

## **I. Constitution**

### **1. Mission Statement**

The Lions Europa Forum (EF) is the Area Forum of Europe defined in Lions Clubs International (LCI) Board Policy Manual Chapter XXIII. The Europa Forum is a meeting of all the Lions from Europe irrespective of different Nationalities and cultures.

The Europa Forum shall be an open forum for the exchange of ideas, knowledge, mutual understanding, and fellowship, is to promote humanitarian service activities, further programs, and goals of Lions Clubs International in the multi-cultural society of Europe. The Forum may make recommendations to all members but shall have no authority either to superimpose or create any governing structure of Lions International in the constitutional area of Europe, or to collect dues.

### **2. Membership**

The Lions organization in any country belonging to the Constitutional Area of Europe may become a member of the EF.

### **3. Meeting and Venues**

The three-day Forum shall be held annually in the period from the last full week in October through the first full week in November, in each case, from Thursday through Saturday.

The venues of the EF shall rotate, if possible, to ensure a balance in the selection of Host Countries.

### **4. Forum Organs**

#### **4.1. The European Council**

The European council (EC) is the body for the formation and control of Forum policy, composed of one voting delegate for each Member. In each EF three sessions (Opening Session, Discussion, Decision and closing session) shall be held.

The EC shall be chaired without the right to vote by the Forum President, assisted by the Vice-President, the Forum Secretary, and the Advisor and Archivist (A&A).

#### **4.1.1 Agenda**

The Agenda for the European Council meetings will be determined by the Forum President.

#### **4.1.2 Resolutions**

Every Member has the right to submit draft resolutions to the European Council after having it endorsed by its National Convention.

#### **4.1.2 Voting**

The majority of such Members represented at the Forum and entitled to vote shall constitute a Quorum. If the Quorum is not reached, the Council is reconvened after 30 minutes; at this reconvened meeting no quorum applies.

Any decision (other than such relating to the amendment of these Constitution and by-laws which shall require the 2/3 vote) shall be taken by simple majority. Proxy voting is strictly forbidden.



## **4.2. Committees**

A Committee is an entity created by the European Council on a permanent basis, recurrent from Forum to Forum, to deal with topics of general interest for the Lions of Europe.

### **4.2.1 Host Committee (HC)**

The Host Committee is responsible for the preparation and operation of the Forum in the Host Country. In doing so, it shall closely co-operate with the Supervisory Committee. The Host Committee is chaired by the Forum President.

The Host Committee will propose – at its own discretion – the Main Theme of the Forum – preferably 2 years in advance.

### **4.2.2 Supervisory Committee**

Its primary objective is to oversee the logistics, administration, any financial matters, and the content of the concrete forum. Furthermore, the Supervisory Committee's duty is to ensure that the Europa Forum complies with the Board Policy Manual.

### **4.2.3 Long-Range Planning Committee Europe (LRPCE)**

4.2.3.1 The primary objective is to ensure continuity, quality, and experience with regard to the content of the Forum and its workshops. Therefore, it has to scrutinize the operational structure of the Europa Forum and to submit proposals for improvement if appropriate.

4.2.3.2 It has to ensure the continuous exchange of information and better understanding between the LCI Board of Directors and the Constitutional Area IV and to implement the European diversity in the work of the Board of Directors with the aim of making a valuable contribution to the worldwide activities of LCI.

4.2.3.3 It has to provide structural analyses and proposals on how to secure qualitative membership growth in Europe in coordination with any membership initiatives of the International Board of Directors and to ensure the future international leadership of the Constitutional Area Europe is befitting the ever-increasing professional standards of volunteerism.

4.2.3.4 Similarly, to the by-laws in 4.1.2. the LRPCE can submit draft resolutions to ensure that the existing guidelines are adhered to and submit amendments to existing recommendations to the Council when appropriate and with the exception of unforeseen circumstances, such amendments, if any, will be phased in gradually to permit the Members to prepare for the changes.

