



INVITATION TO THE YEE ANNUAL MEETING 2018

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 the **15-17 of July 2018 in Sluňákov - Center for Ecological Activities of Olomouc in Czech Republic**.

***Important:** Only Member Organisations that are not partners of the TC “Active Youth Better Environment” should follow this process to send delegates and are financially covered under the following conditions.*

How to send a delegate

- Select a member that meets the following **criteria**:
 - Is under 30 years of age;
 - enthusiastic, motivated, interested in international cooperation and willing to be involved in YEE;
 - should be well informed about the work, activities and developments of your organisation and YEE.
- Ask the delegate to **fill in the online application form until 21st of May 2018** – link to the online form: <https://goo.gl/forms/BlJ9DtzZxGoSCVON2>
- Send a short support letter from your organisation’s e-mail 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 2019, fill in and send the project proposal form (attached to this email) to ye@yeenet.eu until 1st of June 2018.
- 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:

- elect and be elected for the new Executive Board;
- discuss the YEE official documents;
- network and get to know other youth environmental organisations;
- brainstorm on the future strategy of YEE;
- vote on the future projects of the network;
- 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 2017 and 2018**. Delegates are required to arrive to the venue on 14th of July evening and are obliged to attend the whole duration of the Annual Meeting. The candidates for the YEE Board are supposed to stay until the evening of 17th for the transfer meeting with the previous Board.

The reimbursement covers:

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

Country	Limit of reimbursement
Austria, Czech Republic, Poland	20 EUR
Croatia, United Kingdom	50 EUR
Belgium, Denmark, Italy, Romania, Sweden, Ukraine	60 EUR
Finland, Ireland, Kosovo	130 EUR
Armenia, Georgia, Portugal	145 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 Ireland and your total costs are 150 EUR, you will receive 105 EUR (70% of 150 is 105 EUR).

But: If you travel from Ireland 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) are sent by post to YEE office.

Criteria for selection of delegates for YEE AM 2018:

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 31st of May 2018.

We are looking forward to meeting you in Czech Republic!

YEE Board and Secretariat