

Copenhagen 31st March 2017

Subject: BSAC Executive Committee and General Assembly Thursday 11th May 2017

Dear BSAC members and observers,

On 8th March 2017, I sent an invitation to the forthcoming BSAC Executive Committee and General Assembly on Thursday 11th May 2017. Thanks to the kind hospitality of the Ministry of Enterprise and Innovation, the meetings will be in Stockholm at the meeting room Brunkhuvudet, on Malmtorgsgatan 3, 111 51 Stockholm.

Please find attached draft agendas for both meetings ./.. These are sent in advance of the required deadlines of four weeks and five weeks respectively for the two meetings. The relevant documents for the meetings will be sent according to the deadlines in the BSAC rules of procedure.

As informed, the Executive Committee will start at promptly at 09.00 and finish at 12.00. The General Assembly will start at 12.55 and end at 16.00 at the latest. Please arrive in good time to ensure efficient entry into the building. We will be strict on the timing in order to ensure that we get through the agendas. A buffet lunch will be served at the venue, kindly provided by the ministry.

Travel expenses (economy class) and hotel costs if necessary (one night) will be reimbursed to members of the BSAC only (1 person only from each organisation). Please book your journey and hotel as soon as you can. All information on the meetings and venue, including travel and some hotel information, are here:

<http://www.bsac.dk/Meetings/BSAC-meetings/BSAC-Executive-Committee-General-Assembly>

Kindly confirm to the Secretariat sc@bsac.dk your participation at these meetings (both or either) and inform whether you have business for the meetings **no later than Thursday 27th April 2017.**

If you have any questions about the meetings or travel, please contact the Secretariat.

Kind regards,



Reine J. Johansson
BSAC Executive Committee chair