4.2.3.5 The LRPCE may also appoint task forces to help it achieve its mission.

4.2.3.6 It shall also act as an advisory body to identify suitable recommended rotation which would enable fair opportunity to the members for European International Director positions. The LRPCE therefore has the responsibility of the suggested International Director candidate rotation list for Europe and when circumstances dictate, the elected voting members of LRPCE will meet (virtually) and adjust fairly with transparency, the rotation, to ensure that Europe has good, strong and appropriate candidates for European continuity. Any changes to the accepted list should first be submitted to the LRPCE via the Europa Forum Archivist & Advisor.

## **4.3. Working Groups**

A Working group has a temporary nature and is appointed by the European Council to accomplish a specific task. The result of a Working Group's mandate is submitted for approval to the European Council according to Article 4.1.2 of the By-Laws.



## 5. Forum Officials

### 5.1. Designated International Director

The Association's International President appoints one acting International Director from Europe to supervise the Europa Forum.

### 5.2. Forum Officers

Forum officers are the Forum President, the Vice-President, the Advisor and Archivist, the Financial Controller, the Program Director, and the Forum Treasurer.

#### 5.2.1 Forum President and Vice-President

The Forum President is the Chairperson of the Host Committee. The Forum Vice-President is the forthcoming Forum President. They shall be appointed by the respective Host country.

#### 5.2.2 Advisor and Archivist (A&A)

The A&A shall monitor all decisions taken and act as advisor to the Supervisory and Host Committees. The A&A will be the living conscience and the embodied continuity of the Europa Forum. They must ensure that the decisions taken are acted upon properly in later years.

#### 5.2.3 Financial Controller

The Financial Controller shall support the planning process and control the expenses of the Forum and put them into perspective with those of previous Forums.

#### 5.2.4 Program Director

The Host Committee appoints a Program Director as the primary organizer of the Forum Program.

#### 5.2.5 Forum Treasurer

The Host Committee appoints a Forum Treasurer responsible for the financial management of the Forum.

## 6. Workshops

During the EF, Workshops and Seminars shall be organized by the Host Committee and the Members to all topics of Lionism, especially leadership, membership, and activities.

## 7. Web Portal

To allow the Members and Lions of Europe to receive adequate information, a Web Portal is created under [www.lions-europe.eu](http://www.lions-europe.eu) and under [www.lions-europaforum.org](http://www.lions-europaforum.org) a sub portal is operated for each EF by the Host Committee.

## 8. Language

The official language of the Forum shall be English or French or German or Italian or a Scandinavian language.

All information materials such as invitations, programs, etc. have to be prepared in the five Forum official languages. All input contributions should be presented in English. Minutes, reports, and all official output papers should be in English and include headlines of the contents translated into the other four official languages.

## 9. Financial aspects

9.1. All forums shall be financially self-supporting, and any deficit shall be the sole responsibility of said forum.



**9.2.** The necessary administrative costs of the Forum (as well as all cost of the March/April meeting of the Supervisory Committee) shall be met by the Host Committee. The Host Committee has therefore the authority to collect registration fees in an appropriate amount and to make relevant charges likewise to participants in an optional program of social events.

The costs of Committees' and Working Groups' participants are carried by the Member the participant comes from.

**9.3.** Voluntary contribution may be requested by Host Countries to maintain the registration fee under €300 for the 1<sup>st</sup> 1,000 registrants.

**9.4.** Cancellation Policy Guidelines:

- 30 days prior to the Forum: 100% refund
- 15 days prior to the Forum: 20% refund
- 15 days or less before the Forum: no refund

In the unusual situation of an unexpected cancellation, consideration will be given, and a decision made about repayment by the Forum President based on the situation of the Forum Financials and after consultation with the EF Financial Controller, the final decision will remain with the Forum President.

Any such cancellation must be claimed within one (1) month after the Europa Forum supported by relevant information.

The claim request must be directed in writing to the Forum President directly.

**9.5.** At the end of the Forum the Host Committee shall prepare a final cost report using the accounting frame. This report must be sent to the Financial Controller by March 31 in the following year.

