

Le Directeur

*Brussels, 1 February 2024*  
APPF D (2024) 3397

To the National Contact Points of  
the Member States

**By email only**

**Subject: Conference with the National Contact Points of the Authority for European Political Parties and European Political Foundations - Agenda - Logistics**

Dear colleagues,

Following my letter of 19 December 2023, I would like to thank you for the numerous confirmations of participation in the second Annual Conference with the National Contact Points organised by the Authority for European Political Parties and European Political Foundations (the “Authority”), which will take place in **Brussels on 5 March 2024**.

I am pleased to provide the agenda of the conference and details of the venue in Annexes.

It is recalled that travel costs can be reimbursed in accordance with the applicable rules of the Authority<sup>1</sup>. Travel and accommodation nonetheless have to be booked and pre-paid by the participants themselves in light of these rules. The appropriate forms for the reimbursement requests will be made available to participants directly following the event.

The conference team of the Authority remains available for any questions you may have (phone: +32-2-28-32879 , email: [contact@appf.europa.eu](mailto:contact@appf.europa.eu)).

I look forward to seeing you at the Conference!

Yours sincerely,



Pascal Schonard

**Annexes:**

- Annex 1: Agenda of the Conference
- Annex 2: Directions to the Conference venue

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<sup>1</sup> The Rules on the reimbursement of experts’ travel and accommodation expenses and payments of a daily allowance were sent with the letter of 19 December 2023 and can be found also here: <https://www.appf.europa.eu/cmsdata/254906/2022%2010%2007%20Rules%20on%20the%20reimbursement%20of%20expenses.pdf> .