

ASSOCIATION OING-SERVICE

Maison des Associations

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Report of the meeting of the Administrative Council of INGO-Service 8 April 2019, 15.15 – 18.30, Council of Europe, Agora room GO4, Strasbourg

Present:

Elected members: OESCHGER Annelise, GALIBERT Marie-Claire, JANSEN Heleen,
GARCIA Ascensio, DUJARDIN Léon

Ex officio members : KRAUS Anne, SPRENG Christoph, TOTSI Iamvi (representing Simon Matthijssen)

Excused: BRUNEAU Maryne; RURKA Anna, BERGOUGNAN Robert, VIVIER LE GOT Claude

Absent: MATTHIEU Thierry

Guest: GROLLEAU Philippe, Auditor

The quorum is reached and the number of elected members exceeds the number of ex officio members.

1 - The agenda is adopted and Ascensio Garcia is appointed as rapporteur.

2 – Exchange with the Auditor

The auditor, Philippe GROLLEAU, says that he will propose that the treasurer and the Administrative Council will be given discharge and then presents his observations and guidance:

While there has been a significant improvement since his last report (June 2018), there is still a certain lack of discipline in claim files from claimants, mainly unsigned claims. A table of observations file by file has been drawn up.

Satisfactions

- * The expenditure files now include proof of the expenditure either by copying the cheque or the transfer operation.
- * The purpose of the expenditure is better explained: mission letter, convocation, invitation.
- * Proof of achievement exists more systematically: report.
- * Only two transcription errors for a total of 34 € - in the process of correction.

Among the recommended improvements are

- * Timeliness of the request: 30 days after the expense - find a way to realise this
- * The expenditure must be approved by the competent authority
- * More consistent compliance with the fixed maximum compensations is needed

Changes decided following the recommendations of Ph. GROLLEAU:

- * The originals: Digitalisation undermines the principle of collecting original expenditure documents. Are to be accepted: original invoices, certified copies of the original, digital invoices issued by transport companies or travel or rental agencies. Photos of documents are acceptable if of good quality. The threshold by which the original will be required has yet to be specified - to be included in the revision of the rules of procedure.
- * The claim form will be amended to include the words: „**I declare on my honor that the documents submitted are true to the originals and are not the subject of another claim for reimbursement.**” No refund will be made without this mention and the signature.
- * Currency conversion: The rate on the day of the expense must be indicated on the request.
- * The use of a dedicated payment centre makes it possible to reduce or even eliminate the sometimes high conversion costs that penalise the applicant.

- * The form has to list the supporting documents for expenses.
- * The ceiling of 87.50 € for accommodation and meals per day is maintained. Exceeding this limit is still possible by written decision of the President of INGO-Service in coordination with the President of the Conference of INGOs.
- * The use of the signature stamp requires a formal proxy from the President of the Conference of INGOs.
- * The supporting documents for administrative or catering costs (names of participants to be entered!) are not precise enough and too often without an expense sheet: a claim form has to be filled in systematically.

3 - Preparation of the General Assembly

- Ascensio GARCIA, secretary, being unable to be present, Léon DUJARDIN, assistant secretary, will write the report of the GA.
- The draft report of the June 2018 General Assembly is approved. It will be presented to the GA.
- The Vice-President Marie Claire GALIBERT will present the annual report.
- The financial report and the balance sheet 2018 are validated. They will be presented by the Treasurer Heleen JANSEN.
- Future activities, in particular the submission to the "Actions" project within the framework of the EU / Horizon 2020 (accepted by the AC by written vote in March 2019), and the provisional budget, in particular the use of €6000 from the reserves for the "Roadmap for Youth Participation", will be presented by Annelise OESCHGER.
- The amounts for the membership fees should be maintained for 2020. Anne KRAUS pointed out that membership often depends on the relationship between the delegate and the office of his/her INGO.
- Following the mandate given by the GA of June 2018 to the new team, it is proposed to specify in the Rules of Procedure, Article 1 that „*The administrators exercise their functions in their personal capacity.* »
- For the proper functioning it is also proposed, in Article 5 that "Travel costs related to the mission of members of the Administrative Council of INGO-Service are not refunded *except for one trip of the treasurer at the beginning of each year to Strasbourg.* »
- These two proposals will be submitted to the vote of the GA.
- Registration and distribution of the ballot papers will be done on Friday, 12 April before the GA. List of members: Member INGOs have the right to express themselves at the GA even if they are not up to date with their contributions (2018 or 2019), but they lose their membership after "repeated" non-payment.
- An INGO-Service stand will be set up in front of room G03 from Tuesday morning under the slogan "INGO-Service - partner of the Conference of INGOs for 25 years". The roll up of the Conference, explanatory sheets in FR and EN, collection of payments for the dinner on Thursday 11 April and the call for subscription will be presented.

4 – Revision of the Statutes

The work is underway in accordance with the mandate given by the GA of June 2018. The revision will take into account the validation of the Code of Conduct by the Conference of INGOs scheduled for this session.

In conclusion, Christoph SPRENG, speaking on behalf of the Bureau of the Conference of INGOs, thanked the Bureau of INGO-Service for the work accomplished.

Report by Ascensio GARCIA, Secretary