

To EDF Board members

To EDF Executive Committee members

Brussels, 31st January 2022

Ref. EDF-022-01-YV-CN-LD-RR

Subject: EDF Annual General Assembly 2022, 25th - 26th June, Athens, Greece

Dear colleagues,

It is my pleasure to invite you to attend the EDF Annual General Assembly and celebrate together the 25th years of the European Disability Forum. The General Assembly of 2022 will be organised in cooperation with my colleagues from NCDP on the 25th and 26th of June 2022 in Athens, Greece.

On June 24th, we will also hold meetings of the Executive Committee in the morning and the Board in the afternoon. Please note that these two meetings will be attended by elected members only.

Members of the Executive Committee will be asked to arrive on June 23rd and members of the Board on June 24th in the morning.

During the General Assembly all governing bodies of EDF will be renewed, thus elections will take place.

During the General Assembly, on Saturday afternoon and Sunday morning, we will hold panel discussions and a debate on “Disability and the Sustainable environment” as well as an “Intergenerational discussion on our rights in the EU”.

Venue

The venue for this event will be confirmed soon.

Registration

The registration is mandatory. In order to ensure that hotel accommodation can be provided for all, we would like to invite all participants to fill in the [online registration form](#) by **April 1st 2022**. The rooms cannot be guaranteed for registrations received after this date.

Representation

In accordance with EDF Statutes and Internal rules, National Councils, Full and Ordinary NGOs are invited to propose delegates to the Annual General Assembly. You have already received a nomination form in a separate email.

Participation of Observers and Associate members

Observers and Associate members of EDF are welcome to attend the Annual General Assembly remotely. Due to the current pandemic situation, Observers and Associate members of EDF will be invited to follow the event live-streamed online.

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 **May 3rd 2022** to [Muriel Da Via](mailto:Muriel.DaVia@edf-feqh.org).

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 **May 3rd 2022**. Proposals will be circulated to the delegates in advance of the meeting. Amendments should be received by **May 17th 2022**. All delegates will receive the final version of the resolutions and the amendments **one week prior to the AGA**.

Delegates 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.

Documentation

You will find enclosed the provisional programme of the meetings.

More detailed information including the draft agenda and relevant documents will be available in English and French on EDF's dedicated page in the Members' Area (available soon). 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 **3rd May 2022**.

Interpretation and translation

Simultaneous interpretation will be provided in English, French and Greek. The event will also provide International sign interpretation and real-time captioning in English.

Hotel Accommodation

The EDF Secretariat will coordinate the booking on the basis of the registration received.

EDF will pay two nights for official delegates including Personal Assistants.

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

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

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) and Membership and Credentials Committee Members. 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 forms 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 **and** email (**please scan all your documents in a one single pdf document** including the reimbursement claim as a cover page) to [Muriel Da Via](#) not later than two months after the meeting. Please note that reimbursement requests received after **25th August 2022** cannot be considered.

Travel

We ask all participants to please not make any travel arrangements or book any travel tickets before EDF confirms you.

EDF will send you an email including and explaining all the instructions for the travel arrangements.

Transport and Adapted transport

This information will be available through the practical details document (available soon).

Covid 19

Given the pandemic situation the COVID-19 procedure of our host country Greece will be applied and reinforced by the COVID protocol of EDF adopted by the Board on November 18th 2021. Should the Greek authorities not allow to proceed to our event, our General Assembly will be held online as agreed by the Board on November 18th 2021.

We advise all members to ensure that nominated delegates and candidates are willing to travel to Greece and are in possession of an up to date COVID Green certificate. Delegates will be responsible to ensure they are fully aware of their own countries travel policy in relation to COVID 19. Delegates must also ensure that their travel is only booked when EDF confirms to book it and that they take suitable travel insurance with their flights.

Summary of Deadlines

31st March	To send nomination of delegates and candidates
1st April	Deadline to fill in online registration
3rd May	Deadline to send application for internal auditors
3rd May	To submit proposals for resolutions
3rd April	To send to the Secretariat items to be added to the agenda
10th May	To send to the Secretariat amendments to proposals for resolutions
17th May	Amendments and questions for the agenda linked documents

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.: Members from National Council can give proxy to other National Council Members. The rule is applicable to other members from full ENGOS and ordinary ENGOS.



Contact persons in the Secretariat

Programme and the conference: Catherine Naughton catherine.naughton@edf-feph.org

Membership issues: Loredana Dicsi loredana.dicsi@edf-feph.org

Finances: Muriel Da Via muriel.davia@edf-feph.org

Event Organisation & Logistic: Raquel Rianza raquel.riaza@edf-feph.org

We look forward to welcoming you in Athens,

Ioannis Vardakastanis
President
European Disability Forum