Call for Delegates and Guests

Dear Member, Partner and Observer Organisations,

We would like to announce the 8th General Assembly of Cooperation and Development Network Eastern Europe AISBL that will take place from 23 - 26 February 2017 in Zagreb, Croatia.

CDN Executive Committee would kindly ask you to nominate the delegates to this meeting, which is the highest decision-making body of CDN. Every Member Organisation has a right to nominate two delegates to the General Assembly and every Partner and Observer Organisation has a right to nominate one delegate to the General Assembly. Other representatives of Member, Partner and Observer organisations besides the nominated delegates are invited as Guests.

Financial Conditions

**Member Organizations:**

First delegates: CDN will and cover the costs for the accommodation, meals, meeting place as well as travel and visa costs. Second delegates: CDN will and cover the costs for the accommodation, meals and meeting place.

**Partner Organizations:**

CDN will cover the costs for the accommodation, meals, and the meeting place. Our financial conditions do not allow us to cover travel costs of the Partner Organisations' delegates.

**Observer Organizations:**

CDN will not be able to cover any costs of Observer Organizations' delegates. There is no participation fee for OO delegates.

**Guests:**

CDN will not be able cover any costs of the guests of the General Assembly. The participation fee for the guests is 20 EUR and is to be paid during the GA. CDN can arrange the food and accommodation (3 nights, full board) for the guests together with other participants at the cost of 65 EUR.
Working Group representatives:

CDN Working Groups may send one representative to the GA for whom CDN will, if financial conditions allow, cover travel and visa costs, accommodation and meals.

**General information**

We would kindly ask you to **nominate** and **register delegates of your MO, PO, OO or WG** or register as a **Guest** by filling in this **form**¹:

1. in case a delegate needs to obtain **visa** to enter Croatia, **by 18 January 2017**
2. in case a delegate does not need visa to enter Croatia, **by 31 January 2017**
3. guests can register until one week before the GA

In order for CDN to be able to provide financial support for the delegates' travel and visa costs and timely prepare visa documentation, above proposed deadlines shall apply. If the deadlines do not suit you, do not hesitate to write us at **office@cdnee.org** and inform us about the possible time of a decision in your organisation related to the delegate(s).

**NOTE:** Delegates of MOs, POs and OOs need to be confirmed by their organisation. Please send an email from your organisation’s official email account to **office@cdnee.org** confirming the names of your delegates.

The delegates are expected to arrive to the venue in Zagreb on **23 February before 17.00 (CET)** and depart on **26 February**. The delegates should arrange their travelling in the most environmentally friendly and economic manner possible. We kindly ask you to send us your travel route and price **before booking** the tickets and consult CDN Secretariat before arranging your trip. Otherwise, the travel expenses will be reimbursed only up to the limit foreseen for the travel costs).

For any additional information regarding the financial arrangements, contact the Secretariat (**office@cdnee.org**).

Looking forward to seeing you all in Zagreb in February!

**CDN Secretariat**