



Annex 2: Practical information about the EFFAT Congress

1. Nomination of Congress delegates

Article IV (4) of the currently applied EFFAT Constitution sets out how many mandates each member organisation has, based on the membership fees paid. **Annex 3** provides an overview of how mandates have been allocated based on the membership fees paid for 2018. However, mandates for this Congress will be determined on the basis of membership fees paid for Congress year 2019. In accordance with Article XII (1) of the EFFAT Constitution, these fees must be paid into EFFAT's account by 1 April 2019, unless agreed otherwise. Organisations that are in arrears do not have the right to take the floor or to vote in EFFAT's principal bodies, including the standing committees and working groups, but may be present as observers, as long as an agreement has been made concerning the deferment of payment. At the EFFAT Congress, the Credentials Committee will be in charge of checking the validity of the mandates based on the membership fees until 2019 and will report its findings to the Congress. We therefore ask you to:

- a) Pay the membership fees for 2019 into the EFFAT bank account immediately – if you have not already done so;
- b) Register your delegates and deputy delegates who can participate in the Congress **by 31 July 2019 at the latest.**

2. Gender equality

We remind you of the relevant clauses in the EFFAT Constitution and the decisions made on gender equality. According to Article III of the Constitution:

“EFFAT is striving to strengthen women's participation in trade union decision-making bodies at all levels. This is why the proportion of mandates allocated to women in the EFFAT bodies and working structures must / should correspond to the proportion of their membership.

Those who have received the mandates and their substitutes should be of opposite sex. If these conditions are not fulfilled, account thereof should be rendered to the Credential Committee.

To this end, the EFFAT constitution lays down clear rules regarding equality within EFFAT's Congress:

Each member trade union is entitled to send at least one delegate with voting rights and one deputy with no voting rights.

The number of delegates is as follows:

Member organisations, with the following number of members for whom affiliation fees are paid, have the right to

| | |
|-----------------------------------|---|
| Up to 10,000 members | 1 delegate |
| Between 10,001 and 20,000 members | 2 delegates, of whom at least one must be a woman |
| Between 20,001 and 40,000 members | 4 delegates, of whom at least two must be women |
| Between 40,001 and 60,000 members | 5 delegates, of whom at least two must be women |



| | |
|-------------------------------------|---|
| Between 60,001 and 80,000 members | 6 delegates, of whom at least three must be women |
| Between 80,001 and 100,000 members | 7 delegates, of whom at least three must be women |
| Between 100,001 and 120,000 members | 8 delegates, of whom at least four must be women |
| Between 120,001 and 140,000 members | 9 delegates, of whom at least four must be women |
| 140,001 and above | 10 delegates, of whom at least five must be women |

The Secretariat will monitor the compliance of the nomination of delegates with the provisions of the Constitution, will remind member organisations in the event that the rules are not respected and will consult with the Credentials Committee if necessary. Any member organisation which fails to fulfil this requirement must provide an explanation to the Credentials Committee.

Please consider gender equality for the side conferences as well.

3. Young Members

Although the Constitution does not provide any rules regarding the inclusion of young members (younger than 36 years) in the Congress delegations, our newly established Youth Committee and the EFFAT Executive Committee invite you to give due consideration to the inclusion of young members in your Congress delegation.

4. Travel expenses and daily allowances for the Congress and the side meetings

In accordance with Article XII (5) of the EFFAT Constitution, all expenses are to be borne by the respective member organisations for both the Congress and the side meetings.

The Secretariat can decide upon exemptions from this rule if side meetings are financially supported by the EU Commission and in order to promote the participation of our affiliates in CEE/SEE countries.

| EFFAT Congress - 6 and 7 November 2019 | |
|--|--|
| <u>Hotel costs</u> | <p>Room rates, including breakfast buffet and Wi-Fi access</p> <ul style="list-style-type: none"> - Single room 124 € per night - Double room 144 € per night <p>The Secretariat has made a block booking for the rooms and will take care of your online reservations for the Congress hotel if you have made them via the Congress website.</p> <p>In accordance with Article XII (5) of the EFFAT Constitution, all expenses are to be borne by the respective member organisations.</p> <p>The Secretariat can decide upon exemptions from this rule in order to promote the participation of delegates and their interpreters from</p> |



A Recipe for a stronger



5th Congress Zagreb 6-7 November 2019



| | |
|------------------------------|--|
| | CEE/SEE countries. Interpreters can only participate after consultation with, and confirmation by, the EFFAT Secretariat. |
| <u>Travel costs</u> | <p>Travel and subsistence expenses, as well as the conference fee, also have to be borne by the participating organisations.</p> <p>The Secretariat can decide upon exemptions from this rule in order to promote the participation of delegates and their interpreter from CEE/SEE countries. Interpreters can only participate after consultation with, and confirmation by, the EFFAT Secretariat.</p> <p>In this case:</p> <p>Travel expenses have to be pre-financed.</p> <p>Reimbursement will be as follows:</p> <ul style="list-style-type: none"> - Airplane: Apex-ticket (only economy class), only for journeys over 400 km each way. Boarding cards have to be submitted - Train: 2nd class (as it is covered by the Solidarity Fund) - Car: 0.40€/km is refunded if more than 1 person is travelling in the car - Taxi: expenses are NOT refunded |
| <u>Conference Fee</u> | <p>Transfer of the conference fee of 70 €/ day (140 € for both days) for all participants at the Congress (delegates, deputy delegates, observers / guests) by 31 August 2019 to the EFFAT account. Conference fee for delegates from CEE/SEE and their interpreter are covered by the Solidarity Fund.</p> |

