



Ref ► DG1/009/2025
PO ► 864473

Strasbourg, 22 September 2025

**INVITATION LETTER
49TH PLENARY MEETING OF THE CONSULTATIVE COMMITTEE
OF THE CONVENTION FOR THE PROTECTION OF INDIVIDUALS
WITH REGARD TO AUTOMATIC PROCESSING OF PERSONAL DATA [ETS No 108]
(CONVENTION 108)**

The Secretariat of the Council of Europe has the honour to convene the 49TH Plenary meeting of the Committee of Convention 108 as follows:

Opening: 3 November 2025 (09:00 a.m. CET)
Closing: 5 November 2025 (1:00 p.m. CET)
Place: Strasbourg, Palais de l'Europe, Room 2
Subjects: 49TH Plenary Meeting

For the meeting documents you are kindly invited to consult the Draft agenda on the [Data Protection website](#) which is regularly updated.

Languages: English and French

I. Participants traveling at the Council of Europe's expenses

The travel and subsistence expenses of one participant delegated by a State Party to Convention 108¹ will be borne by the Council of Europe on the terms specified in the enclosed Rules. Please note that the rate of daily allowance has been set at € 195 for 2025.

State Parties wishing to send more than one expert to the meeting are responsible for the travel and subsistence expenses of the other expert(s).

You are requested to arrange to travel by the cheapest route (plane in economy class) and, if possible, make use of reduced transport fares. By virtue of Article 3 of the [Rules](#), all claims for

¹ List of Parties: <https://www.coe.int/en/web/conventions/full-list?module=signatures-by-treaty&treaty=108>

reimbursement of travel expenses for all means of transport must be accompanied by a copy of the relevant ticket and evidence of the expenditure actually incurred, such as an invoice. In no case shall the amount reimbursed exceed the actual expenditure incurred.

The claim form and supporting documents must be returned by e-mail as soon as possible, ideally before the meeting, and at the latest within 30 days after the end of the meeting. Reimbursement will be made by bank transfer after the meeting.

Please note that, upon request, the Council of Europe can provide you with a prepaid airline/train ticket. Once a ticket has been issued, it will not be possible to allow for any change in itinerary.

The Data Protection Commissioner to the Council of Europe:

- Ms. Tamar Kaldani

Experts:

- Ms. Isabel Barberá, Rhite consultancy, engineer specializing in Responsible AI and Privacy Engineering
- Ms. Murielle Popa-Fabre, consultant specializing in the impact, policies and governance of Generative AI
- Mr. Eduardo Bertoni, Center for Human Rights and Humanitarian Law, American University Washington College of Law
- Mr. Marcelo Ienca, School of Medicine, Technical University of Munich

II. Observers and other participants without reimbursement

States and organisations on the list of observers for the work of the T-PD are entitled to appoint one representative, without the right to vote, and without reimbursement of travel and/or subsistence expenses.

In addition, the following Council of Europe bodies may send a representative to meetings of the Committee, without the right to vote but with defrayal of expenses at the charge of their respective votes of the ordinary budget: the Parliamentary Assembly, the Congress of Local and Regional Authorities, the European Court of Human Rights, the Commissioner for Human Rights, the Conference of INGOs enjoying participatory status with the Council of Europe, the Steering Committee for Human Rights (CDDH), Steering Committee for Human Rights in the fields of Biomedicine and Health (CDBIO), the European Committee on Legal Co-operation (CDCJ), the European Committee on Crime Problems (CDPC) and the Steering Committee on Media and Information Society (CDMSI).

III. Miscellaneous

Please have with you a passport or identity card, this invitation letter, which you may be required to show at the entrance of the Council of Europe premises.

An insurance policy taken out by the Council of Europe with the insurers AIG EUROPE (Policy number 9.502.001) covers risks related to official journeys such as medical expenses for illness, accident and medical repatriation for persons up to their 80th birthday. The following help line AIG EUROPE Assistance 24 Hours can be called in case of need: +32 2 739 9990/+32 2 739 9991 (Summary of guarantees).

Before your departure we advise you to check the French [Ministry of Foreign Affairs website](#) for any update concerning travel restrictions. We also recommend that you take note of the [practical arrangements and safety instructions](#) in force on the Council of Europe premises.

You are responsible for obtaining any visas necessary for your journey and may use this invitation letter to do so.

Participants should be able to communicate sufficiently in one of the languages of the meeting, i.e. English or French.

Please confirm your participation by **10 October 2025** to data.protection@coe.int (by sending the name, position, address, telephone, e-mail address and working language (English/French) of the person(s) appointed to attend the meeting).

Should you require any further information regarding the event or your participation, please feel free to contact the Secretariat: data.protection@coe.int.

Yours sincerely,



Peter Kimpian
Secretary to the Committee on Convention 108