**9.6.** Europa Forum is not for profit, therefore any surplus realized by any Europa Forum – above all voluntary contribution – shall be donated for a humanitarian project, at the discretion of the organizing Member Country.

The surplus from a Forum using voluntary contribution – up to a maximum of the amount received – shall be transferred back to the central account to be used for future Forums.

## **10. Miscellaneous**

**10.1.** The Constitution and By-Laws will be kept and maintained in English. It is the Member countries' responsibility to translate and update same in their own languages. The language versions will be published on the Web Portal under the responsibility of the Members. In case of disputes, the most recent dated English edition supersedes all other language versions.

**10.2.** Amendments of these constitution and by-laws other than coming from a working group appointed for this purpose by the Council (provided that any proposed amendment thereto shall first have been submitted as to the wording thereof to the Forum's A&A) have to be previously endorsed by the National Convention (or equivalent) of a Member before June 15th. Similarly, to the rules in place, the LRPCE can also submit amendments of these Constitution and By-laws to the Forum President and A&A by June 15th.



## **II. By-Laws**

### **1. Mission Statement**

These By-Laws shall provide further definitions to the articles of the constitution. They shall establish specific rules by which the Europa Forum (EF) is to function.

### **2. Membership**

To become a member of the EF an appropriate resolution of a National (Multiple or Single District) Convention, or in the case of undistricted Clubs, of a meeting of all its Clubs is needed (except for legal States where there is a Sub-District of a Multiple District or Single District, already Member of the Europa Forum. In this case, undistricted clubs should not apply to be a member). This Resolution is to be approved by the European Council. The new member may not exercise its voting rights until the ensuing European Council meeting.

The Members are required to appoint an experienced Lion to be their Liaison to the Host Committee, to always update their mailing address information and keep the Host Committee duly informed thereof.

Membership may be discontinued as a result of a valid decision of a National (Multiple or Single District) Convention, or in the case of undistricted Clubs, of a meeting of all its Clubs is needed. The Member shall have to duly notify the Forum President thereof before June 30, latest. The membership is also discontinued by termination of all clubs by Lions Clubs International (LCI).

### **3. Venues**

The venues of the EF shall rotate if possible. For the purpose of ensuring a desirable balance in the selection of Host Countries and the actual venues therein the following grouping of Members is recommended:

#### **Group 1 (Central Europe)**

Austria, Belgium, Czech Republic & Slovakia, France, Germany, Hungary, Luxembourg, Monaco, The Netherlands, Poland, Republic of Russia (Moscow), Romania, Switzerland & Liechtenstein, Ukraine

#### **Group 2 (Northern Europe)**

British Isles, Denmark, Estonia, Finland, Iceland, Ireland, Latvia, Lithuania, Norway, Sweden

#### **Group 3 (Southern Europe)**

Andorra, Bosnia & Herzegovina, Bulgaria, Croatia, Gibraltar, Georgia, Greece/Cyprus, Israel, Italy, The Republic of North Macedonia, Malta, Portugal, San Marino, Serbia, Slovenia, Spain, Turkey.

New members will be added to the Groups where they geographically belong.

In order to apply for organizing a Forum, the Member in question must prove that its Convention has previously endorsed the intention. The application must prove by a preliminary budget forecast which first needs to be reviewed and approved by the Financial Controller that the Forum to be organized is financially viable.



## 4. Forum Organs

### 4.1. The European Council (EC)

#### 4.1.1 Agenda

##### 4.1.1.1 The EC agenda has to contain:

- (1) The receipt of the report on the financial results of last year's Forum, prepared and presented by the Financial Controller.
- (2) The selection up to a maximum of five years in advance of a Host Country and a venue for the Forum.