LGBTQI Conference – 4 November 2019

| | |
|------------------------------|--|
| <u>Hotel costs</u> | <p>Room rates, including breakfast buffet and Wi-Fi access</p> <ul style="list-style-type: none"> - Single room 124 € per night - Double room 144 € per night <p>The Secretariat has made a block booking for the rooms and will take care of your online reservations for the Congress hotel if you have made them via the Congress website.</p> <p>All expenses are to be borne by the respective member organisations.</p> |
| <u>Travel Costs</u> | Travel and subsistence expenses also have to be borne by the participating organisations. |
| <u>Conference Fee</u> | No conference fee to be paid |

Youth Conference – 4 and 5 November 2019



A Recipe for a stronger



5th Congress Zagreb 6-7 November 2019



| | |
|-------------------------------------|--|
| <p><u>Hotel costs</u></p> | <p>Room rates, including breakfast buffet and Wi-Fi access</p> <ul style="list-style-type: none"> - Single room 124 € per night - Double room 144 € per night <p>The Secretariat has made a block booking for the rooms and will take care of your online reservations for the Congress hotel if you have made them via the Congress website.</p> <p>Participants who are entitled to reimbursement of their expenses will be covered for a maximum of 2 nights (4 and 5 November). These rooms will be booked and paid directly by EFFAT in the framework of EU funding.</p> |
| <p><u>Travel Costs</u></p> | <p>For those participants whose expenses will be reimbursed by EFFAT in accordance with Commission rules, the following applies:</p> <p>Travel expenses have to be pre-financed.</p> <p>Reimbursement will be as follows:</p> <ul style="list-style-type: none"> - Airplane: Apex-ticket (only economy class), only for journeys over 400 km each way or for sea crossing. Boarding cards will have to be submitted - Train: 1st class - Car: kilometres are NOT refunded <p>Reimbursement will be provided on the basis of a 1st class train ticket only. In this case, proof of the price of the ticket must be provided.</p> <ul style="list-style-type: none"> - Taxi: expenses are NOT refunded |
| <p><u>Conference Fee</u></p> | <p>Participants will have to transfer the conference fee of 70 €/ day (140 € for both days) by 31 August 2019 to the EFFAT account, except for those participants whose fees are covered by EU funding.</p> |

In the event that the participants in the side conference are also delegates to the EFFAT Congress, the above-mentioned Congress rules with regard to accommodation and conference fee shall apply for the Congress days.

Women's Conference – 5 November 2019

| | |
|----------------------------------|--|
| <p><u>Hotel costs</u></p> | <p>Room rates, including breakfast buffet and Wi-Fi access</p> <ul style="list-style-type: none"> - Single room 124 € per night - Double room 144 € per night <p>The Secretariat has made a block booking for the rooms and will take care of your online reservations for the Congress hotel if you have made them via the Congress website.</p> <p>Participants who are entitled to reimbursement of their expenses will be covered for a maximum of 2 nights (4 and 5 November). These</p> |
|----------------------------------|--|



A Recipe for a stronger



5th Congress Zagreb 6-7 November 2019



| | |
|------------------------------|--|
| | rooms will be booked and paid directly by EFFAT in the framework of EU funding. |
| <u>Travel Costs</u> | <p>For those participants whose expenses will be reimbursed by EFFAT in accordance with Commission rules, the following applies:</p> <p>Travel expenses have to be pre-financed.</p> <p>Reimbursement will be as follows:</p> <ul style="list-style-type: none"> - Airplane: Apex-ticket (only economy class), only for journeys over 400 km each way or for sea crossing. Boarding cards will have to be submitted - Train: 1st class - Car: kilometres are NOT refunded <p>Reimbursement will be provided on the basis of a 1st class train ticket only. In this case, proof of the price of the ticket must be provided.</p> <ul style="list-style-type: none"> - Taxi: expenses are NOT refunded |
| <u>Conference Fee</u> | Participants will have to transfer the conference fee of 70 €/ day (140 € for both days) by 31 August 2019 to the EFFAT account; except for those participants whose fees are covered by EU funding. |

In the event that the participants are also delegates to the EFFAT Congress, the above-mentioned Congress rules with regard to accommodation and conference fee shall apply for the Congress days.

