



To EDF Board members  
To EDF Executive Committee members

Brussels, 5 April 2016  
Ref. EDF-016-021-YV-CN-vn

**Subject: EDF Annual General Assembly – Dublin (IRL), 21-22 May 2016**

Dear colleagues,

It is my pleasure to invite you to attend the EDF Annual General Assembly that will be held on 21-22 May 2016 in Dublin (IRL).

On 20 May, we will also hold meetings of the Executive Committee in the morning and the Board in the afternoon. Please note that these 2 meetings will be attended by elected members only, and not by National Council observers to the Board.

Members of the Executive Committee will arrive on 19 May and members of the Board on 20<sup>th</sup> in the morning.

**1. Venue**

To be confirmed

**2. Registration**

The registration is mandatory. In order to ensure that hotel accommodation can be provided for all, please fill in online registration by **18 April**. The rooms cannot be guaranteed for registrations received after this date.

**3. Representation**

In accordance with EDF Statutes and Internal rules, National Councils, Full and Ordinary NGOs were invited to propose delegates to the Annual General Assembly.

**4. Participation of Observers not covered**

Observers are welcome to attend the Annual General Assembly at their own cost. Due to budgetary constraints, Observers will pay a participation fee of 70 € which includes meeting rooms, meals and technical equipment. In addition, they need to pay their own hotel accommodation.

**5. Nomination of internal auditors**



In conformity with EDF Statutes, the AGA will appoint two internal auditors. The auditors will be able to monitor the audit cycle including financial management and reliability in compliance with national regulations.

Anyone who is interested in this position can send an application and a short presentation explaining his/her experience in auditing by **30 April 2016**. Email to [Muriel.davia@edf-feph.org](mailto:Muriel.davia@edf-feph.org).

## 6. Call for resolutions to be adopted at the AGA

Delegates may wish to propose resolutions to the AGA on topics of general interest for the whole disability movement.

Resolutions should **not exceed 1 page** and shall include a brief explanatory introduction and proposals for action.

EDF Secretariat should receive the resolutions by **24 April**. Proposals will be circulated to the delegates in advance of the meeting. Amendments should be received by **15 May**. All delegates will receive the final version of the resolutions and the amendments **one week prior to the AGA**.

Delegate can submit emergency resolutions which deal with matters arising after the deadline for presenting resolutions. Emergency resolutions shall be admitted only if the issues dealt with in them are not already covered by the agenda points and require immediate action.

## 7. Documentation

Please find enclosed the provisional programme of the meetings.

More detailed information including the draft agenda and relevant documents will be available in English on EDF's website, Members' Only section. Please note that no additional copies will be available at the meeting.

In accordance with the Statutes, delegates can request items to be added to the agenda. If you wish to do so, please send your request to the secretariat by email before **15 May**.

## 8. Interpretation and translation

Simultaneous interpretation will be provided in English and French. International sign language interpretation as well as speech to text will also be foreseen.

## 9. Hotel Accommodation



The EDF Secretariat has already block-booked hotel rooms for all delegates and will coordinate the booking on the basis of the registration received.

EDF will pay 2 nights for official delegates including Personal Assistants. Observers will pay their hotel accommodation **when checking in** and their participation fees at the EDF registration desk.

In order to guarantee your booking, you are requested to register online. After the confirmation, all cancellations will be in charge of the delegate unless a medical certificate is provided.

The rooming list will be sent to you 2 weeks before the event for your approval.

## 10. Meals and expenses

**Hotel expenses** will be paid directly by EDF on a bed and breakfast basis for all delegates and their Personal Assistants as explained above. Extra costs including telephone, mini-bar and other individual services will be in charge of delegates.

**Lunch** (including vegetarian) will be provided during the meetings. On Friday, Lunch is foreseen for Board Members (elected Board only). Other meal costs will be reimbursed separately on a per-diem basis.

The **reimbursement of expenses** for delegates and their personal assistants will be made in line with EDF Guidelines which were adopted at the Board meeting in June 1998 (on the basis of a per diem). Expenses claim form and reimbursement guidelines will be sent in the AGA documents.

Please send your expenses claim form including invoices, bills, boarding passes, train ticket etc.) by post or email to [Muriel.davia@edf-feph.org](mailto:Muriel.davia@edf-feph.org) not later than 2 months after the meeting. Please note that reimbursement requests received after 22 July cannot be considered.

## 11. Travel

All participants are invited to make their own travel arrangements upon registration. Participants should arrive on Friday 20 May during the day.

We remind you to buy economy tickets where possible. EDF will cover a maximum amount of 400 euros for flight tickets. In case you exceed this amount, you need to contact the EDF Secretariat for agreement before confirming your flights. Board members should arrive in the morning in order to be able to attend the Board meeting in the afternoon

## 12. Transport and Adapted transport



This information can be found in the practical details.

### 13. Summary of Deadlines

- 18 April**     Registration online
- 24 April**     To Submit proposals for resolutions
- 30 April**     Deadline for application for internal auditors
- 15 May**     To send to the Secretariat items to be added to the agenda  
                    To send to the Secretariat amendments to proposals for resolutions

#### Proxy

Delegates who wish to give a proxy to another delegate should inform the Secretariat **in writing** before the opening of the AGA. Proxy votes can only be given to delegates representing organisations of the same membership category (e.g.: National Council, full ENGOs and ordinary ENGOs).

Contact persons in the Secretariat:

Substance issues: Catherine Naughton ([catherine.naughton@edf-feeph.org](mailto:catherine.naughton@edf-feeph.org))

Membership issues: Loredana Dicsi ([loredana.dicsi@edf-feeph.org](mailto:loredana.dicsi@edf-feeph.org))

Logistic: Virginie Niyonzima ([Virginie.niyonzima@edf-feeph.org](mailto:Virginie.niyonzima@edf-feeph.org))

We look forward to welcoming you in Dublin

Ioannis Vardakastanis  
President  
European Disability Forum