

To:  
EDF Board Members

Brussels, 18<sup>th</sup> of February 2021  
Ref. EDF-21-02-YV-CN-LD

**Subject: EDF Annual Ordinary General Assembly 2021 on 19<sup>th</sup> May – 14<sup>th</sup> June 2021, via written procedure**

Dear colleagues,

**Due to the COVID 19 pandemic, the EDF Board of Directors (the “Board”) has decided to, (i) instead of organising the elections of the Board, Executive Committee, President and statutory commitments through physical meeting, to convene an extraordinary general assembly online via e-mail exchange in order to ask EDF membership to extend the mandates of its Board, Executive Committee, President and statutory committees by one year and (ii) instead of holding a physical meeting in 2021, to hold its Annual General Assembly online via e-mail exchange. The latter procedure concerns the AGA business items for which a vote is compulsory from an administrative point of view. The other agenda items will be dealt with via separate online meetings.**

We are therefore pleased to invite you as member of the General Assembly of EDF to the EDF annual General Assembly (AGA)

**ORDINARY MEETING OF THE GENERAL ASSEMBLY THROUGH WRITTEN PROCEDURE (the “EDF Annual General Assembly”)**

**When**

19<sup>th</sup> May – 14<sup>th</sup> June 2021

**Where**

Due to the COVID 19 pandemic, the Board proposes to hold the EDF Annual General Assembly through written procedure.

## Agenda of the meeting

Delegates to the EDF Annual General Assembly are already nominated or in process of nomination by all membership categories and they will vote via written procedure to adopt the following decisions, which we are obliged under Belgian law, to adopt before 30<sup>th</sup> June 2021:

- Approval of 2020 audited financial reports,
- approval of 2020 annual report,
- discharge of the Board,
- designation of internal auditors for 2022,
- approval of the 2022 work programme, on a proposal of the Board,
- approval of 2022 budget.

## Representation

In accordance with EDF Statutes and Internal Rules, National Councils, Full and Ordinary NGOs are invited to propose delegates to the Extraordinary Meeting. You have already received a nomination form in a separate email and you should have already nominated your delegates.

## Voting rights

Pursuant to article 19 of the EDF Statutes, the procedure for the nomination of AGA delegates of National Councils, full and ordinary ENGOs will be applied in line with the provisions of EDF Internal Rules.

Observer members who have nominated one representative per organisation to attend the AGA, are not entitled to vote.

National Councils can nominate **two delegates**.

Full member ENGOs are entitled to nominate **one delegate** each but only official delegates can vote at the Annual General Assembly. In addition, EDF elected

Board members from ENGO's will be delegates to the Annual General Assembly in their own right.

## Voting Procedure

The General Assembly will be conducted applying the following procedure to voting the above-mentioned Agenda points:

- On 18<sup>th</sup> February all delegates will receive an invitation announcing the online EDF Annual General Assembly and the procedure followed for voting.
- All relevant documents for the agenda points of the EDF Annual General Assembly will be sent to delegates and made available on the Members Area on 21<sup>st</sup> April 2021
- On 31<sup>st</sup> May 2021 all delegates will receive the voting ballots.
- All delegates may send questions until 26<sup>th</sup> May 2021 and need to confirm in writing to [loredana.dicsi@edf.feph.org](mailto:loredana.dicsi@edf.feph.org) whether they will be participating in the online EDF Annual General Assembly by 26<sup>th</sup> May 2021, in order for the quorum provided for in article 17 of the EDF Statutes to be met.
- On 31<sup>st</sup> May 2021 the amended documents (if amendments are necessary) will be made available to delegates and on the Members Area.
- The delegates may vote between 31<sup>st</sup> May and 14<sup>th</sup> June 2021
- The results will be communicated to all delegates after 21<sup>st</sup> June 2021 and minutes will be made available on the Members Area.

Note: The voting ballots are documents in Word. All delegates are requested to fill them in, sign them and e-mail them to the EDF secretariat to our Membership

Officer Loredana Dicsi at: [loredana.dicsi@edf-feph.org](mailto:loredana.dicsi@edf-feph.org)

For any further enquiry, please do not hesitate to contact Loredana Dicsi at

[loredana.dicsi@edf-feph.org](mailto:loredana.dicsi@edf-feph.org)

## Nomination of internal auditors

In conformity with article 13 of the 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 **19<sup>th</sup> April 2021** to Muriel

Da Via: [muriel.davia@edf-feph.org](mailto:muriel.davia@edf-feph.org)

## Documentation

You will find more detailed information including draft agendas and relevant documents in English and French on the EDF's website, Members' Area section.

In accordance with article 10.2 of the EDF Internal Rules, delegates can request items to be added to the agenda. If you wish to do so, please send your request to Catherine Naughton by email [catherine.naughton@edf-feeph.org](mailto:catherine.naughton@edf-feeph.org) before **19<sup>th</sup> April 2021**.

## Annual General Assembly Online Information Session

On the 23<sup>rd</sup> of April an Online Information Session will be provided to all delegates and observers in order to explain in detail the procedure and to give the opportunity to delegates to ask questions. Time and link to register will be communicated on due time.

## Summary of Deadlines

19 <sup>th</sup> April	Deadline to send application for internal auditors
19 <sup>th</sup> April	To submit proposals for resolutions
19 <sup>th</sup> April	To send to the Secretariat items to be added to the agenda
21 <sup>st</sup> April	Send documents on the Agenda
23 <sup>rd</sup> April	Annual General Assembly Online Information Session
26 <sup>th</sup> April	To send to the Secretariat amendments to proposals for resolutions
26 <sup>th</sup> May	Deadline for amendments questions linked to agenda points
31 <sup>st</sup> May	Sending out of amended documents and voting ballots
14 <sup>th</sup> June	Closing votes
21 <sup>st</sup> June	Communication of results

## Contact persons in the EDF Secretariat

Organisation and logistics: Raquel Rianza [Raquel.riaza@edf-feeph.org](mailto:Raquel.riaza@edf-feeph.org)

Agenda 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)

We look forward to welcoming you in one of our online meetings, which will take place throughout the year in 2021.



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Ioannis Vardakastanis  
President of the European Disability Forum.