

Dear registered stakeholder of the fan review study,

The 2nd stakeholder meeting related to the review study of the fan regulation, will take place on the 22nd January 2015 at the European Commission's premises in Brussels.

Date: 22 January 2015

Location: Conference Centre Albert Borschette, room 0C, Brussels

Time: 9:30 - 17:30

Registration for the meeting is possible **until the 14th of January, 23.59h**. You are invited to register at the project website at <http://www.fanreview.eu/meetings/> , providing your contact details, nationality and affiliation.

The (draft) agenda will follow the study team discussion document of 25.11.2014, that can be downloaded at www.fanreview.eu/documents.htm . There you will also find stakeholder comments and position papers as well as previous documents by the study team. Legislation that is quoted in the discussion document can be found in the 'Links' section of the website at [www.fanreview.eu/contact links.htm](http://www.fanreview.eu/contact_links.htm) .

Draft agenda: Reception at 9.30h. Meeting starts at 10.00h and finishes at 17:30h (the latest), with a 1 hour lunch break. Topics: 1. Welcome, amendment/approval of agenda and announcements. 2. Discussion document study team. 3. Any other business.

The capacity of the meeting venue is 80 seats, which is usually more than sufficient. In case the number of registrations exceeds the capacity, it may be needed to restrict participation per company/association, and to apply the principle of first come, first served.

If and when the number of registrants exceeds 80% of the stated capacity, there will be

- a) a warning on the project website that your registration may not be accepted and your name will be added to a waiting list,
- b) a similar warning in the response e-mail following the registration,
- c) on the 15th of January at the latest, a notification by e-mail whether your registration is accepted or not.

After the 15th of January, if your registration is accepted, you will receive an E-pass or similar directly from the European Commission services that will give you access to the Centre Conference Albert Borschette.

With kind regards,

For the VHK study team, Roy van den Boorn