



Contact details of candidate for rulemaking group	Ref # [chrono/record num.]
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Task number*	
Rulemaking Department	

PROPOSED CANDIDATE

Surname *	
First name *	
Organisation	
Expertise in the field* (Indicate in a few lines your previous experience and the relevant number of years on this technical area. Additionally, express in terms of a list of groups, your previous participation in rulemaking groups)	
Correspondence address	
E-mail address *	
Telephone number(s)*	
Mobile phone number	

NOMINATED BY:

Name *	
Organisation	
E-mail address *	
Telephone number(s)	

*** Mandatory fields****REIMBURSEMENT OF COSTS:**

In accordance with Executive Director Decision 2009/002/F, the Agency can only reimburse experts from micro, small and medium-sized enterprises (SMEs) or a non-profit organisation (NPO).

If you wish to apply for reimbursement of travel expenses and daily subsistence allowance (DSA), please fill in the details on the next page and return this form signed to the Agency.



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For the purpose of reimbursement of travel expenses and DSA for experts participating in Rulemaking groups, SME and NPO are defined as follows:

SME: Micro, small and medium-sized enterprises consist of enterprises which employ fewer than 250 persons and which have either an annual turnover not exceeding 50 million euro, or an annual balance sheet total not exceeding 43 million euro. For further details visit the European Commission website on SME definition:

http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm

NPO: A non-profit organization (also called not-for-profit) is a legally constituted organization whose objective is to support or engage in activities of public or private interest without any external commercial or monetary profit.

As an SME/NPO (delete as appropriate) we request reimbursement of travel cost and DSA for the above mentioned expert, should he/she be invited to participate in the work of this Rulemaking group.

Organisation details:

Organisation	
Address (of registered office)	
Registration / VAT number	
Names and titles of principal director(s) (Chairman, CEO or equivalent)	

Determination of SME status

(calculated according to Art. 6 of the Annex to the Commission Recommendation 2003/361/EC on SME definition).

Reference period All data must be relating to the last approved accounting period and calculated on an annual basis.		
Headcount	Annual turnover (EUR 1 000)	Balance sheet total (EUR 1 000)

Determination of NPO status

Please explain briefly how your organisation meets the criteria of a non-profit organisation, if necessary attach supporting documents.

I declare on my honour the accuracy of this declaration and of any annexes thereto.

Signed in [city] on 8/30/2013XX.

[name and position of the signatory, being authorised to represent the organisation]

The original declaration form should be sent by mail to:
European Aviation Safety Agency, Rulemaking Directorate
Postfach 10 12 53, D-50452 Cologne, Germany