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Onderwerp: Invitation and draft agenda - Management Board meeting 10 December 2020

Dear members of the Management Board,

I hope this e-mail finds you all well and safe.

Due to the uncertain developments of the COVID-19 pandemic in Europe, the Executive Committee agreed that the 62nd meeting of the EMCDDA Management Board will take place on 10 December 2020, during one day only (instead of 10 and 11 December 2020), and by video conference via Skype for Business.

The schedule of the meeting is the following:

- From 09.00 to 12.00: Full Management Board meeting
- From 12.00 to 12.30: Restricted session only for members and substitute members as well as representatives of Norway and Turkey
- From 14.00 to 16.00: Full Management Board meeting

For organisational reasons, remote simultaneous interpretation in English, French and German will be provided during the Management Board meeting.

Please find attached the draft agenda of the meeting.

Please kindly note that there will be no presentation for the agenda items for information, except for the presentations concerning the EU Presidencies. Instead, participants may ask questions on information points during the meeting.

The first part of the meeting will be devoted to an exchange of views on 'Developing capacity building on prevention in the EU'. After a short presentation by the EMCDDA summarising the initiatives launched on this topic, I will invite some Member States to share their experiences in this area. These presentations will be followed by a general discussion. In order to allow for a lively exchange, I would be grateful if the interventions would not exceed five minutes.

I will also invite you to discuss the EMCDDA's international cooperation, after a presentation by the Director on outcomes of cooperation with non-EU countries, international organisations and other EU agencies (agenda item 9.1.).

Please be informed that regarding the part of the meeting *in restricted session*, members and substitute members with the right to vote will receive practical details for the voting procedure by separate email.

The documents will be uploaded as usual two weeks before the meeting on the Management Board consultation site.

The Skype for Business link to the meeting and the necessary technical information, also for accessing the remote simultaneous interpretation through the App Interactio, will be circulated in due time to allow you to familiarise with the necessary technical details, and ensure that the meeting runs smoothly. A technical test will be organised for all participants shortly before the Management Board meeting.

I would be grateful if you could **confirm your participation** in the meeting to 5.1.2e 5.1.2e **by 27 November 2020**.

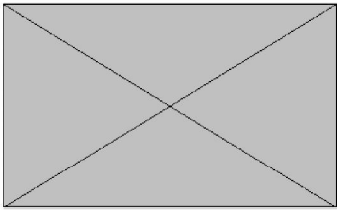
I look forward to meeting you all 'remotely' on 10 December.

Best regards,

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5.1.2e 5.1.2e

European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)
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