



**Federation of Young European  
Greens**

**fyeg**

**To: Delegates and guests of FYEG General Assembly 2010**

Dear Young Green friends,

The Federation of Young European Greens has the pleasure of inviting you to its **General Assembly** of 2010. 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 2010, FYEG would like to kindly thank the Slovakian 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 2010
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 which 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



## **1 Why you should not miss the GA 2010**

2010 has been declared the EU Year against Poverty and Social Exclusion. Therefore, this year the Spring Conference will be focused on a series of issues which concerns all of us, youngsters from all over the European continent. Prominent speakers from the European Green family and the Civil Society will be spending two days with all of us to discuss, present and exchanges thoughts and solutions regarding the misery that face our and future generations. During the General Assembly a new Executive Committee and Secretary General will be elected in order to carry out the orientations which this GA will be deciding. Therefore, it is of utmost importance for FYEG to have representatives of all its MOs at this GA. So, please make sure you do comply with the deadline for registration which is **April 4<sup>th</sup> 2010**.

## **2 Location of the event**

The General Assembly will take place in **Bratislava, Slovakia**. 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 **4<sup>th</sup> of April!** FYEG cannot reimburse costs from out of this time frame.

Detailed information on how to get to Bratislava will be sent to you in the following weeks. The hostel we will be staying at is called **Hostel Blues**. 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 Wednesday the 12<sup>th</sup> of May 2010 in the evening and end Sunday, 16<sup>th</sup> of May 2010 in the afternoon.

**Delegates are expected to be attending both the Spring Conference as well as the General Assembly. Only a minimum 80% attendance allows reimbursement.**

You should arrive on Wednesday until 5pm and plan your departure for Sunday afternoon.

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**

In order to verify its membership status your member organisation (MO) has to pay its **annual membership fee** of 2009 that is set to be **1 % of your 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 Central and Eastern European countries.

According to FYEG Internal Rules of Procedure (art 5.2.5) your MO must pay its fee for 2009 before the first day of the GA, 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 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 Bratislava 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 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.**

***IMPORTANT NOTICE! As exceptional measure due to the current financial situation of FYEG, the Executive Committee is striving to fundraise enough to reimburse fully each of the 1st delegate however if this is not possible, only 80% of the travel costs will be reimbursed.***

### 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 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 EU (or accession countries). For others reimbursement will be transferred under **these conditions:**

- All the **original** tickets are given to the Secretary General Bruno Nicostrate during the GA or are sent **before the 31<sup>st</sup> of May** to the FYEG Office, 31 rue Wiertz, 1050 Brussels, Belgium.
- You make sure you filled in your **correct bank details** in the registration form and sent it with the original tickets used to FYEG Office.

**The deadline for sending reimbursement claims is the 31<sup>st</sup> of May 2010!**

## 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 the **4<sup>th</sup> of April** 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 nor reimburse your travel costs.

Before registering you will need to **book your travel to Bratislava, Slovakia. Please book your travel as soon as possible** and send us the **total amount of your travel costs** as soon as possible to [office@fyeg.org](mailto:office@fyeg.org), please inform us about your 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 transportation (preferably bus or train).

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 to Slovakia **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@ilpostino.jpberlin.de](mailto:fyeg_ga-l@ilpostino.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 the **4<sup>th</sup> of April**
- 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 order 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 the **12<sup>th</sup> of April**. No proposals arriving after that will be considered. Topical resolutions can be brought until the **10<sup>th</sup> of May**. 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.
- **IMPORTANT: In order to be able to vote your organisation must pay its MO fee 2009 by the first day of the GA 2010. In order to comply to the Internal Rules of Procedure, during the registration your delegate will be asked to present the budget overview of 2009 if there is any, if not a declaration from the last GA proving that the organisation doesn't have a budget.**

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

**On the 19<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
- Action plan 2010
- Statutes
- List of delegates and guests
- Political platform
- IRPs
- Report of the Executive Committee and Office 2009-2010
- Financial statements 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 12<sup>th</sup> April 2010)
- All resolutions proposed by MOs (deadline 12<sup>th</sup> April 2010)

## **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 **13<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 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 2009 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)

## **10 Deadlines overview**

- **March 31<sup>st</sup>**: deadline for Secretary General Application
- **April 4<sup>th</sup>**: deadline for Delegates and Guests Registrations and MO membership.
- **April 12<sup>th</sup>**: deadline for Policy Papers and Amendments to IRPs, political platform or resolutions which are proposed by MOs and the EC
- **April 13<sup>th</sup>** : deadline for EC candidacy applications, Financial Control Committee and Ecosprinter Editorial Board candidacy applications.
- **April 19<sup>th</sup>** : EC sends a complete list of GA documents to the delegates (including all papers proposed by the EC)
- **May 10<sup>th</sup>** : deadline for Topical Resolutions
- **May 13<sup>th</sup> – 14<sup>th</sup>** : Spring Conference
- **May 15<sup>th</sup>** : deadline for Advisory Committee candidacy applications.
- **May 12<sup>th</sup> and 14<sup>th</sup> – 16<sup>th</sup>** : General Assembly
- **May 31<sup>st</sup>** : deadline for sending in reimbursement forms and original travel tickets

## **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 +32 495 129 601. 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-ilpostino.jpberlin.de](mailto:fyeg_ga-ilpostino.jpberlin.de)