



University  
of Ljubljana

Biotechnical  
faculty



Ljubljana, 15<sup>th</sup> December 2015

### **Invitation letter**

Dear member of the *Ad hoc* action - EUGENA Web portal design,

We have a pleasure to invite you to the meeting of the ERFP *Ad hoc* action - EUGENA Web portal design. The meeting will take at the City Hotel, Ljubljana, Slovenia, from 3<sup>th</sup> – 4<sup>th</sup> February 2016.

The timetable of the meeting is planned as follows:

- Wednesday, 3<sup>th</sup> February 2016 at 1.00 p.m. to 6.30 p.m.
- Thursday, 4<sup>th</sup> February 2016 at 9.00 a.m. to 1.00 p.m.

The main focus of the ERFP *Ad hoc* action - EUGENA Web portal design is to develop a Web portal to enable access to a (register of) Genebanks in Europe. Final expected output of the EUGENA Web portal *Ad hoc* actions are:

- Terms of Reference,
- proposals for the structure and the content of a European Web portal for AnGR, with particular emphasis on facilitating access to information about the gene bank collections in Europe, suggested road map for development and implementation of Web portal,
- Estimation of development and maintenance costs, as well as contributors.

Biotechnical faculty is getting the special price for the hotel room; therefore we would kindly ask you to inform us about your hotel room requirements (arrival, departure, any other special requirement). We will provide this information to our hotel contact person.

University of Ljubljana  
Biotechnical Faculty  
Jamnikarjeva 101  
SI-1000 Ljubljana, Slovenia  
Phone: +386 1 320 38 17  
Fax: +386 1 724 10 05  
[www.bf.uni-lj.si](http://www.bf.uni-lj.si)

European Regional Focal Point for Animal  
Genetic Resources (ERFP)  
ERFP Secretariat  
[ERFP\\_Secretariat@bf.uni-lj.si](mailto:ERFP_Secretariat@bf.uni-lj.si)  
[www.rfp-europe.org](http://www.rfp-europe.org)

Head of ERFP secretariat:  
Danijela Bojkovski  
[danijela.bojkovski@bf.uni-lj.si](mailto:danijela.bojkovski@bf.uni-lj.si)  
Phone: +386 1 320 3995  
Fax: +386 1 724 10 05

University  
of Ljubljana

*Biotechnical*  
faculty



Expenses for travel and accommodation for your attendance at the ERFP *Ad hoc* action - EUGENA Web portal design meeting will be reimbursed according to the ERFP Reimbursement Policy.

Further working documents, detailed meeting agenda, information about travelling will be circulated in January by the ERFP Secretariat.

We are looking forward to meeting you.

With kind regards,

A handwritten signature in black ink, appearing to read 'Sipke'.

Sipke Joost Hiemstra  
Chair of Steering Committee,  
European Regional Focal Point  
for Animal Genetic Resources  
(ERFP)

A handwritten signature in blue ink, appearing to read 'Danijela Bojkovski'.

Danijela Bojkovski  
Head of Secretariat  
European Regional Focal Point  
for Animal Genetic Resources  
(ERFP)

University of Ljubljana  
Biotechnical Faculty  
Jamnikarjeva 101  
SI-1000 Ljubljana, Slovenia  
Phone: +386 1 320 38 17  
Fax: +386 1 724 10 05  
[www.bf.uni-lj.si](http://www.bf.uni-lj.si)

**European Regional Focal Point for Animal  
Genetic Resources (ERFP)**  
ERFP Secretariat  
[ERFP\\_Secretariat@bf.uni-lj.si](mailto:ERFP_Secretariat@bf.uni-lj.si)  
[www.rfp-europe.org](http://www.rfp-europe.org)

**Head of ERFP secretariat:**  
Danijela Bojkovski  
[danijela.bojkovski@bf.uni-lj.si](mailto:danijela.bojkovski@bf.uni-lj.si)  
Phone: +386 1 320 3995  
Fax: +386 1 724 10 05