##### 4.1.1.2 If required, the agenda also has to contain:

- (1) Draft resolutions from the Members, the Long-Range Planning Committee Europe (LRPCE), the March/April meeting of the Supervisory Committee and any Working Group.
- (2) The election of the Advisor and Archivist (A&A), the Financial Controller, the Thomas Kuti Contest and Bert Mason Ambassador Award Committee Chairs (on recommendation of the relevant Committee), as well as the endorsement of the members of the LRPCE.
- (3) The receipt of the report on the results of a working group requiring a voting decision.
- (4) The receipt of the report on the results of the workshops of the actual Forum requiring a voting decision.
- (5) The receipt of other proposals submitted by a member requiring a voting decision.

##### 4.1.1.3 The final agenda (compiled on the basis of the decisions taken at the March/April meeting of the Supervisory Committee and completed with additional proposals to the Council) shall be published by July 31st.

#### 4.1.2 Resolutions

Draft Resolutions shall be sent in English language to the Forum President with copy to the A&A by June 15th. The Forum President will publish these same draft Resolutions on the EF sub-portal with an email notice to the Members before July 31st latest, to duly prepare them for the discussion and voting to take place during the European Council meeting. At the same way the LRPCE can also submit draft resolutions.

A Draft Resolution can also be taken onto the Agenda of the European Council when the Forum President and the Vice-President, assisted by the A&A, decide that an emergency Resolution is called for as a result of a report of a working group, or if such resolution could not have reasonably been submitted on time, etc. The European Council might decide to forward any proposals for voting to the next Forum in case the Resolution requires that the Members further discuss the issue.

In the event that a duly proposed Resolution is not carried, the same or similar proposal will not be taken into consideration the following year.

#### 4.1.3 Delegates

The voting delegate of a member in general is the CC for a MD, the DG for a District, in the case of undistricted Clubs, a Lion voted by a meeting of all its Clubs, or a Lion leader duly authorized by them. Members may register their voting delegates at the Forum. If a member needs to have its voting right authenticated at the Forum, the Forum President and A&A may authorize it after having checked that the request is well-founded.



#### 4.1.4 Voting

The result of each decision made at a meeting of the Council shall be formally declared by the Forum President with all the relevant details (number of votes, green, red, and white cards, etc.) and should duly be recorded in the published minutes thereof. Electronic voting is permitted; however, the voting member must be present, and the system must be able to show results by voting member.

#### 4.1.5 Audio-Recording

It is recommended that the Council meetings be audio-recorded, and these records are kept for further reference until the 3<sup>rd</sup> ensuing Forum.

### 4.2. Committees

#### 4.2.1 Host Committee

4.2.1.1 The Host Committee shall be formed as soon as the Member to host a Forum has been selected. The structure and the working methods of the Host Committee are the responsibility of the Host Member. It is suggested that the Host Committee involves professionals for the various tasks it has to perform.

4.2.1.2 The Host Committee shall operate a Sub-Portal on [www.lions-europaforum.org](http://www.lions-europaforum.org) for the distribution of all useful information concerning the Forum, for the registration of participants and their partners to the Forum and for the exchange of information between the Forum and its Members. The Sub-Portal shall be opened not later than November 30 the year before the Forum.

4.2.1.3 It shall develop the budget of the Forum and carefully control all financial issues of the Forum. A final report on expenses has to be sent to the Financial Controller before March 31 after completion of the Forum.

#### 4.2.2 Supervisory Committee

The Supervisory Committee consists of the following members:

- Forum President
- Forum Vice-President
- Forum Treasurer
- Designated ID (who will be the Chairperson of the Committee)
- 2\* Host Program Directors (current and forthcoming)
- Advisor and Archivist
- Financial Controller

The Supervisory Committee organizes its work at its own discretion and timetable; however, it shall organize one formal meeting in March/April. All cost (travel, accommodation, and food) of the Supervisory Committee will be borne by the Host Committee. Additional participants can be invited as appropriate (i.e., The Thomas Kuti Contest Chair, etc.), at no cost to the Host Committee or the Forum. If any member of the Supervisory Committee considers it necessary, further virtual meetings can be arranged with the Forum President and selected Committee Members. The Supervisory Committee may also decide to conduct meetings at the Forum venue, prior to and after the Forum.



