

# INVITATION TO THE YEE ANNUAL MEETING 2011

Prague, 11th April 2011

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 the federation Youth and Environment Europe** which will take place from **July 22nd to 24th 2011 in Prague, Czech Republic**.

The official opening will take place on Friday morning, July 22nd at 10:00. The meeting shall finish on Sunday, July 24th in the afternoon. Participants should take part in the whole duration of the Annual Meeting.

The main issues that will be dealt during this meeting will be:

- to **prepare projects** for YEE working plan for 2011-2012;
- to **elect the new board** of YEE;
- to discuss **the budget** for 2011;
- to discuss the short term **strategies** and, last but not least,
- to **inspire each other** and have fun together!

You will have a chance to exchange ideas, get in touch with new organisations and to develop projects at international level.

The Annual Meeting will be hosted in **the ecological center of Prague, Toulcuv Dvur**, where also the YEE office is located.

## Compose your delegation:

Please choose a delegate of your organisation for the Annual Meeting of YEE. He/she should be **under 30 years of age**. This person should be in a **decision-making position** in your organisation, should be well informed about the work, activities and developments of your organisation. What is the most important is that your delegate is asked to discuss these issues during the Annual Meeting.



Moreover, he or she should be motivated and have the capacity not only to contribute to the planning of the projects during the AM but also to actively participate in the implementation process in the upcoming business year as **a member of one of the project teams** that will be established. The representative should discuss with your member organisation ideas for **international projects** already before coming to the Annual Meeting.

The implementation of a project involves such tasks as getting informed about fundraising possibilities and writing grant applications with the help of the Secretariat, searching for and maintaining contact with partner promoters, trainers, searching for an accommodation, preparing the content of the project, sometimes hosting the project.

### **Register for the meeting:**

The **deadline** for sending the registration forms is: by Friday, **May 20th 2011**. You can register by sending an email to our office. If you have any questions or you need some clarifications, please do not hesitate to contact us at: **ye@yeenet.eu**

The Statutes of Youth and Environment Europe define who can participate in the Annual Meeting:

#### *5.2. Composition*

*5.2.1. The Annual Meeting shall consist of the representatives delegated by the full and the associate member organisations.*

*5.2.2. The General Assembly shall consist of the representatives delegated by the full member organisations.*

*All these representatives shall be duly accredited by their organisations and shall be under 30 years of age.*

Due to limited financial resources YEE can only reimburse travel costs to **one representative** of member organisation (full and associate). Condition is that the organisation has paid the membership fee to YEE in 2011.

The reimbursement covers **70% of travel costs** (2nd class train; air flights are only reimbursed under exceptional circumstances, please always consult with YEE office) and 100% of accommodation and food costs.

Reimbursed is also one delegate of those organisations that will apply either for associated or for full membership to YEE. The reimbursement for the applying organization representatives include: 100% food and accommodation cost and 50% of travel cost.

We are looking forward to meeting you in the Czech Republic.

Warmest regards,  
YEE board and office

