

Le Directeur

*Brussels, 20 January 2025*

APPF D (2025) 746

To the National Contact Points  
of the Member States

**- by email only -**

**Subject: Annual Conference of competent authorities - Exchange of best practices -  
Save the date: Brussels, 25 March 2025**

Dear colleagues,

Following the useful exchanges on our respective areas of activity at the previous Annual conferences of competent authorities, I am delighted to invite you to the upcoming 2025 edition of this traditional event.

As experiences from the European electoral year continue to crystallise<sup>1</sup>, I would thereby like to cordially invite you to the Annual meeting of the competent Member State authorities with the Authority, scheduled to take place in **Brussels on 25 March 2025, from 10:00-16:00.**

I would like to ask you kindly to attend with a delegation of a maximum two participants per Member State. The concrete participant(s) need not necessarily be from the administration in which the national contact point is located, if your Member State deems that a colleague from another ministry or authority might be relevant for the meeting. That said, the Authority will still continue to communicate with the National Contact Point as designated by your Member State.

Regarding logistics, please note the following:

- Travel costs can be reimbursed within the limits of the applicable rules of the Authority<sup>2</sup>.
- The venue of the meeting will be located in the European Quarter area of Brussels and will be specified in due course.

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<sup>1</sup> See the Authority's Special Report here:  
<https://appf.europa.eu/cmsdata/287771/Special%20report%20on%20the%202024%20European%20elections.pdf>

<sup>2</sup> The Rules on the reimbursement of experts' travel and accommodation expenses and payments of a daily allowance can be consulted on the Authority's [website](#).

- For practical reasons the meeting will be held in English, with interpretation into a limited number of languages provided.<sup>3</sup>

I would be grateful if you could confirm **by 30 January 2025** whether your Member State will be represented at the meeting, including an indication of participant(s) (and providing their full name(s), email address(es) and phone number(s)).

A detailed programme with the practical information will be sent in due course.

I look forward to seeing you again on 25 March 2025!

Yours sincerely,



Pascal Schonard

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<sup>3</sup> The languages for which the interpretation will provided are French, Italian and Spanish.