## 4.2.3 Long-Range Planning Committee Europe (LRPCE)

### 4.2.3.1 Membership

The LRPCE consists of the following members:

- The most recent Past International President of Europe shall be the Chairperson of the LRPCE, if the chairperson cannot participate at the meeting, the LRPCE shall elect a Vice Chairperson, with the same prerogatives/rights as the Chairperson, from among the committee members present.
- The designated ID for the next year Europa forum.
- The current Second Year International Directors from the Constitutional area IV Europe.
- The immediate Past International Directors from Constitutional area IV Europe.
- First year directors are invited to attend the meeting as non-voting observers without any budgetary implications.
- The representatives of those Lions Euro-Regions that are not represented by the International or Past International Directors (the A&A must ensure that the Lions Euro-Regions choose these representatives before the upcoming Europa Forum).
- The Europa Forum President and the Europa Forum Vice-President if they are not one of the International Directors, Past International Directors and/or representatives of the Lions Euro-regions.
- The appointed representatives shall be English-speaking Past International Directors. Their term will last until a new Second Year Director from their area replaces them on the LRPCE.

The voting members of the LRPCE shall be the current Second Year International Directors, the designated ID for the next year Europa Forum, the Immediate Past International Directors, and the representatives of the Lions Euro-Regions. The Chairperson has a non-voting position; in the event of an equal vote, they have a casting vote.

- The President, Vice-Presidents, and all PIPs of Europe, in a non-voting position ex officio.
- The A&A, as secretary of the LRPCE, in a non-voting position. If the A&A is a voting member of the LRPCE, they shall have no voting rights.
- The Financial Controller in a non-voting position. If the Financial Controller is a voting member of the LRPCE, they shall have no voting rights.
- The Host Program Director for two successive years, initially as the forthcoming Program Director and then as the Forum Program Director, as a consequence, there would be 2 Program Directors in attendance, both in a non-voting position.





## Lions International

The Lions Euro-Regions considered for the purpose of the LRPCE, based on cultural consideration, are as follows:

**Region 1:** 101, 104, 106, 107, 109

**Region 2:** 102, 110, 114

**Region 3:** 111

**Region 4:** 103, 112, 113

**Region 5:** 105, 133

**Region 6:** 108

**Region 7:** 115, 116, 117, 118, 128

**Region 8:** 119, 120, 121, 122, 123, 124, 126, 129, 130, 131, 132, + undistricted areas.

- 4.2.3.2 The LRPCE will assume the responsibility of overseeing the Europa Forum program content, under the direction of the appointed ID and A&A. The Program Director designated by the Host Committee for the forthcoming Europa Forum will submit a midyear report (latest June 30th), which will be overseen by the LRPCE, who will invite comments from the three most recent Europa Forum Program Directors, these comments will be collated to ensure continuity and quality and enable advice, through the LRPCE, to the Program Director.
- 4.2.3.3 The Committee holds one annual meeting during the Europa Forum. The Chairperson may summon additional meetings when required and if appropriate. The costs of this Committee are no burden to the Forum budget. They will be met by the member country of the Committee members when appropriate. The Committee may commission Taskforces to work on specific topics advancing the execution of its mission.

### 4.3. Working Groups

The report of a working Group, if appropriate, shall be directly presented to the EC for discussion and decision. If such a report or a potential resolution requires voting at the EC, same has to be submitted to the Forum President, with a copy to A&A before June 15th.



## 5. Forum Officials

The Forum Officials shall take office upon the adjournment of the Forum prior to that for which they are to serve.

### 5.1. Designated International Director (ID)

The designated ID shall take office upon the adjournment of the Forum (at the optional Supervisory Committee meeting) prior to that for which he is to serve, and the term of office will cease at the adjournment of the Forum.

