



INVITATION TO THE YEE ANNUAL MEETING 2017

Dear Friends and Member Organisations,

With this letter we would like to invite a delegate of your organisation to take part in the **Annual Meeting (AM) of Youth and Environment Europe** which will take place on **14-16 July 2017 in Meriharju Nature House in Helsinki, Finland.**

Important: Only Member Organisations that are not partners of the TC “International Environmental Action Days” should follow this process to send delegates and are financially covered under the following conditions.

How to send a delegate

- Select a member who meets the following **criteria**:
 - under 30 years of age
 - enthusiastic, motivated, interested in international cooperation and willing to be involved in YEE
 - should best be in a leading position in your organisation (coordinators, project officers, youth workers)
 - should be well informed about the work, activities and developments of your organisation
- Ask the delegate to **fill in the [online application form](https://goo.gl/forms/eljbIpFRxnQ3d2wX2) until 8th of May 2017** – link to the online form: <https://goo.gl/forms/eljbIpFRxnQ3d2wX2>
- Send a short support letter to ye@yeenet.eu about the choice of your delegate (it can be a short explanation sent in an email).
- In case your organisation wants to suggest a project for YEE Work Plan 2018, fill in and send the project proposal form (attached to this email) to ye@yeenet.eu until 15th June 2017.
- If organisation is a FULL member of YEE, the legal representative of your organisation should sign a **letter stating that the delegate is authorised to vote** on behalf of the organisation during the Annual Meeting. Please, send the scan of this letter by email. The delegate should as well hand over the original to YEE Secretary General before the start of the AM.

Delegates during this meeting will be able to:

- join preparatory teams for international projects;
- elect and be elected for the new Executive Board;
- discuss the YEE official documents;
- network and get to know other youth environmental organisations;
- inspire each other and have fun together!

Practical information

Due to limited financial resources YEE can only reimburse travel, accommodation and food costs to **one delegate** per member organisation, under the condition that the organisation has **paid the membership fee to YEE in 2016 and 2017**. Delegates are required to arrive to the venue on 13th of July evening and are obliged to attend the whole duration of the Annual Meeting.

The reimbursement covers:

- 100% of accommodation in shared rooms and vegetarian food
- 100% of visa costs
- **70% of travel costs*** (2nd class train or bus; flights are only reimbursed under exceptional circumstances, please always consult with YEE office) **up to the following limits:**

Country	Limit of reimbursement
Sweden	50 EUR
Denmark	70 EUR
Czech Republic, Germany, Poland, Russia, Ukraine	110 EUR
Austria, Belgium, Romania, United Kingdom	130 EUR
Albania, Armenia, Croatia, Kosovo, Macedonia, Spain	200 EUR

**Travel tickets should be booked after YEE Secretariat confirms the participation of your delegate.*

Please, note that you will receive 70% of your actual travel costs. In case the 70% of your travel costs is over the limit stated for your country, you will receive the limit amount.

For example: If you travel from Romania and your total costs are 150 EUR, you will receive 105 EUR (70% of 150 is 105 EUR).

But: If you travel from Romania and your total costs are 300 EUR, you will receive 130 EUR (70% of 300 is 210 EUR, but the **limit** is 130 EUR).

Travel reimbursement will be paid after the Annual Meeting by bank transfer and under the condition that all original travel tickets (including boarding passes if applicable) are sent by post to YEE office.

Criteria for selection of delegates for YEE AM 2017:

Since the venue of the Annual Meeting has limited capacity, we might not be able to accept all applications from delegates. Application forms received until the deadline will be assessed by YEE Secretariat and Board and delegates will be selected according to the following criteria:

- Motivation to join the Annual Meeting
- Wish to stay involved in YEE in the future
- Geographical and gender balance

Applicants will be informed about the results of the selection by 18th May 2017.

Deadline to fill in the [online application form](#) is Monday 8th of May 2017

We are looking forward to meeting you in Finland!

YEE Board and Secretariat