

OING-Service

**Maison des Associations
1, place des Orphelins
67000 Strasbourg**

La Présidente

Strasbourg, 20 December 2016

Dear members,
Dear Colleagues,

I am pleased to invite you to the Annual General Assembly of the INGO-Service Association to be held on:

**26 January 2017 from 5pm – 6pm at the Council of Europe,
in the AGORA building, Room GO2**

The agenda will be:

- Adoption of the agenda
- Adoption of the minutes of the Annual General Assembly of 27 January 2016
- 2016 Activity report (Maritchu Rall)
- 2016 Financial Report (Marie-José Schmitt)
- Report of the internal auditor (Jean-Philippe Durrenberger)
- Debate and vote of the Activity and Financial reports
- Anna Rurka, President of the Conference of INGOs: information on the work undertaken within the Conference of INGOs and on the necessary support
- Amount of the annual fee for 2017: **vote**
- Activities and provisional budget for 2017 (Maritchu Rall): **vote**
- Other business: modification to the Internal Rules of Procedure voted on 27 January 2016, Article 7 "Terms for the refund demands": so that the rules for reimbursement are clearer, it is proposed to add a point 5 "The treasurer must be informed of all reimbursement requests at the end of the year before 31 December. If this is not respected, it will not be possible to proceed with the reimbursement ": **vote**.

If you cannot attend this meeting, please send a procuration to my address **maritchurall@noos.fr** indicating the name of the person who will represent you.

I am looking forward to meeting you at our General Assembly

I would like to take this the opportunity to send you my best wishes for a happy new year.

Maritchu RALL
President

Extract from Article 11 of the Statutes : "The decisions of the General Assembly are taken by a majority of the members present or represented. Each member present cannot hold more than two proxies. Only INGOS up to date of their annual fee may vote."