

Brussels, 4 September 2007

Note to the Management Committee Members:

COST Action E53: **'Quality control for wood and wood products'****Invitation to the 4<sup>th</sup> Management Committee Meeting and Accompanying Events**

Dear MC Member,

This letter is the official invitation to the **4<sup>th</sup> meeting of the Management Committee of COST Action E53** and accompanying events to be held on **15 - 17 October 2007 at the Kyriad Prestige Hotel, 2 Towarowa St, Warsaw, Poland**. In the attachment of this note you will find the draft agenda for the 4<sup>th</sup> Management Committee meeting scheduled to start on **Wednesday, 17 October 2007 at 8:00 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. Marek Grzeskiewicz** (Warsaw University of Live Sciences, SGGW, Faculty of Wood Technology, 159 Nowoursynowska St., 02-776 Warsaw, Poland, E-mail: [marek\\_grzeskiewicz@sggw.pl](mailto:marek_grzeskiewicz@sggw.pl)).

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. 6 persons per signatory country** (see [http://www.cost.esf.org/index.php?id=143&action\\_number=E53](http://www.cost.esf.org/index.php?id=143&action_number=E53)). However, the **total number of participants** to be reimbursed should not exceed **60**. If it turns out, on the basis of pre-registration, that the number of eligible participants would be higher than **60**, 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 Website

[http://www.cost.esf.org/fileadmin/cost\\_documents/guidelines/Financial\\_Instruments/1-Travel\\_Subistence.pdf](http://www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/1-Travel_Subistence.pdf)).

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

Programme

Reimbursement information

P.S.: *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 Warsaw.*