



Stockholm, 28 February 2024

Our ref.: DIR-2024-OUT-0497-AASkKu

Attention: National Coordinators of ECDC Coordinating Competent Bodies
Reference: Annual Meeting for National Coordinators of ECDC Coordinating Competent Bodies (CCBs), Stockholm, 10 April 2024

Dear Colleagues,

You are cordially invited to participate in the annual meeting for National Coordinators of ECDC Coordinating Competent Bodies (CCBs), which will convene in Stockholm, ECDC, on Wednesday, 10 April 2024. The meeting will start at 9:30 and is expected to adjourn by 17:00 CET. The dinner in the Winery Hotel will follow from 18:00 CET.

In this meeting we would like to have an enhanced dialogue with you on the impact of ECDC's strengthened mandate on the way of working with EU/EEA MS, focusing on the updates within respective areas of work. You as our key partners play an important role in the implementation of the areas of work and our daily interactions, hence, our corporate thinking is to have a common view on the goals we are achieving. We will have a great opportunity discuss with you the ways of collaboration with the CCBs looking into future improvements. During this meeting we will also update you on the Targeted Country Support: Country Overview Dashboard access for Member State users, and developments of the Stakeholders Relationship Management (SRM) system.

Please note that this meeting is planned to happen face-to-face.

All meeting documents including draft programme and presentations will be available on the [Competent Bodies extranet](#) in due time.

ECDC Missions and Meetings office can organise the logistics for your trip and ECDC will cover the costs of your travel, accommodation and daily subsistence allowance according to the [Rules for reimbursement of expenses incurred by invitees invited by ECDC](#)¹.

In order to book your travel and/or accommodation please confirm your participation by completing and returning the attached **Travel Request Form**.

**Deadline for registration, request for travel and accommodation arrangements:
Friday, 15 March 2024**

The form shall be sent to:

Country.Cooperation@ecdc.europa.eu and Meetings@ecdc.europa.eu

¹ <https://ecdc.europa.eu/en/publications-data/rules-reimbursement-expenses-incurred-invitees-invited-ecdc>

After participating in the meeting, you may apply for the reimbursement of costs by submitting the duly completed and signed attached **Reimbursement Application Form**. All claimed costs will need to be evidenced by supporting documents e.g., tickets, scanned and sent via email together with the application form.

More information about meetings at ECDC:

<https://ecdc.europa.eu/en/about-us/meetings-and-visits-ecdc>

Thank you in advance for your kind attention to this matter, dear Colleagues, and I very much look forward to seeing you in Stockholm.

In case you have any questions regarding the meeting, please do not hesitate to contact the Executive Office/Governance (Country.Cooperation@ecdc.europa.eu).

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'A. Ammon', is positioned above the printed name and title.

Andrea Ammon
Director

Enclosures:

Travel Request Registration Form
Reimbursement Application Form