

MINUTES of the meeting of the ADMINISTRATIVE COUNCIL
held on September 28th 2015 at the COUNCIL OF EUROPE

Present : Michel AGUILAR, Anne-Marie CHAVANON, Viktoria DEBO, Laurent GRÉGOIRE, Michel JULIEN, Maritchu RALL, Sabine ROHMANN, Anna RURKA, Marie-José SCHMITT

Apologies : Antonina DASHKINA, Laura FRATI-GUCCI, Patrice COLLIGNON, Michel MULLER

Absentees not excused : Israël MENSAH, Jean-Claude GONON

Invited : Jane CROZIER, Anne NEGRE

The President opens the meeting at 2:30pm with a welcome speech in which she emphasized the mobilization and the memberships. She wishes that the January session include information about INGO-Service for the new INGOs having the participatory status and that they receive a detailed point about :

- The promotion of INGOs
- The Conference and its Committees
- The supported events.

The minutes of the last meeting of the Administrative Council, held on June 24th 2015, is adopted unanimously.

Internal Rules :

Marie José SCHMITT prepared a pre-draft of Internal Rules. In Article 19 of the statutes, mention is made of the Internal Rules for 4 points :

1. Conduct of votes. Organization of the vote.
 2. Election of the Board
 3. Application procedure
 4. At what level of expenditure it is required to have two signatures for refunds.
- The pre-draft is read and a number of remarks are issued. The Statutes are something fixed, Internal Rules are more flexible.
 - Question : can an INGO who is not physically present propose someone to the AC election ?
 - Remember what is the "per diem".
 - To complete the accounts at the end of the year, it is necessary to have received all justification pieces.
 - For new members, emphasize the share of the fees in the revenue (art 7).
 - External accountant: make its role clear.

Promoting the Conference :

The President of the Conference presents a video project for the promotion of the Conference ; there is a proposal at 5,000 euros, two quotations will be needed.

Financial point :

The Treasurer presents a financial point to date and an estimation for 2015 (see document provided during the meeting).

With an estimation of expenses of 24,000 €, the balance should be in deficit.

Forecast for 2016 :

The estimated budget must be based on expenses forecasts established by each responsible for budget lines : they were asked to address before the end of October their forecasts for 2016.

The Committee for Democracy, Social Cohesion and Global Challenges is planning an event in June 2016, the Committee for Education and Culture late 2016. Two seminars were organized for committee chairs.

INGO-Service presentation on the new site :

Jane Crozier presents the new website of the Conference :

- Presentation of the working groups
- Photos are welcome.
- Calendar of the working groups
- Homogenization of the external communication.

For INGO Service, include the Statutes, the minutes of GA and AC.

The President of the Conference requests that people see what is the role of INGO-Service.

We need to give examples of actions financially supported by INGO-Service.

The site must be regularly fed, including the tracking of the achievements.

For the GA in January 2016 :

- The Internal Rules will be finalized in early December, the activity report and financial report by January 15th.
- AC Meeting on Monday of the session.
- Expect the GA at 1:30pm on Wednesday afternoon.

The agenda being exhausted, the meeting adjourned at 4:30pm.

Michel JULIEN, INGO-Service Secretary