### 5.2. Forum Officers

#### 5.2.1. Forum President and Vice-President

The Forum President and the Vice-President shall usually be a Past International President or a Past International Director or a Past District Governor or a Past President of an undistricted Club. They must reside within the Host Country, and it is recommended that they should have participated in at least three of the past five Forums. They shall be appointed by the Host Country's Council of Governors (Multiple District) or by the Cabinet of the District (Single District) or by a Committee of all undistricted Clubs. The Supervisory Committee must ascertain that these qualifications are met.

The Forum President shall convene the Forum before April 30th by means of posting it on the sub-portal, with an email notice to the Members.

At the conclusion of the Forum, the President shall send information to LCI including a copy of the motions carried and concerning proposals of amendments to the International Constitution and By-Laws.

#### 5.2.2. Advisor and Archivist (A&A)

The A&A is elected for three years by the European Council and can be re-elected once. Candidates must have attended at least three of the past five Forums and can demonstrate a good knowledge of the Europa Forum, and good working knowledge of the English language. The duties are to:

- Monitor all decisions taken.
- Act as advisor to the Supervisory, Host Committee and LRPCE and to the Forum President.
- Maintain archive for official minutes of the Europa Forums in general and the Council meetings in particular.
- Monitor the audit and reporting of the Europa Forum.
- Maintain and update the Europa Forum Manual in the Archive system.

Handover process: The handing over/taking over should take place latest 1 month after the election of the new A&A. All relevant information and updated documents shall be handed over, in particular:

- Constitution & By-Laws (previously Rules of Procedure), Standing Order, all Appendices.
- Updated history & contents of the Rules of Procedure/Constitution & By-Laws



- All official minutes of past Forums in general and European Council meetings in particular,
- All decisions taken at European Council meetings,
- All financial reports of past Forums,
- Updated list of Member Countries,
- Updated history of the Europa Forum.

The A&A takes part in the work of the Supervisory Committee and is bound to draw the attention of the Designated ID and the Forum President on discrepancies found in relation to the Constitution and By-Laws. If his advice in this respect is not acted upon, he is obliged to report same at the next EC meeting.

### 5.2.3. **Financial Controller**

The Financial Controller is elected for three years by the European Council and can be re-elected once. Candidates must have attended at least three of the last five Forums and can demonstrate a good knowledge of the Europa forum, and good working knowledge of the English language. The candidate must have a professional background in accounting or controlling. The duties are to:

- Supervise the financial planning process of all Forums.
  - Review and approve Budget proposals for future Forums before they get presented to the EC.
  - Control the expenses of the Forum and put them into perspective with previous Forums.
  - Monitor the audit of the Forum performed by the Host Country.
  - Develop and monitor the Forum's statistical information system together with A&A.
  - Report to the Council the financial results of the previous year's Forum and of the central account.
  - Administer the Voluntary Contributions and ensure transparency. Report the status of the central account annually to the Council.
  - Agree with A&A and Forum President what voluntary funds will be transferred based on the finally agreed Budget plan.
  - Maintain an archive system for all relevant financial information on the homepage.
- Handover process: The handing over/taking over should take place latest 1 month after the election of the new A&A. All relevant information and updated documents shall be handed over, in particular:

- All previous financial reports and analysis prepared concerning previous and future Forums on financial results, central account, status of Voluntary Contributions, etc.,
- Budget proposals of future Forums,
- Monitored audits of previous Forums,
- Statistical information system,
- Archive system for all relevant financial information.



#### 5.2.4. Forum Program Director

The Program Director shall be appointed from the Host Committee. Their duties are to:

- Serve on the Supervisory Committee, Host Committee and LRPCE for two successive years, initially as the forthcoming Program Director and then as the Forum Program Director in order to receive/provide feedback on the content of the current and then the forthcoming Forum.
- Work closely with the A&A and the designated ID for the forthcoming Forum to ensure that there are appropriate sessions for each of the 5 main topic areas which are timetabled, with a Chairperson, Secretary and Presenters. In this respect they have to submit a mid-year report to the LRPCE and A&A by June 30th to seek advice.
- Serve on the Host Committee as the primary organizer of the Forum Program and tasks shall include:
  - Formulating a Program Schedule, including events, in consultation with the President of the Forum and with the Host Committee so as to follow the suggested agenda and duration of meetings.
  - Assisting the Host Committee with the preparation of the Summary Program schedule and the detailed Analytical Program.
  - Ensuring correct provision of room facilities with appropriate equipment, seating, etc., according to the Program schedule.
  - Briefing Chairpersons and Presenters on their roles during Forum, with particular regard to the reporting arrangements.

