document required) for the participants. The maximum number of overnight stays reimbursed is the number of meeting days +1.

Pending confirmation at the end of the registration period and depending on the number of Member States' representatives' registered, on a first registered first served basis, EMSA may be able to reimburse additional Member State's participants. All possibly entitled Member States' representatives should request the reimbursement of expenses through the registration form.

Please note that only registered participants will be entitled to reimbursement and all supporting documents for reimbursement must be submitted within 30 calendar days after the end date of the event.

For any further questions related to online registration or the reimbursement procedure, please contact the Events Team (Tel: +351 21 1209 650, e-mail: events@emsa.europa.eu). Please do not hesitate to contact our Ship Safety Team (shipsafety@emsa.europa.eu) should you have any questions regarding the event.

Yours sincerely,

(e-signed)

Maja Markovčić Kostelac
Executive Director

Annex:

- Draft Agenda for the meeting
- EMSA Expert Expenses Leaflet
- List of hotels with negotiated rates