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Date: 12 September 2017

Ms Lela Shengelia
Head of Maternal and Child Health Division
Department of Non communicable Diseases
National Center for Disease Control and Public
Health
Tbilisi Georgia
Georgia

Dear Ms Shengelia,

Strengthening national health research systems in the WHO European Region: implementation of the European Action Plan to Strengthen the Use of Evidence, Information and Research for Policy-making, Sofia, Bulgaria, 15-17 November 2017

I am pleased that you have been nominated by your Government to participate in the above-mentioned meeting.

An outline of the scope and purpose and information circular of the meeting are enclosed.

Invitations are being sent to nominated participants who have a broad, country-level understanding of national health research; decision-making authority with regards to health research; and experience in international collaboration and cross-country partnership.

In preparation for this meeting and the interactive sessions, you will receive preparatory tasks in advance, which should be returned by **15 October 2017** to Ms Ryoko Takahashi, Technical Officer, Knowledge Management, Evidence and Research for Policy-Making (takahashiry@who.int).

The working languages will be English and Russian and simultaneous interpretation will be provided.

Regarding the accommodation, please reserve a room at the **Sofia Hotel Balkan** as soon as possible, and **not later than 2 October 2017** using the **attached reservation form** or by contacting:

reservation@sofiabalkan.net | Phone: +(359) (2) 937 8787

Booking and payment of the accommodation and transport to and from the hotel should be organized individually by participants. Refreshments will be offered during the workshop. You will receive daily subsistence allowance to cover the above costs to your bank account approximately one week before the travels take place.

Please contact our travel agent Carlson Wagonlit Travel in Copenhagen that will assist you in organizing your travels, and provide you with your ticket. Please choose the most direct route for traveling by train (first class) and/or air (economy class). Please fill in the attached flight information form and return it as soon as possible to:

Mia Rasmussen | grp_team9@cwt-me.com | Phone +45 33 63 76 33
Denmark Carlson Wagonlit Denmark A/S

Opening hours: Monday to Friday, 8:30–16:30 (Central European Time)

We encourage you to **contact Carlson Wagonlit Travel as soon as possible to ensure the best travel options at the best price**. Please copy Ms Kalina Shtilianova (shtilianovak@who.int) in your message to the travel agency.

If you need a **visa** to enter Bulgaria, please send your passport details as soon as possible, but not later than **20 September 2017** to Ms Kalina Shtilianova who will issue and endorse a letter of guarantee required for the visa application. Please note that visa costs cannot be refunded by WHO. For further information on visa requirements please access the below link:

<http://www.mfa.bg/en/pages/109/index.html>

The World Health Organization will not be held liable for any claim resulting from death, injury, sickness or disability and you will be responsible for payment of charges for excess baggage, baggage insurance, airport taxes and incidental expenses.

A registration form is enclosed. I would be grateful if you could kindly complete and return the registration form to Ms Kalina Shtilianova by **30 September 2017**. You will receive the details about the administrative and practical arrangements for the meeting in due course.

If you have any technical queries in relation with the meeting, please contact Ms Ryoko Takahashi (takahashiry@who.int).

I look forward to welcoming you to a fruitful meeting in Sofia, Bulgaria.

Your sincerely,



Tanja Kuchenmüller

Unit leader, i.e.

Knowledge management, Evidence and Research for Policy-making

Division of Information, Evidence, Research and Innovation

Encls:

Scope and purpose

Registration form

Information circular

Flight information form

Hotel reservation form

Copy for information to:

Dr Marijan Ivanusa, WHO Representative and Head of WHO Office, WHO Country Office, Georgia, 81 Barnov Street, Apt.4, 0179 Tbilisi, Georgia