



### Responsibilities of the host organization

**To arrange the accommodation, a meeting place (plenary), meals and refreshments** for the General Assembly and for the Executive Committee meeting two days before. These arrangements should be done in accordance with the budget of the event and actual needs of the group as well as in agreement with CDN. Apart from the finances, the following issues have to be taken into account: vegetarian/vegan options available at the menu and venue should, if possible, not be in the city centre (not too far but also not too close to it, in order to avoid people going away during event). No written agreements or payments should be done for these arrangements until CDN communicates a written agreement to project host. CDN is not responsible for any action taken by project host without such written agreement!

**Plenary requirements:** The plenary should have capacity to host up to 35 people. Ideally, it should be organised in the round table form. The plenary should be isolated from noise, have suitable light and have enough of fresh air in order for participants to be able to function in pleasant and productive way. In addition, the plug-ins for the electronic devices should be available near the working table.

**Additional arrangements:** During the sessions we will have coffee/tea breaks. This should be arranged by local hosts, in case such services are not available at the facility.

**Local host support:** In order to prepare this event well, we need to have two persons from the local host, other than delegates, being directly responsible to CDN for the managing work. These two persons should be identified at the study visit and commit themselves to engage fully in performing all of the requirements and be available for any additional work needed for the successful realisation of the event. These two coordinator's contact data (names, e-mails, phone numbers) should be communicated to CDN at the study visit.

**To arrange visa** and travelling related issues for the participants. These arrangements are related to providing information on which countries need visa, how can they obtain them and where, writing and sending invitation letters to participants that need visa and if need talking to the foreign ministry or embassy in support of visa for participants. The host organisation should also provide a list with data and/or



## **Cooperation and Development Network Eastern Europe**

---

links to web sites or documents that are helping the participants to arrange their travelling in the cheapest way possible.

**To arrange local transport** for delegates during arrival, departure and, if planned, field trip. Arrival service (pick up) can be done either through giving a clear information in advance to delegates and guests of how to reach the lodging place or having a meeting point in the city centre or by waiting for the participants at their arrival point (in case it is not easy or cheap to find your own way to the lodging place). Departure should be organised as well in the same manner as arrival. No written agreements or payments should be done for these arrangements until CDN Secretariat communicates a written agreement to the host. CDN is not responsible for any action taken by host without such written agreement!

**To find co-funding of the event.** Local host group is encouraged for finding additional financial support for the General Assembly. CDN will provide help in this and as well make fundraising efforts itself.

**To provide CDN with all the original receipts** (proof of expenditure) for any costs that have occurred during preparations and are agreed to be part of the budget. In case host cannot provide CDN with the original receipts (proof of expenditure), CDN is not obligated to reimburse such costs.

### **Rights of the host organization**

**To promote this activity** at local level (in the country where the organisation is situated) as its international activities in cooperation with CDN. Any document sent out by the host has to have the logo of CDN and the website address.

**To organise a side activity** (such as a street action) during the event that will support the interest of their organisation. This activity has to be prior approved by the CDN.

**To organise a media event** and use the presence of CDN Executive Committee and delegates of other Young Greens, based on prior approval by CDN.

---

**Cooperation and Development Network Eastern Europe**

**Address:** Dr. Dragoslava Popovica 22, 11000 Beograd, Serbia

**Tel:** + 381 11324666 8, **Fax:** + 381 11 324 666 8, **Mob:** + 381 64 114 6829

**E mail:** office@cdnee.org, **Web:** www.cdnee.org



### **Responsibilities of CDN**

To provide the host with all possible **technical support** for the event (based on the possibilities of CDN office - visa, formal letters, communication, travel arrangements, equipment etc).

To provide **e-support to communication** (mailing lists, phone conferences, web site information).

To make a clear **list of requirements related to accommodation, transportation, meals, material** and equipment and communicate it at latest one month prior to activity start to local host.

CDN will do a **study visit** to the host country. CDN will take minutes during this meeting and explain all technical and programme aspects/requirements of the General Assembly realisation.

**To be available for support** during the three weeks prior the General Assembly and seven days after the GA. The CDN Office will be available via phone, e-mail and Skype based on their regular working hours (11h-15h, Monday to Friday), and 24-hour availability and presence at the location from day before the GA starts to the day after it ends.

**To manage the finances** of the General Assembly, perform all necessary transfers and payments, and make the final financial report.

To provide the **General Assembly budget** with the required amount for successful realisation.

**To provide the host with financial means** for the payments of the agreed and budgeted costs of the General Assembly or directly pay for the costs in question.

**To compensate the host costs** that have occurred during the preparations, realisation or follow up based on the General Assembly budget and prior approval of the spending by CDN. Any other cost will not be reimbursed.