

Brussels, 03 May 2007

Note to the Management Committee Members:

COST Action E53: **'Quality Control for Wood and Wood Products'****Invitation to the 3rd management Committee meeting and Accompanying Events**

Dear MC Member,

This letter is the official invitation to the **3rd meeting of the Management Committee of COST Action E53** and accompanying events to be held on **14 - 16 May 2007 at the Bundesforschungsanstalt für Forst –und Holzwirtschaft (BFH) 'Villa', Leuschnerstrasse 91, D-21031 Hamburg, Germany**. In the attachment of this note you will find the draft agenda for the 3rd Management Committee meeting scheduled to start on **Tuesday, 15 May 2007 at 13:00 hrs**.

Assuming that you have already received the information prepared by the local organiser (including the detailed programme and some practical information on the venue, accommodation etc.), please arrange your registration and reservation details following those guidelines given. If you have not received any information, please turn to the **local organiser Dr. Julia Denzler (Holzforschung München, Technische Universitaet Muenchen, Winzererstraße 45, D-80797 München, Tel. +49 89 2180-6457, Fax. 49 89 2180-6464, email: denzler@wzw.tum.de)**.

The COST Office will reimburse the travel costs of eligible MC members (max. 2 delegates per country) as well as eligible WG members. The available financial means only allow the reimbursement of **max. 4 persons per signatory country** (see http://www.cost.esf.org/index.php?id=143&action_number=E53). However, the **total number of participants** to be reimbursed should not exceed **40**. If it turns out, on the basis of pre-registration, that the number of eligible participants would be higher than **40**, it is up to the Action Chairman - before the meeting - to decide on who will be reimbursed.

After having finalised the consultations with all signatory countries Action Chairman Prof. Robert Kliger will send out a list of nominations for reimbursement in the course of the next days.

The reimbursement will be carried out according to the existing standard rules (see Web site http://www.cost.esf.org/fileadmin/cost_documents/guidelines/2-financial_instruments/2.1-Travel_Subistence.pdf (see page 10)).

Due to the tight budget situation all participants are kindly requested to use cheap flight arrangements. Business class tickets can not be reimbursed. Furthermore, the relevant guidelines concerning the reimbursement of eligible missions stating that *travel costs are refunded on the principle of the most economical overall expenditure* have to be respected adequately.

In addition, please note that this invitation is sent to the nominated MC members only. In the case you are sending a substitute, please forward this invitation to him/her and inform the COST-Office. All MC members are kindly asked to inform their national Working Group members adequately as there will be no communication between the COST-Office and the Working Group members.

With best regards,

Günter Siegel

COST Domain Forests, their Products and Services

Enclosures:

Agenda of the MC meeting
Reimbursement information

PS.: *To facilitate and accelerate the reimbursement of the travel costs all participants are asked to bring a completed reimbursement form (incl. copy of the passenger receipt (if necessary additional copy of the financial statement issued by your travel agency)) to the meeting in Hamburg.*