



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR HEALTH AND FOOD SAFETY  
Public health, country knowledge, crisis management  
**Director**

Luxembourg,  
sante.ddg1.c.2(2016)

**Subject: Your expression of interest in membership of the European Commission Scientific Committees**

Dear Prof Stepnik,

I am pleased to inform you that the attached list of members of the Scientific Committees on Consumer Safety and on Health (SCCS), Environmental and Emerging Risks (SCHEER) was published on the Commission website.

[http://ec.europa.eu/health/scientific\\_committees/docs/appointment\\_letter\\_2016\\_en.pdf](http://ec.europa.eu/health/scientific_committees/docs/appointment_letter_2016_en.pdf)

I would like to take this opportunity to congratulate you for your appointment as a member of the SCCS. You will play an essential role in policy development in the European Union, particularly in the areas of consumer safety, public health and the environment at the service of EU citizens.

I would also like to invite you to the first meeting of the Scientific Committees, which will take place on 28 and 29 April 2016 at the Commission premises in Luxembourg. The Draft Agenda is attached.

Your travel and per diem expenses will be reimbursed by the Commission according to the current regulations (see enclosures for details). As this reimbursement will be made by bank transfer after the meeting, please ensure that you can provide the appropriate bank details to the meeting secretariat. You will be requested to deliver a copy of your travel ticket to the meeting secretary.

Please note that an incomplete request for reimbursement can under no circumstances be accepted by the secretary during the meeting. If your refunding file does not include all documents, please send it with all missing documents as soon as possible after the meeting.

According to the rules, experts are entitled to the reimbursement of their travel expenses from the place specified in their invitation (work or home address) to the place of the meeting.

Please confirm your acceptance by signing the enclosed form and sending a copy back by email to [SANTE-C2-SCIENTIFIC-COMMITTEES@ec.europa.eu](mailto:SANTE-C2-SCIENTIFIC-COMMITTEES@ec.europa.eu). Please also bring the original document to the meeting.

Please confirm your attendance to the plenary meeting when sending the form.

At the meeting, you will be requested to sign a declaration of commitment to act in the public interest and a declaration of interest indicating either the absence or the existence

of any direct or indirect interests which might be considered prejudicial to your independence. Templates and guidance for making these declarations will be provided at that time.

Yours sincerely,



John F. Ryan  
Acting Director

Enclosures:      Appointment list  
                         Draft Agenda of the Joint Plenary Meeting on 28-29 April 2016  
                         Declaration of Acceptance  
                         Rules for reimbursement of expenses