



# Federation of Young European Greens

# fyeg

## To: Delegates and guests of FYEG General Assembly 2012

Dear Young Green friends,

The Federation of Young European Greens has the pleasure of inviting you to its 2012 **General Assembly (GA)**. This is an invitation letter for delegates and guests. The GA will be held together with the **FYEG Spring Conference “Green perspectives in times of crises”**.

Before explaining all about the GA 2012, FYEG would like to kindly thank the Catalan Young Greens (Joves d'Esquerra Verda) for their support and their work in organising this General Assembly.

This letter will tell you all about what your MO, through your delegate, will have to do in order to ensure a great participation in the GA. Therefore, in this letter you will find details about:

1. What is the 2012 FYEG GA?
2. The location of the event
3. Dates and time of the event
4. General conditions:
  - 4.1. Membership fee
  - 4.2. Costs and reimbursements
5. How to register
6. What an MO needs to do before the GA
7. Documents delegates will receive in order to prepare for the GA
8. Applying for new Executive Committee member
9. Documents you need to bring with you
10. Deadlines overview
11. Contact

For further questions, do not hesitate to contact our Office at [office@fyeg.org](mailto:office@fyeg.org)

Best Green wishes,

The FYEG EC and office

## **1 What is the 2012 FYEG GA?**

In 2012, like every year, FYEG gathers to convene the highest decision-making body of the European Young Greens, this year in the inspiring city of Barcelona. During this General Assembly a new Executive Committee will be elected with, for the first time, 8 EC members, in order to carry out the tasks decided by the GA. The Political Platform process that started at the last General Assembly should come to fruition here with discussions about amendments on the Political Platform, drafted with input from Member Organisations. Also, a Conference on the topic of **Green perspectives in**



**times of crises** will gather speakers and experts from across the Green spectrum. For our Member Organisations to be able to send delegates, they need to comply with the deadline for registration which is **April 1<sup>st</sup> 2012**.

**Further, we would like to point out several important GA decisions that are coming up in Barcelona.**

### **Political Platform Process**

FYEG General Assembly 2011 decided to start the process of rewriting of 'Political Platform' and Gave a mandate to the Political platform committee (PPC) to facilitate this process. PPC met for the first time in Rudnik, Serbia in June 2011. After receiving input from MOs the first draft was issued at the beginning of October. In November, a meeting with MO and Working groups representatives took place in Paris. After this consultation phase with the Working Groups and MOs, the PPC proceed to write a third draft, including all the aforementioned consensual remarks, comments and amendments. This text was issued around 10th of January. Amendments to it will be collected by the PPC, in order to solve as many remaining problems as possible until the end of February. Deadline for amendments on this draft is **27<sup>th</sup> of February**. Then, a 4th and final Draft of Political platform will be issued at the beginning of April and then will be submitted to the GA. This marks the shift from PPC process to the GA Process, as any amendments to the 4th draft will have to be submitted to the GA.

GA process deadlines for Political platform are:

**April 1<sup>st</sup>** – publishing final proposal by Political Platform Committee

**April 22<sup>nd</sup>** – deadline for amendments

**April 24<sup>th</sup>** – publishing of all collected amendments from Member organisations, Working Groups and Executive Committee

**Friday, May 18<sup>th</sup> 21-23h local time** – amendments session (time could still change, please take a look on General Assembly Agenda that will be issued on the 24<sup>th</sup> of April)

**Saturday, May 19<sup>th</sup> 09-13h local time** – voting on political platform (time could still change, please take a look on General Assembly Agenda that will be issued on the 24<sup>th</sup> of April)

### **Activity, Campaign and Budget plans**

The Executive committee would like to point out the importance of discussion and input by MO's and WG's on the Activity plan 2012-2013. Deadline for amendments on the activity plan will be set up during the GA and a specific session will be organised before voting on Activity Plan. Within the activity plan time will also be devoted during General Assembly on a Campaign proposal for 2012. The Campaign team is already elected and the proposed Campaign roadmap will be shared with MO's by the Campaign team.

Following the activity plan, the FYEG Treasurer will present the Budget plan for 2012. Furthermore, Executive Committee would like to present a Preliminary Finance plan for 2013. These events combined should set up general priorities for fundraising efforts of the newly elected Executive Committee and directions for general development of organisations capacities.

### **Strategy planning process**

The aim of this meeting is to develop a mid-term strategic approach for FYEG. After completing a cycle of necessary internal reforms and adaptations (Internal Rules, Political Platform), FYEG will strive to actively campaign with our European partners for the 2014 elections.

However it is important for FYEG and its growth to look at the next set of priorities. FYEG is committed to living up to the expectations of its partners and improve the overall quality of our organisational work. In order to obtain results that correspond best to the needs of FYEG as well as its partners, FYEG will table this discussion with the internal stakeholders. By having a participatory approach and consulting with its MOs, Working Groups, Alumnis and activists we hope to create the necessary motivation and sense of ownership to accomplish the next steps.

