



**FIRST MEETING OF THE EU MULTI-STAKEHOLDER FORUM ON E-
INVOICING**

Brussels, 13th September 2011

AGENDA

9h30-10h00	Registration – Welcome Coffee
10h00-10h05	Introduction
10h05-10h35	Keynote addresses: - Nadia Calviño, Deputy Director General, DG Internal Market and Services, - Daniel Calleja Crespo, Deputy Director General and SME Envoy, DG Enterprise and Industry
10h35-10h45	Adoption of agenda and rules of procedures
10h45-11h00	Presentation of the policy background and the proposed work organisation
11h00-13h00	Round table with presentations by national delegations and representatives at EU level (5 min. each)
13h00-14h30	Lunch
14h30-15h45	Round table with presentations by national delegations and representatives at EU level (continued)
15h45-16h00	Coffee break
16h00-16h45	Adoption of the annual work programme and identification of activity leaders
16h45-17h	Conclusion and next steps
17h	End of the meeting

Venue:

Charlemagne Building
Room: Sicco Mansholt
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