



# Federation of Young European Greens

**To: Delegates and guests of FYEG General Assembly 2009**

Dear Young Green friends,

The Federation of Young European Greens has the pleasure of inviting you to its **General Assembly** in 2009. This is an invitation letter for delegates and guests. The GA will be held together with a **Spring Conference**.

Before explaining all about the GA 2009, FYEG would like to kindly thank DWARS, the Dutch Young Greens for their support and their work for organising this General Assembly.

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

1. Why you should not miss the GA/Spring conference 2009
2. 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 a 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
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In case you have further question, you can always contact the FYEG Office. We hope to see delegates from all MOs and as many guests as possible in Maastricht, as we have both important decisions to make.

Best Green wishes,

The FYEG EC



## **1 Why you should not miss the GA 2009**

2009 is the year of the European Parliament elections. It is, thus, perhaps more than usual, a time when young greens across Europe should gather their campaigning powers in order to insure a Greener and younger European Parliament from June onwards. During the Spring Conference before the GA the EP Elections will be the main subject we'll be focusing on. Given the timing of our GA, we plan to make out of this event, a Green campaigning mark. So, please make sure you do comply with the deadline for registration which is **March 15th 2009**.

## **2 Location of the event**

The General Assembly will take place in **Maastricht, the Netherlands**. The city is easy to reach by train and by bus. We strongly encourage you not to fly, unless there is no other option.

The accommodation will be booked for you **only in case you register before the deadline** from the **23<sup>rd</sup> until the 26<sup>th</sup> of April 2009**. If you want to stay longer or come earlier, you will have to make arrangements (and payment!) for yourself.

Detailed information on how to get to Maastricht will be sent to you in the following weeks. The hostel we will be staying at is called StayOkay Maastricht. Information about the hostel and on how to get around from the hostel to the meeting place of the GA will also be communicated soon.

## **3 Time**

The Spring Conference will start on the Friday the 24<sup>th</sup> of April at 2pm and end Saturday April 25<sup>th</sup> at 2pm. The General Assembly will start on Thursday 23<sup>rd</sup> at 1pm till Friday 24<sup>th</sup> at 1pm and will go on from Saturday 2:30pm to end Sunday 26<sup>th</sup> at 2pm. **Delegates are expected to be attending both the Spring Conference as well as the General Assembly. If you do not stay for all of this period, we won't pay for your travel expenses.** You should arrive on Thursday before 1pm and plan your departure for Sunday afternoon. If you have problems with this schedule, please contact the FYEG office and we will try to solve problems on an individual basis.

## **4 General conditions**

### **4.1 Membership Fee**

In order to verify its membership status your member organisation (MO) has to pay its **annual membership fee** that is set to be **1 % of our annual budget**. If you don't have a fixed budget, the fee is **50 euros** for Western European organisations and **25 euros** for organisations from the Eastern European countries. According to FYEG Internal Rules of Procedure (art 5.2.5) your MO must pay its fee for 2009 before the 31<sup>st</sup> of March 2009, for practical reason it will be possible to pay on the spot during the registration at the GA.

**Failure to pay the fee** might lead to suspension of membership status. Therefore we ask you to contact your organisation and find if they already paid this fee.

**Your responsibility** as delegate is to bring a budget paper of your organisation and present it to the Executive Committee treasurer. You should send this budget to us in advance, as this provides us with valuable info.

**As delegate you are responsible to make this obligation of your organisation finalised before the General Assembly to make sure that your delegate status will not be endangered.**

### **4.2 Costs and reimbursements**

#### **Full member organisations**

**All normal costs in Maastricht will be paid by FYEG for official first delegates.** This includes meals and accommodation. A second delegate can be sent to the GA but she/he will have to pay a **participation fee** of



**120 euros** and her/his own travel costs. If the second delegate is of different sex than the first the **participation fee of the second delegate is halved.**

### **Candidate members**

Candidate members have one delegate to the GA who will be paid by FYEG. Second delegates are welcomed, but no costs for their participation can be reimbursed by FYEG.

### **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 come paid by the FYEG. Any other people willing to come will have to pay both their travel costs and accommodation.

### **Guests (Visitors)**

Visitors will either have to pay full participation fee or take care of accommodation and meals themselves. Travel costs for visitors are not paid.