The Executive Committee will come up with a concrete proposal, aims and activities timeline of the strategy planning process till **24<sup>th</sup> of April**.

## **2 Location of the event**



The General Assembly will take place in **Barcelona**. Accommodation will be booked for delegates and guests, and for this we need you to **register before the deadline** from the **1<sup>st</sup> of April!** FYEG cannot reimburse costs from out of this time frame.

Detailed information on the accommodation will be sent to delegates and guests after their registration, along with information on locations and events.

### **3**      **Time**

The FYEG Spring Conference “**Green perspectives in times of crises**” and the General Assembly will start on Wednesday the **16<sup>th</sup> of May 2012** in the afternoon and conclude Sunday the **20<sup>th</sup> of May 2012** in the afternoon.

**Delegates are expected to be attending both the Spring Conference as well as the General Assembly. Only a minimum 75% attendance allows reimbursement.**

You should arrive on Wednesday the **16<sup>th</sup> May 2012 in the afternoon by 5pm** and plan your departure for **Sunday 20<sup>th</sup> May after 2pm**,. If you arrive earlier or depart later, please let us know as soon as possible so that we book enough of hostel spaces from Tuesday to Wednesday and from Sunday to Monday.

If the schedule is inconvenient, please contact the FYEG office and we will try to solve problems on an individual basis.

### **4**      **General conditions**

#### **4.1**      **Membership Fee**

Each full MO is requested to pay **1 % of their running budget** with a minimum of 50 EUR for the EU and European Economic Area (Iceland, Liechtenstein and Norway) and Switzerland and 25 EUR for all other European countries.

Each full MO will have to pay their membership fee for the previous year **on the first evening** of the GA in cash, if it has not already been transferred earlier. Full MOs are requested to provide their annual budget statement for the previous year at this moment.

An MO that is present on the GA and has not paid the membership fee for previous year shall not vote. Further procedure is explained in IRPs (1.1.5 Suspension and exclusion of a MO)

**Your responsibility** as delegate is to bring the annual account of your organisation and present it to the Executive Committee treasurer or Secretary General. You should send this budget to us **in advance**, in order to enable FYEG the revision of financial duties.

#### **4.2**      **Costs and reimbursements**

##### **Full member organisations**

**All normal costs (meals and accommodation) in Barcelona will be covered by FYEG for official first delegates.**

A second delegate can be sent to the GA but she/he will have to pay a **participation fee** and her/his own travel costs. If at least one of the delegates is a woman, then **the participation fee of the second delegate is halved**. The participation fee for the GA and the Spring Conference, covering food, accommodation and programme, will be 120 €, 60 € for second delegates of full member organisations if the delegation has at least one woman.

##### **Candidate members**

Candidate members have one delegate to the GA, who will have their travel costs, accommodation and participation paid by FYEG. Second delegates are welcomed, but no costs for their travel or participation can be reimbursed by FYEG, and they will have to pay a participation fee. Also note that candidate members do not have voting rights.



### **Applicant organisations**

Organisations that want to apply for membership of FYEG will be invited to the General Assembly if their application is recommended by the EC. Only one delegate per organisation can be reimbursed by FYEG. Other guests are welcomed, though FYEG has no possibility of reimbursement of their travel costs and accommodation.

### **Guests (Visitors)**

FYEG can provide for Visitors (meals, accommodation) when a full participation fee is covered. Travel costs for visitors will not be reimbursed.

### **Reimbursement for travel expenses for 1<sup>st</sup> delegate:**

With this letter you will find the registration form. Your travel reimbursement will only be reimbursed in cash at the GA if you are from outside the SEPA (Single Euro Payments Area). For others reimbursement will be transferred under **these conditions**:

- *All the **original** tickets are given to the Secretary General Stevan Petrovic or Office Assistant Zofia Hawranek during the GA or are sent **before the 11<sup>th</sup> of June** to the FYEG Office, 31 rue Wiertz, 1050 Brussels, Belgium.*
- *You make sure you fill in your **correct bank details** in the registration form and send it with the original tickets used to FYEG Office.*
- Train and other public transport travel costs are reimbursed on the basis of a 2nd class ticket or a 1st class if that option is cheaper.
- For night trips over 500 km the couchette fee (2nd class)
- Bike trips over 10 km are reimbursed by EUR; 1/ km with a maximum of the price of a second class train ticket and with an absolute maximum of 100 EUR
- For trips where the travel or bus by train takes more than 12 hours, a plane ticket will be reimbursed on the basis of economy class ticket. A plane ticket can also be reimbursed if the destination was over 750 km and train-traveling not possible because of pressing time-table reasons.
- Taxi costs will be reimbursed if local transport is not available and if requested in advance from the organisers.

If you are encountering very high prices or are not sure how to book cheap tickets, ask the office for help by emailing to [office@fyeg.org](mailto:office@fyeg.org). If you have problems with the on-line registration form, please contact [webmaster@fyeg.org](mailto:webmaster@fyeg.org).

