

07.05.2018

# **INVITATION & AGENDA for the FIFTH MEETING**

## **JA2016 Electrical Appliances 2 (Grant Agreement no 739851)**

### **3 April 2019**

**Venue:** PROSAFE offices, Avenue des Arts - Kunstlaan 41, B1040 Brussels, Belgium

**Time:** On Wednesday 3<sup>rd</sup> April 09:15 to 16:00

Dear Participants in JA2016 Electrical Appliances 2,

We would like to thank you all once again for deciding to take part in the market surveillance activities related to electrical appliances within the joint action JA2016, coordinated by PROSAFE. This is an invitation to our third project meeting, which is a one-day closed meeting to be held at the PROSAFE offices in Brussels.

Kindly note that all air-tickets and coupons, which should be economy class, must be retained for reimbursement purposes and details must be included in a specific PROSAFE reimbursement form. Thank you once again and we look forward to seeing you all in Brussels.

Yours sincerely,

Katarzyna Bednarz  
(Activity Leader)

**Activity Leader: Katarzyna Bednarz**

**Activity Coordinator (Consultant): Andrew Gordon**

#### **IMPORTANT TO BE NOTED**

##### **Payment of travel costs**

PROSAFE reimburses travel and subsistence costs for the meetings for **ONE** market surveillance official from each Member State participating directly in 'Electrical Appliances JA2016' as per the JA2016 Grant Agreement.

##### **Confirmation of participation**

Please confirm your participation to [info@prosafa.org](mailto:info@prosafa.org)

##### **Lunch**

PROSAFE will serve a light sandwich lunch to all participants.

*Project Leader (JA2016): Matthias Honnacker*

*Project Coordinating Consultants (JA2016): Bruce Farquhar and Torben Rahbek*

# THIRD Meeting AGENDA

## 3<sup>rd</sup> April 2019

TIME	N°	SUBJECT MATTER
09:00		Registration and coffee.
09.15	1.	Welcome and opening of the meeting
09:35	2.	Adoption of the agenda and approval of the previous minutes for the fourth meeting held on 21-22 November 2018 at SIQ in Ljubljana
09:45	3.	Review of checklists covering product and technical documentation review
10:45		Coffee break
11:00	4.	Discussion about risk assessments and progress with follow up action
13:00		Lunch
13:15	5.	Continuation of item 4
15:00		Coffee break
15:15	6.	Discussion about the content and structure of the final report
15:55		Any other business and planning the next meeting
16:00	7.	Closure of the meeting