



Friday, 13 February 2026

Dear Focus Group Coordinators,

We would like to wish you a very good start to the new year and thank you for your continued commitment and contribution to CercleS' activities.

A few important reminders and updates for this year:

- **Funding and reimbursements:** Each Focus Group has access to up to 1000 euro per year to support its activities. FG members requesting reimbursement should complete the reimbursement form (available [here](#): *Members' area* → *Documents and agreements* → *Budget*), attach proof of expenses, and send it back to their Focus Group Convenor for review. The convenor should then approve the claim and forward it to the [Treasury](#).
 - If the total claims exceed the 1000 euro limit, the coordinator will determine how to allocate available funds among participants and submit all claims together to the [Treasury](#).
- **Funding and outcomes of the meeting:** At its last meeting on 4-5 February 2026, the Executive Committee (EC) approved that from now on the payment of support to a Focus Group will be linked to defined outcomes – such as a short report, a tangible product, or a measurable activity: a webinar, for instance.
- **Coordination with the EC:** Before finalising a budget or confirming an event, FG Coordinators are asked to contact the EC with the proposed event and related expenses. The CercleS website has a [calendar with events and meetings](#) to give an overview of scheduled CercleS activities and avoid clashes.

Finally, a reminder that time is allocated for in-person Focus Group meetings on the morning before the official opening of the CercleS conference in Rome, from **9:00-12:00 on Thursday 10 September 2026**. We look forward to seeing you there.

Please don't hesitate to reach out if you have any questions about the reimbursement process or the new procedures.

Thank you all once again for your dedication and collaboration.

Warm regards, on behalf of the Executive Committee,

The General Secretariat

Presidency

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