If you need a **VISA** for getting to Barcelona **please get in contact with the office as soon as possible. Please note that it will be your responsibility to contact the office in time to receive the invitation.**

**The deadline for sending reimbursement claims is the 11<sup>th</sup> of June 2012!**

### **1 How to register?**

If you want your MO to be represented at the General Assembly you will need **fill in the on-line registration form!**

<http://www.fyeg.org/main/index.php/about-fyeg/general-assemblies/38-ga-2012/309-call-for-delegates-ga-2012>

It is of utmost importance to comply with the deadline, as otherwise FYEG will not be able to arrange your accommodation nor reimburse your travel costs.

Before registering you will need to **book your travel to Barcelona. Please book your travel as soon as possible** and inform us of the **total amount of your travel costs** in the on-line registration form, please inform us about your arrival and departure times in the registration form. Be sure to make your travel as economical as possible and use an environmental friendly type of transportation (preferably bus or train).



After you register (either as first/second delegate or as guest) your email address will be added to an e-mail mailing list. A list of all the people that are on this list will be distributed on the list. All the official communication for the GA will be made via this list: [fyeg\\_ga-l@listi.jpberlin.de](mailto:fyeg_ga-l@listi.jpberlin.de)

## **2 What an MO needs to do before the GA**

- Organise a board meeting to nominate 1 or 2 delegates. The delegates have to register before the **1<sup>st</sup> of April**
- Decide whether your MO will present any **amendments to the Internal Rules of Procedure, Political Platform of FYEG, Activity and Budget plans or any proposals for normal resolutions**. In accordance with our Internal Rules of Procedure a deadline for all proposals is 3 weeks before the GA starts. The **deadline** for all these is the **22<sup>nd</sup> of April**. No proposals arriving after that will be considered.
- Emergency resolutions can be brought until the **14<sup>th</sup> of May**. Amendments to all these papers can be carried out on the spot at the General Assembly. However, a **deadline** is set inside the time frame of the GA at **Friday, 18<sup>th</sup> of May - 21.00 hrs** local time.
- You can find an overview of all deadlines on the last page of this letter.
- **IMPORTANT: In order to be able to vote your organisation must pay its MO fee 2011 by the first day of the GA 2012. In order to comply to the Internal Rules of Procedure, during the registration your delegate will be asked to present the budget overview of 2011 if there is any, if not a declaration from the last GA proving that the organisation doesn't have a budget.**

## **1 Documents delegates will receive in order to prepare for the GA**

**By the 24<sup>th</sup> of April the EC** will send to the mailing list of the GA all the relevant documents for the Assembly. The list will include:

- Agenda of the General Assembly
- List of delegates and guests
- Statutes
- Political platform – final draft (will be sent as well on 1<sup>st</sup> of April)
- IRPs
- Report of the Executive Committee members and Office 2011-2012
- Financial statements 2011
- Action plan 2012-2013
- Budget plan 2012 and Preliminary financial plan 2013
- Recommendations for status of member organisations by EC
- All amendments to the IRPs, Political Platform proposed by MOs
- All resolutions and motions proposed

## **1 Apply for new Executive Committee member**

Please check the separate "Call for EC candidates".

The deadline for applying as candidate to the Executive Committee is **22<sup>nd</sup> of April**. Please note that applications arriving after that date might not be considered valid. Travel costs of candidates will be reimbursed. The candidate must pay a participation fee.

## **2 Documents you need to bring with you**

In order to enable an updating by FYEG of Member Organisations' data, please provide us with:

- Names and contacts of executives in your organisation (board members, spokespersons, office co-ordinator, president etc.)
- Annual Account 2011 of your organisation in order to verify if the membership fee is correctly paid.



- All additional information that can help developing our contact and co-operation in future (e.g. revised budget documentation)

## 1 Deadlines overview

- **April 1<sup>st</sup>** : deadline for Delegates and Guests Registrations and MO membership.
- **April 22<sup>nd</sup>** : deadline for EC candidacy applications, Eco-sprinter Editorial Board candidacy applications, Financial Control Committee candidacy applications, deadline for Policy Papers and Amendments to IRPs, political platform or resolutions which are proposed by MOs, WG's and the EC
- **April 24<sup>th</sup>** : EC sends a complete list of GA documents to the delegates (including all papers proposed by the EC)
- **May 14<sup>th</sup>** : deadline for Emergency Resolutions
- **May 16<sup>th</sup> – 21<sup>st</sup>** : Spring Conference and General Assembly
- **Friday, 18<sup>th</sup> of May at 21.00h**: amendments on emergency resolutions; amendments on activity and budget plans
- **June 11<sup>th</sup>** : deadline for sending in reimbursement forms and original travel tickets

## 1 Contact

For any additional questions, please do not hesitate to contact the FYEG office at [office@fyeg.org](mailto:office@fyeg.org) or by phone at +32 495 129 601. Our Secretary General and office assistant will be happy to assist you. If there is a question that might concern all delegates send it to the GA mailing list [fyeg\\_ga-listi.jpberlin.de](mailto:fyeg_ga-listi.jpberlin.de)