



Institut Européen
d'Administration Publique – Centre Européen des Régions (IEAP-CER)

European Institute
of Public Administration – European Centre for the Regions (EIPA-ECR)

Mr. Ismail Belen
Head of Planning Department
General Directorate of Afforestation and
Erosion Control
Ministry of Environment and Forestry
Ankara
furkanbelen@yahoo.com

Barcelona, 30th March 2005

Ref. Confirmation Letter
EU Basics Module- EuroMed Training of Public Administrations
Brussels (2-6 May 2005)

Dear Mr. Belen,

The European Centre for the Regions (ECR), the Barcelona Antenna of the European Institute of Public Administration (EIPA), is pleased to confirm your participation in the **EU Basics** seminar that will take place from 2 to 6 May 2005 in Brussels (B). This programme is funded by the European Commission under the MEDA Programme.

You will find hereunder all the practical information regarding your participation in this seminar.

Please note that according to the provisions of the EuroMed Training of Public Administrations Programme contract, **only your Seminar, flight tickets, meals at the Hotel and accommodation expenses** will be covered. The travel insurance, visa fees or any other expense can not be charged to the Programme.

VISA

Concerning the required procedures to get the visa, **please contact immediately the Embassy of Belgium in your country**. Please be aware that the average deadline to get the Schengen visa is 21 days at least. Should you have any problem, do not hesitate to contact us.

TRAVEL ARRANGEMENTS

According to the European Commission Rules on travel arrangements, the flight should be between the city/country of origin and the place where the seminar is taking place, on the dates directly before and after the Seminar, and at the cheapest possible fare.

For this reason, we have booked the following flights for you:

Turkish Airlines 105	1May	Ankara-Istanbul	05.25 (departure)	06.25 (arrival)
Turkish Airlines 1937	1May	Istanbul-Brussels	07.45 (departure)	10.15 (arrival)
Turkish Airlines 1936	7May	Brussels-Ankara	1825 (departure)	2250 (arrival)

Before proceeding to buying your flight tickets, it is absolutely necessary that you send us your written confirmation telling us you have obtained the required visa(s). Please do send us this document by e-mail or fax as soon as possible.

ACCOMMODATION and VENUE OF THE SEMINAR

Crowne Plaza Brussels City Centre "Le Palace"

Rue Gineste 3
1210 Brussels, Belgium
Tel:+32 (0) 2 203 62 00
www.crowneplaza.com

REGISTRATION FORM

Find attached the Registration Form that should be **returned duly completed** by e-mail or fax to the Programme Management Unit (to the attention of Monica Casares: tel. +34 93 567 24 00; fax: +34 93 567 23 99; e-mail: m.casares@eipa-ecr.com).

PERSONAL DATA PROTECTION

Due to the fact that your personal data will be included in our database, please find attached for your information an explanatory note on the registration form on our policy of personal data protection according to the current community rules. Please react accordingly.

Do not hesitate to contact Monica Casares, Programme Organiser (Tel: +34 93 567 24 00 Fax: +34 93 567 23 99, e-mail: m.casares@eipa-ecr.com) or myself (Tel.: +34 93 567 24 09; Fax: +34 93 567 23 99; e-mail: s.horel@eipa-ecr.com) for any further information.

Looking forward to meeting you in Brussels on this occasion, I remain,

Yours sincerely,

Stéphanie Horel
Coordinator of EuroMed Training of Public Administrations Programme
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