



European Science Foundation

## COST Office

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Brussels, 06 August 2004

**Subject: First Meeting of the Management Committee of COST Action E43  
“Harmonisation of National Inventories in Europe: Techniques for  
Common Reporting” to be held on 28 - 29 June 2004.**

Dear CSO Member,

It is a pleasure for me to inform you on behalf of the COST Office that the first meeting of the Management Committee of the above mentioned Action has been planned to take place in Brussels on **28 – 29 June 2004** at its meeting room at the **21<sup>st</sup> Floor of the Generali Tower, Avenue Louise 149, 1050 Brussels.**

The meeting will start on **28 June 2004 at 13:00 hrs.**

The draft agenda is as follows:

1. Welcome
2. Adoption of the agenda
3. Presentation of the delegations
4. General information on COST mechanism and on the funding of coordination
5. Status of the COST Action
6. Agreement on the internal rules of procedure for the Management Committee of the COST Action
7. Election of the Chair and Vice-Chair
8. Working plan for the implementation of the COST Action (Memorandum of Understanding)
  - objectives and working programme
  - working method - organisation and management (including working groups)
  - distribution of tasks
  - time-table
9. Place and date of next meeting
10. Miscellaneous
11. Closing

Please note that some COST countries interested in the Action have not yet signed the Memorandum of Understanding or nominated their national representative(s).

The Memorandum of Understanding for the COST Action **A43** entered into force on **xx/xx/2004**. The period within which COST member states can join this Action without any



conditions being imposed, runs for twelve months from the date of approval of the Committee of COST Senior Officials, which occurred on **16/02/2004**.

If a COST country intends to participate in the Action and if this has not already been done, it would be necessary to:

- implement the administrative procedure required to sign the Memorandum of Understanding of the Action as soon as possible.
- nominate up to two national representative(s) for the Management Committee, and transmit the name(s) and address(es) to the COST - ESF office.

Please note that the COST National Coordinator shall ensure that all information regarding this meeting is forwarded to the nominated national representative(s) of this Action.

Further documentation will be sent directly to its nominated representatives.

Reimbursement of the nominated representatives will be according to the actual rules for expert reimbursements (for details see COST web-site <http://cost.cordis.lu>)

With best regards

**Günter Siegel,**

*COST – Forests and Forestry Products*

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