



Rights and responsibilities of a host organisation of CDN General Assembly

Responsibilities of a host organization:

1. To nominate Local Team: 2-3 persons from their organisation that will be in constant communications with CDN and responsible for specific area of work related to preparation, implementation and follow up of the event. These people should speak English, be available during the entire project period by email and phone and dedicated to successful realization of the event:

- One person as a *Local coordinator* – This person is responsible for all the technical issues related to preparations in the host country, expressed in the following points.
- Second (and the third) person(s) should be *Assistants* of the Local Coordinator.

Names and contacts of these persons should be available to CDN at latest 2-3 months prior to activity start.

2. To arrange accommodation, meeting place (plenary), meals and refreshments during the GA as well as for EC meetings prior and after the GA. These arrangements should be done in accordance with the budget and actual needs of the group as well as the agreement with CDN Office. When deciding on food, availability of vegetarian/vegan options should be taken into account.

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 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.

3. To arrange visa and traveling related issues for the participants. These arrangements are related to providing information on which countries need



COOPERATION AND DEVELOPMENT NETWORK EASTERN EUROPE

visa, how can they obtain them and where, writing and sending invitation letters to participants that need visa. If need, getting in touch with the foreign ministry or embassy personally might be required. The host organisation should also provide a list with data and/or links to websites or documents that are helping participants to arrange their traveling in the cheapest way possible.

4. To arrange local transport for delegates during arrival and departure. Arrival service (pick up) can be done either through offering clear information in advance to delegates and guests of how to reach the venue or having a meeting point in the city centre. Alternatively, participants can be waited at their arrival point (only in case it is not easy or cheap to find their way to the venue). Departure should be organised in the same manner as arrival.

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

6. To provide CDN with all the original receipts (proofs of expenditures) 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, CDN is not obligated to reimburse such costs.

Rights of the host organization:

1. 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 contain the logo of CDN and its contact.

2. To organise a side activity (such as a street action or a panel discussion) during the event that will support the interest of the host organisation. This activity has to be approved by CDN in advance.

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



Responsibilities of CDN

To provide the host with all possible **technical support** for organising the event (based on the possibilities of CDN Office - visa, formal letters, communication channel, travel arrangements, equipments 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.

To be **available** for support during the three weeks prior the General Assembly and seven days after the GA. CDN Office will be available via phone, e-mail and Skype based on their regular working hours (09h-17h, 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 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 its successful realization.

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 for possible costs that have occurred during the preparations, realization or follow up based on the General Assembly budget and prior approval of the spending by CDN. Any other cost will not be reimbursed.

** No written agreements with third parties nor payments should be done until CDN Office communicates in written (by mail) to the project host to perform so. CDN is not responsible for any action taken by project host without such written agreement.*