



*Council of Europe  
Parliamentary Assembly*

*The Secretary General*

Strasbourg, 23 September 2016

Dear Mr Jónasson,

I would like to confirm that at the meeting of the Committee on Social Affairs, Health and Sustainable Development on Wednesday 21 September 2016 in Paris, you were appointed to represent the Committee at the 37<sup>th</sup> session of the Steering Committee of the Parliamentary Conference of the WTO, to be held in Geneva (Switzerland), on 28 September 2016. I enclose the draft agenda for your information.

I should be grateful if you could confirm your participation at your earliest convenience.

The Council of Europe will reimburse your travel and subsistence expenses in accordance with the attached memorandum and subject to the Standing Committee's ruling that official journeys be limited to two days' presence or a maximum of three days including travelling time.

Specific travel related risks are covered by a CHARTIS insurance policy (number 2.004.761), which provides cover for persons up to their 76th birthday. The following help line CHARTIS Assistance 24 Hours can be called in case of need: + (32) 3 253 69 16. It is not necessary to take out a supplementary insurance policy and such a policy will not be reimbursed by the Council of Europe.

Yours sincerely,

  
Wojciech Sawicki

Mr Ógmundur Jónasson  
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