#### 5.2.5. Forum Treasurer

The Forum Treasurer shall be appointed from the Host Committee. Their duties are to:

- Work closely with the Forum President and the Europa Forum Financial Controller to ensure that the financial projections are accurate and consistent. In this respect they have to submit updated Income/Expense statements as well as registration information during the meetings with the Supervisory Committee.
- Serve on the Host Committee as the primary organizer of the Forum Financials and tasks shall include:
  - Developing a Budget for the Forum in close co-operation with the Host Committee which will be presented when a host country applies for a Forum.
  - Updating all income and expense items during the planning phase of the Forum.
  - Taking over the responsibility that budgeted funds are spent wisely and according to the plan.
  - Closing the financials after the forum and having all financial information audited by a local Audit company.
  - Submitting the final issue of the Forum's financial report, including the contributions, social events, as well as all other income and expenditure by the end of March following the Forum to the EF Financial Controller.



## 6. Event Contents

### 6.1. Workshops

All proposals for Workshops and Presentations during the EF have to be submitted to the Program Director by the end of February for review and consideration by the Supervisory Committee.

Topics must be in line with the overall theme of the EF and fit to the categories defined.

The proposal must cover the following information:

- Name/Topic of the Workshop
- People involved (Chairperson, Secretary)
- Short summary of the content, and the expected goals.

The Chairperson will organize and lead the Workshop.

The Secretary has to write a short summary (minutes) of the Workshop as well as if the goals had been achieved. This report is to be sent to the Program Director no later than two weeks after the Forum.

### 6.2. Agora

The Host Committee shall create a Service Agora within the Forum Agora (consisting of tables and not booths) where Lions Clubs and Districts can promote service projects for the purpose of obtaining joint venture partners or twinning, or as good practices. The service Agora shall be at lowest possible price for Lions presenters.

### 6.3. Speaker's Corner

The Host Committee shall organize a Speaker's Corner where projects, fundraisers, service activities having a general Lions interest in not more than 30 minutes shall be programmed within the Thematic Sessions program group by the Host Committee. Slots have to be bookable online ensuring the participants a chance to consult the list of topics and speakers beforehand and decide what they might listen to.

Host Committees are encouraged to program these presentations not only in English, but also in other languages.

## 7. Web Portal

### 7.1. The Portal's General content covers:

Mission statement; Service activities and humanitarian actions of LCI Description of the Europa Forum; European humanitarian activities co-operation with other areas (Africa, Asia.); Pictures from previous Forums; Lions and International organizations like EU, UN, etc. and the Europa Forum Manual.

### 7.2. Information and news concerning the Forum shall be posted and updated by the Host Committee at the Sub-Portal. All communication with the Members and exchange of any and all information is to be done by means of this Sub-Portal and by email.



## **8. Language**

The Host Committee shall make the choice of one of the official languages, provide translation facilities at the main meetings into the remaining 4 named languages and on request, if possible, into any other language, but in the latter case the costs thereof shall be borne by the Member requesting this. The Host Country may use its national language at the main translated meetings, at its own cost.

Translation is mandatory at the Opening and Closing Sessions, the EC meetings and the meetings with the International Officers (International President, Immediate Past International President, 1st Vice-President and European Directors). The Seminars and Workshops will primarily be held in English, enlisting volunteers assisting with translation. Host Committees are encouraged to organize workshops in other official languages or the language of the host country to attract a more diverse Lions audience from the multicultural constitutional area of Europe. There will be no extra cost burden to the Host Country.