| Conference for Central, Eastern and South-Eastern Europe – 4 and 5 November 2019 | |
|--|---|
| <u>Hotel costs</u> | <p>Room rates, including breakfast buffet and Wi-Fi access</p> <ul style="list-style-type: none"> - Single room 124 € per night - Double room 144 € per night <p>The secretariat has made a block booking for the rooms and will take care of your reservations in the Congress hotel.</p> <p>Hotel costs for Congress delegates from SEE/CEE and their interpreter for maximum of 4 nights (4-8 November) staying in the Congress hotel will be paid by the EFFAT Solidarity Fund. Guests will not be reimbursed.</p> |
| <u>Travel Costs</u> | <p>Travel costs for Congress delegates and interpreters will be paid by the EFFAT Solidarity Fund for members from Central-Eastern Europe and South-Eastern Europe. Interpreters can only be reimbursed after consultation with, and confirmation by, the EFFAT Secretariat. Guests will not be reimbursed.</p> <p>Travel expenses have to be pre-financed.</p> <p>Reimbursement will be as follows:</p> |



A Recipe for a stronger

EFFAT

5th Congress Zagreb 6-7 November 2019



| | |
|-----------------------|---|
| | <ul style="list-style-type: none">- Airplane: Apex-ticket (only economy class), only for journeys over 400 km each way or for sea crossing. Boarding cards will have to be submitted- Train: 2nd Class (as it is covered by the Solidarity Fund)- Car: kilometres are refunded at a rate of 0.40€ per km if more than 1 person is travelling in the car- Taxi: expenses are NOT refunded |
| Conference Fee | The conference fee of 70 € for the Congress delegates and interpreters will be paid by the EFFAT Solidarity Fund for members from Central-Eastern Europe and South-Eastern Europe. Guests will not be reimbursed. Interpreters can only be reimbursed after consultation with, and confirmation by, the EFFAT Secretariat. |

5. Hotel reservations

Room rates, including breakfast buffet and Wi-Fi access

- Single room 124 € per night
- Double room 144 € per night

The Secretariat has made a block booking for the rooms and will take care of your online registrations and reservations in the Congress hotel. Please register online by 31 July 2019 on <https://effat.org/5Congress/register/>

If you do not want to stay in the Congress hotel, you must make your own reservation in another hotel in Zagreb.

Please note that in the event of a “no-show” without cancellation 7 days prior to the meeting, you will have to pay for your hotel room.

Conference fee

- 70 € per day

This covers the usage of the meeting room, 3 conference beverages per person, two coffee breaks and a three-course menu/buffet for lunch.

This conference fee has to be paid by all Congress participants (delegates, deputy delegates, observers / guests), including those who are not staying at the Westin Hotel. The conference fees for delegates and their interpreter from Central-Eastern and South-Eastern Europe will be covered by the EFFAT Solidarity Fund. The fees of a certain number of participants attending the Women’s and Youth conference can be covered by EU funding.



An invoice will be sent to you in which we will kindly ask you to transfer the conference fee of 70 €/day for each participant attending one of the side meetings and/or Congress by **31 August 2019** to the EFFAT bank account:

BNP Paribas
Avenue Louise 58
B – 1050 Brussels
IBAN CODE: BE 88 2100 6509 5641
SWIFT CODE: GEBABEBB

Considering our limited resources, please bear in mind that, for all meetings and in order to ensure reimbursement of your expenses:

1. You have to register your participants by 31 July 2019 at the latest and
2. You have to wait for our confirmation, as we first of all need to have an overall view of the received requests for reimbursement in order to ensure fair treatment for all.
3. If you have any additional questions, please get in touch with the Secretariat:

congress@effat.org

6. Nomination of members of the Executive Committee

Article 15 of the new Statutes refers to the new composition of the next Executive Committee. Since representation in the Executive Committee is based on membership numbers **per country**, we ask the member organisations in the different countries to agree on their representative(s) and substitute(s) and to submit their nominations/ names to the Secretariat by **9 September 2019** at the latest.

Please bear in mind the Constitution's requirements on gender equality when making your nominations. New Article 15 states that:

The Executive Committee is composed of

- (1) the President, the two Deputy Presidents and the General Secretary;
- (2) countries with the following number of members, for whom affiliation fees are paid, will delegate

| | |
|---------------------------|--|
| up to 25,000 members | 1 representative; |
| 25,001 - 50,000 members | 2 representatives, of whom at least one must be a woman; |
| 50,001 - 80,000 members | 3 representatives, of whom at least one must be a woman; |
| 80,001 - 120,000 members | 4 representatives, of whom at least two must be women; |
| 120,001 - 200,000 members | 5 representatives, of whom at least two must be women; |
| above 200,000 members | 6 representatives, of whom at least three must be women. |
- (3) the Chairs and two Deputy Chairs of the Sectors and the Chairs and Deputies of the Committees.
- (4) the six members of the Bureau of the Youth Committee

The Sector Secretaries are ex officio member of the Executive Committee without voting rights.



All members of the Executive Committee appointed by the affiliates will have a deputy member who may attend the meetings and exercise the voting rights in the absence of the ordinary member.

In the period between two Congresses, the Executive Committee replaces a resigning member based on the proposal made by the organisation of the resigning member.

Each member of the Executive Committee has one vote. To delegate voting rights is possible.

The Executive Committee will strive to take decisions unanimously. In case this is not possible, decisions are taken by simple majority.

The Executive Committee is open to the attendance of representatives from all affiliates without voting rights.