### **Reimbursement for travel expenses for delegates:**

With this letter you will find the registration form. Your travel reimbursement will only be given in cash to you at the GA if you are from outside the EU (or accession countries). For others your money will be transferred on **these conditions:**

- You give all the **original** tickets to the current Treasurer (Battal Erdogan) or the Secretary General (Bruno Nicostrate) during the GA or you send them within **one month** after the end of the activity to the FYEG Office.
- You make sure that you filled in your **correct bank details** in the registration form.

**If you do not make sure that everything got to the FYEG office by May 26<sup>th</sup> 2009, you will lose any claim on the reimbursement.**

## **5 How to register?**

If you want your MO to be represented at the General Assembly you will need to send your registration form filled in by **March 15<sup>th</sup> 2009** to [office@fyeg.org](mailto:office@fyeg.org). It is of utmost importance to comply with the deadline, as otherwise FYEG will not be able to arrange your accommodation in Maastricht, nor reimburse your travel costs.

Before registering you will need to **book your travel to Maastricht. Please book your travel now** and send us the **total amount of your travel costs** as soon as possible as well as arrival and departure times (together with the registration form). Be sure to make your travel as economical as possible and use an environmental friendly type of transport (buses, for example are cheap and quite environmental). 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 need a **VISA** for getting into the Netherlands **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.**

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)

## **6 What a MO needs to do before the GA**

- Organise a board meeting to nominate 1 or 2 delegates. The delegates have to register before March 15<sup>th</sup>
- Discuss within your MO the points listed on the agenda. Try to come up with ideas about these, as well as about the political and organisational work of FYEG.
- Decide whether your MO will present any **amendments to the Internal Rules of Procedure or to the Political Platform of FYEG or any proposals for normal resolutions.** In the statutes and



IRPs it says the deadline for statutes' amendments is one month before the GA starts and give no deadline for all other paper and amendments proposals. However to be sure every MO will have time enough to study, discuss and amend these proposals the EC decided to set up a deadline for all proposals one month before the GA starts. The **deadline** for all these is **March 26<sup>th</sup> 2009**. No proposals arriving after that will be considered. Amendments to all these papers can be carried out on the spot at the General Assembly. However, a **deadline** will be set to a certain time/hour until which amendments will be allowed inside the time frame of the GA. Emergency resolutions will also be accepted as long as the topic is clearly urgent and the GA will vote on them with no prior discussion.

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

**Around the 1<sup>st</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
- Action plan 2008 (with project summaries)
- Statutes
- List of delegates and guests
- Political platform
- IRPs
- Report of the Executive Committee 2008-2009
- Recommendations for status of member organisations by EC
- Amendments to Internal Rules of Procedure by EC
- Statements proposed by the EC
- All amendments to the IRPs, Political Platform proposed by MOs (deadline March 26<sup>th</sup>)
- All resolutions proposed by MOs (deadline March 26<sup>th</sup>)

## **8 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 **9<sup>th</sup> of April**. Please note that applications arriving after that might not be considered valid. Travel costs can be reimbursed under the conditions stated in the art 3.2.4.1 of the IRPs. The candidate must pay the participation fee.

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

In order to make FYEG archive of Member Organisations better we need you to bring

- Names and contacts of executives in your organisation (board members, spokespersons, office co-ordinator, president etc.)
- All additional information that can help developing our contact and co-operation in future

## **10 Deadlines overview**

- **March 15<sup>th</sup>** : deadline for delegates and guests registrations
- **March 26<sup>th</sup>** : amendments to IRPs, political platform or resolutions are proposed by MOs and the EC
- **March 27<sup>th</sup> – April 1<sup>st</sup>** : EC sends a complete list of GA documents to the delegates (including all papers proposed by the EC)
- **April 9<sup>th</sup>** : deadline for EC candidacy applications,
- **April 24<sup>th</sup> – 25<sup>th</sup>** : Spring Conference



- **April 23<sup>rd</sup> - 24<sup>th</sup> and 25<sup>th</sup> – 26<sup>th</sup> : General Assembly**
- **May 26<sup>th</sup> : deadline for sending in reimbursement forms**

## **11 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 4 951 29 601. Our Secretary General and Intern will be happy to assist you. If there is a question that might concern all delegates send it to the GA mailing list.