



## COOPERATION AND DEVELOPMENT NETWORK EASTERN EUROPE

### CALL FOR DELEGATES AND GUESTS

Dear Member, Partner and Observer Organizations and friends,

CDN Executive Committee is happy to announce the **11th General Assembly of Cooperation and Development Network Eastern Europe**, which will take place between 4-7 March 2020 in Belarus.

On 4th-5th March, the Strategic Planning meeting will take place, while the General Assembly is taking place on the 6<sup>th</sup> and 7<sup>th</sup> March 2020.

We invite you **nominate your delegates** to the General Assembly (GA) which is the highest decision-making body of CDN. Every **Member Organization has a right to nominate two delegates** and every **Partner and Observer Organization has a right to nominate one delegate** to the General Assembly. Other representatives of Member, Partner and Observer organizations are invited as **Guests**.

Please read the following Financial Conditions and General Information very carefully about reimbursement of delegates and arrival - departure dates.

#### FINANCIAL CONDITIONS

##### **Member Organizations (MO):**

First delegates:

CDN will cover costs of accommodation, meals during the General Assembly as well as travel and visa costs.

Second delegates:

CDN will cover costs of accommodation and meals during the General Assembly. Travel and visa costs of the second delegates will not be covered.

According to CDN IRP's second delegates of Member Organizations have to pay participation fee of 10 EUR, unless delegates are younger than 25.

##### **Partner Organizations (PO):**

Delegates:

CDN will cover costs of accommodation and meals during the General Assembly. Our financial conditions do not allow us for covering travel costs of the Partner Organisations' delegates. According to CDN IRP's, second delegates of Partner Organizations have to pay participation fee of 10 EUR, unless delegates are younger than 25.

##### **Observer Organizations (OO):**



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

### **Guests:**

CDN will not be able to cover any costs of the guests of the General Assembly. The participation fee for the guests is 25 EUR and is to be paid via bank transfer prior to or in cash during the GA. CDN can arrange food and accommodation for guests together with the delegates for 25 EUR per person per day. Guests are expected to get in touch with [office@cdnee.org](mailto:office@cdnee.org) by 31 January 2020 in order to ensure this offer. After this date, we cannot guarantee availability of this option.

### **GENERAL INFORMATION**

We would kindly ask you to nominate and register delegates of your MO, PO, or OO or register as a Guest by filling in [THIS FORM](#) by **4 February 2020, midnight CET**.

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](mailto:office@cdnee.org) and inform us about the possible time of a decision in your organisation related to the delegate(s).

**NOTE:** Registration form is not enough to register as a delegate! Delegates of MOs, POs and OOs need to be confirmed by their organisation. Therefore, an official email from your organisation's email account should be sent to [office@cdnee.org](mailto:office@cdnee.org) confirming the name(s) of your delegate(s).

The delegates are expected to arrive to the venue in Belarus on **3rd March 2020** before 17.00 ( GMT+3) and depart on **8th March 2020**. Delegates will be contacted by CDN Secretariat regarding their travel arrangements, after the registration is closed. Please do not book any ticket without the consultation of CDN Secretariat.

The guests are expected to arrive on the **5<sup>th</sup> March 2020**.

For any additional information regarding the financial arrangements, please get in touch with the Secretariat ([office@cdnee.org](mailto:office@cdnee.org)).

Best wishes,

CDN Executive Committee and the Secretariat



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