

## INVITATION TO THE YEE ANNUAL MEETING 2016

Dear Friends and Member Organisations,

With this letter we would like to invite a delegate of your organisation to take part in the **Annual Meeting (AM) of the federation Youth and Environment Europe** which will take place on **30<sup>th</sup> August - 1<sup>st</sup> September 2016 in the ecological centre Toulcuv Dvur in Prague, Czech Republic.**

*Only Member Organisations that are not partners of the TC "Bee the change" should follow this procedure to send delegates and are financially covered under the following conditions.*

### How to send a delegate

- Select a member who meets the following **criteria**:
  - o under 30 years of age
  - o enthusiastic, motivated, interested in international cooperation and willing to be involved in YEE
  - o should best be in a leading position in your organisation (coordinators, project officers, youth workers)
  - o should be well informed about the work, activities and developments of your organisation
- Ask the delegate to **fill in the [online application form](http://goo.gl/forms/CuqC7AcvLqmIHEjF3) till 10<sup>th</sup> of July 2016** – link to the online form: <http://goo.gl/forms/CuqC7AcvLqmIHEjF3>
- Send a short support letter to [yee@yeenet.eu](mailto:yee@yeenet.eu) about the choice of your delegate (it can be a short explanation sent in an email).
- In case your organisation wants to suggest a project for YEE Work Plan 2017, fill in and send the project proposal form (attached to this email) to [yee@yeenet.eu](mailto:yee@yeenet.eu) until 15<sup>th</sup> August 2016.
- In case your organisation is a FULL member of YEE, the legal representative of your organisation should sign a letter stating that the delegate is authorised to vote on behalf of the organisation during the Annual Meeting. The delegate should hand over the original to YEE Secretary General before the start of the AM.

Delegates during this meeting will be able to:

- join preparatory teams for international projects;
- elect and be elected for the new Executive Board;
- discuss the YEE official documents;
- improve the international cooperation;
- inspire each other and have fun together!

### Practical information

Due to limited financial resources YEE can only reimburse travel, accommodation and food costs to **one delegate** per member organisation, under the condition that the organisation has **paid the membership fee to YEE in 2015 and 2016**. Delegates are required to arrive to the venue on 29<sup>th</sup> of August evening and are obliged to attend the whole duration of the Annual Meeting.

The reimbursement covers **100% of accommodation and food costs** and **70% of travel costs\*** (2nd class train or bus; flights are only reimbursed under exceptional circumstances, please always consult with YEE office) **up to the following limits:**

Country	Limit of reimbursement
Czech Republic	30 EUR
Austria, Germany, Hungary, Poland	120 EUR
Belgium, Croatia, Denmark, Netherlands, Romania	180 EUR
Albania, Finland, Italy, Ireland, Latvia, Macedonia, Sweden, United Kingdom, Ukraine	220 EUR
Russia, Spain	260 EUR
Armenia	300 EUR

*\*Travel tickets should be booked after YEE Secretariat confirms the participation of your delegate.*

We are looking forward to meeting you in Prague!

**YEE Board and Secretariat**