Dear [Name],

Many thanks! Please view the agenda in the attachment.

See you tomorrow

Best Regards

European Commission
DG Research & Innovation

Looking forward to meeting you tomorrow,
Best regards,
In light of Tuesday's event, would it be possible for you to send me a your short biography.

Many thanks in advance

With Best Regards

Dear [Name],

I'm writing you regarding our event of next week Tuesday to let you know that if you wish, there is a possibility to use slides during your presentation. If so, may I kindly ask you to send them to me before Monday next week COB, or on the day of the event per USB stick.

I have included the programme in the attachment.

Thank You in advance

Best Regards

European Risk Forum

T: (+32) 2
Dear [REDACTED],

Thank you very much for this useful information. Unfortunately due to an unexpected change in Mr Metthey’s agenda he will not be able to participate to the roundtable. His [REDACTED] would be pleased to replace him if that’s agreeable for you.

Thanking you for your understanding and wishing you a successful event, I remain

With kind regards,

[EC Address]

[Website]
Dear Mr. Metthey,

I would like to kindly draw your attention again to our invitation below. We would be delighted to welcome you to the ERF.

Please do not hesitate should there be any questions.

Kind regards

On behalf of The European Risk Forum (ERF, www.riskforum.eu) is the leading think tank in Brussels promoting Better Regulation for effective and innovation-friendly risk management decisions at EU level.

One of the principal aims of the EU Better Regulation strategy is to improve competitiveness to ensure prosperity and sustainability. The EU institutions have made progress in addressing and strengthening incentives to innovate in Europe. The “Innovation Principle” is now often referred to as a valuable means to improving the EU regulatory process, not least thanks to the commitment and expertise of your Directorate-General. The establishment of the internal Task Force on the Innovation Principle and the elaboration of a revised Toolkit for R&I are but two examples of the pivotal role that DG RTD plays in this respect.

At the next ERF Roundtable, we will explore the state of play of the implementation of the Innovation Principle by the EU institutions, and consider some of the current challenges that hamper a more innovation-friendly EU decision-making. One of the core issues that can hinder this evolution is the lack, in many instances, of policy coherence and of consistent regulatory design.

We would be delighted if you agreed to address the roundtable, which will take place on Tuesday morning, 21 November 2017, in Brussels. A preliminary programme is attached for your consideration.
We are convinced that the topic is very relevant for example to the current debate about the EU industrial policy – both in relation to the overall organisational and procedural governance dimension (hence the first “institutional” panel), and also thanks to the first-hand experiences and issues raised by various industry sectors (second panel). The discussion would greatly benefit from your insights and reporting on the steps that DG RTD and the European Commission have undertaken to make the IP operational.

The panellists are invited to make introductory remarks (some 15-20 minutes) and participate in the subsequent debate. The discussion will be under the Chatham House Rule and quite informal. Some 30 to 40 among ERF members and senior EU officials are likely to attend. Participation is on invitation only. Of course, you will be most welcome to enjoy the closing networking lunch buffet.

I remain with pleasure at disposal should you have any question.

Thank you for considering our invitation. We hope that the topic is of interest and look forward to welcoming you to the ERF.

Kind regards