

RIGHTS AND RESPONSIBILITIES OF A HOST ORGANISATION OF CDN GENERAL ASSEMBLY

RESPONSIBILITIES OF A HOST ORGANISATION:

1. To nominate Local Team: 2-3 persons from their organisation who will be in constant communication with CDN and responsible for a specific area of work related to the preparation, implementation, and follow-up of the event. The team should be able to communicate proficiently in English, be available during the entire period of preparations by email and Telegram and be dedicated to the successful realisation 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 third) person(s) should be the *Assistants* of the Local Coordinator.

2. To arrange accommodation, meeting place (plenary), meals and refreshments during the GA as well as for EC meetings prior to and after the GA. These arrangements should be made in accordance with the budget and actual needs of the group as well as the agreement with the CDN Office. When deciding on food, a vegetarian menu is mandatory with the availability of vegan and gluten-free options.

Plenary requirements: The plenary should have the capacity to host

approximately 50 people. It should be isolated from noise, have good working Wi-Fi, have suitable light, and have enough fresh air. In addition, the plug-ins for the electronic devices should be available near the working table. In addition, it would be a plus to have a printer as well as a small working space for the Office and EC.

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 create an Infosheet that includes all the general info that can serve participants to arrive/depart to the accommodation more easily (from the bus and railway stations, airports) and get around with local transportation, or know a good exchange rate.

4. To arrange visa and travelling-related issues for the participants. These arrangements are related to providing information on which countries need visas, how can they obtain them and where, and writing and sending invitation letters to participants that need visas. If needed, 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 arrange their travelling in the cheapest way possible.

5. To arrange local transport for delegates during arrival and departure. Arrival service (pick up) can be done either by offering clear information in advance to delegates and guests on how to reach the venue or by having a meeting point in

the city centre. Alternatively, participants can be waited for 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 the arrival.

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 the host cannot provide CDN with the original receipts, CDN is not obligated to reimburse such costs.

RIGHTS OF THE HOST ORGANISATION:

1. To promote this activity at the 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 must 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 must be approved by CDN in advance.

3. To organise a media event and use the presence of the CDN Executive Committee and other Young Greens, based on 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, equipment etc.).

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

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

To be **available** for support prior to the General Assembly and after the GA. CDN Office will be available via e-mail, and Telegram based on their regular working hours (10-18h CEST, Monday to Friday), and 24-hour availability and presence at the location from the 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 its 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 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.

To present and ensure the implementation of CDN's **Safe Space Policy**, select the Safe Space Person.

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

If you have any questions, please do not hesitate to reach us:

- giorgi.ptskialadze@cdnee.org
- ivana.vojnov@cdnee.org