

Association INGO-SERVICE

Maison des associations

1, place des Orphelins

F-67000 STRASBOURG

Inscrite au registre des associations

Tribunal d'Instance de Strasbourg Vol 72, Fol 105

The President

27 March 2019

To the INGOs member of INGO-SERVICE

Dear representatives and colleagues,

I am pleased to invite you to the Ordinary General Assembly of INGO-Service on

**Friday, 12th April 2019 from 2.30 pm to 3.30 pm
at the Palais of the Council of Europe, Room 1**

The registration will be at the entrance to room 1 from **13:45 to 14:30**.

Agenda:

- 1. Adoption of the agenda and rapporteur appointment
- 2. Adoption of the minutes of the General Assembly of 27 June 2018 (see website soon)
- 3. Annual Report 2018 (Marie-Claire Galibert, vice-president) – **vote**
- 4. Presentation of the accounts and financial report 2018 (Heleen Jansen, treasurer, and Philippe Burcklé, independant accountant) (see website soon)
- 5. Auditor's report (Philippe Grolleau) – **vote**
- 6. Activities and estimated budget 2019 (Annelise Oeschger) – **vote**
- 7. Annual subscription amount 2020 – **vote**
- 8. Amendments Rules of procedure:
 - a) Article 1: Elections to the Administrative Council - add a paragraph:
"- The administrators exercise their function in their personal capacity. »- **vote**
 - (b) Article 5/2: Operating expenses - introduce an exception:
"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*. »- **vote**

In case you can not attend this meeting you will find attached a proxy form.

Looking forward to seeing you, please accept my friendly feelings and those of the whole team

Annelise OESCHGER

For information - Extract of article 11 of the statutes:

"No more than two mandates may be held by a member present. Only INGOs which are up to date with their annual fee may vote" (= subscription paid for 2018 or for 2019 - payment on the spot is possible - we will hold an INGO-Service stand from Tuesday 9 to Thursday 11 April at the Agora)