

## **GUIDE FOR REQUESTING MEETING ATTENDANCE BY HAS CONSULTANT(S)**

The purpose of this document is to provide instructions on how to issue a request for meeting attendance by HAS Consultant(s), in the newly implemented HAS system. Within its project management role, EY shall manage the HAS pool of experts which also involves processing such requests for meeting attendance.

In order to avoid any uncertainties with regards to this procedure, please see below a list of aspects to consider when issuing a request.

1. Complete the xls. file “Template for requesting meeting attendance by HAS Consultant(s)” exhaustively by ensuring that every field has been completed and the information is stated clearly;
2. The request shall be issued by sending the completed xls. file to the following e-mail address: [has.support@be.ey.com](mailto:has.support@be.ey.com)
3. When issuing the request, please also attach the overall meeting agenda (see point 6);
4. Every request must be issued at least four weeks (30 calendar days) before the meeting for which attendance is requested;
5. Only the Technical Committees’ Secretariats are able to issue such request in order to ensure consistent communication;
6. In the case that:
  - a. The meeting aims at addressing specific work items, these work items (name and number) must be clearly indicated in the xls. file.
  - b. The meeting does not relate to a specific work item but rather to general communication, the need for HAS attendance must be justified.
7. In both cases (5.a and 5.b), the TC Secretariat shall provide via e-mail (together with the xls. file) the daily agenda of the meeting.
8. Although some meetings might have to be attended physically in order to facilitate discussion and maximize efficiency, we do encourage remote participation (teleconferencing, Go-To meeting, etc.) by the HAS Consultants. As such, the TC Secretariat shall also provide information on possible remote participation.

Should you have any questions, please do not hesitate to contact us on [has.support@be.ey.com](mailto:has.support@be.ey.com)

We are looking forward to working with you.

Sincerely,

The EY Team