## **9. Financial Aspects**

- 9.1.** Voluntary contribution may be requested by Host Countries.
- 9.2.** Member countries can be asked by the Europa Forum Financial Controller to pay a voluntary contribution of Euro 0,50 – 1,00 annually per each European Lion member as of December 31 of the previous year. The funds shall be collected in a central account designated and managed by the Financial Controller and would be used specifically to offset the Registration fee to a maximum of EUR 300,00 for the 1st 1.000 registrants.
- 9.3.** The contribution from the European Lions will be requested by the Forum President from the Europa Forum Financial Controller, copying the designated ID, the A&A.
- 9.4.** The contributions will be paid to a central bank account under the authority of the Financial Controller. Details of this account will be delivered to each Member country before the end of December of the year before the Forum.
- 9.5.** Based on the agreed upon financial needs from the Host Committee (Budget), the Forum President can request funds from the Financial Controller until the end of the month of August of the year of the Forum. The A&A needs to approve the amount to be transferred. Any increased requirements thereafter must be approved by the Supervisory Committee.
- 9.6.** Unused amounts will remain on the central bank account for potential use in future Forums.
- 9.7.** By the end of March following the Forum, the Forum President and Treasurer will prepare the final issue of the Forum's financial report, including the contributions, social events, as well as all other income and expenditure.
- 9.8.** The Forum accounts and the financial report must be audited by a local certified accountant, and the Report thereof will be sent to the Financial Controller for review and to present it to the European Council at the following Forum.
- 9.9.** In the event of uncertainty or lack of clarity with host country accounts submitted to the Europa Forum Financial Controller, the Financial Controller shall request LRPCE enlist the support of Lions Clubs International to implement an investigation, if appropriate.



**Lions  
International**

**9.10.** It is mandatory that the surplus from a Forum using voluntary contribution – up to the maximum amount received – shall be transferred back to the central account. Any further surplus must be given to a European humanitarian project according to the Council's decision.

#### **10. Miscellaneous**

Europa Forum is a gathering of European Lions and global Lions friends for the open discussion of all matters of public interest provided, however, that partisan politics and sectarian religion shall not be debated. Respect for this intention is requested from all candidates seeking elected position of the Europa Forum. The use of a 1-page flyer is permitted.



### **III. Standing orders to apply to the European Council, and other decision-making meetings.**

- 1.** The Forum President shall always remain neutral unless they vacate the Chair and speak from the floor.
- 2.** The Forum President is entitled to change the Order of the Business items on the agenda, to limit the number of speakers, with the exception of a "point of order" (this is a legitimate objection to the course of the meeting and the rules being applied, including moving to the next point on the agenda) for time constraints or any valid reason.
- 3.** Any person wishing to speak at the European Council, must be a Forum Registered Lions Member, must have the permission of their Europa Forum Delegate, have the permission of the Forum President, and announce their name and country and address the Chair.
- 4.** If a speaker exceeds the time limit or if the subject is inappropriate the Forum President is authorized to stop the speaker.
- 5.** No person is permitted to speak more than once to the same Resolution or Amendment or any other matter. Only the proposer of a Resolution/Amendment can reserve their right of reply and can speak more than once on any such matter under discussion.
- 6.** Any Resolution or Amendment will be proposed and seconded individually by nominees on behalf of one or more members before consideration by the Meeting. In the event that a proposer is unable to be present for valid reason, the Forum President must introduce the proposal on their behalf.
- 7.** Any proposal for Resolution will be introduced and explained in a maximum time of 3 minutes. In the general debate that follows (if any), any speaker will be entitled to speak once on that matter for a maximum of 2 minutes and their presentation must adhere strictly to the matter under discussion. The Chairperson of all Meetings has the authority to deviate from the above if appropriate.
- 8.** Voting on any matter shall be by a show of cards. In the event of a position to be fulfilled by election, there must be the provision of a secret ballot. Electronic voting is not prohibited.





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## **IV. Appendices**

### **Appendix A:**

#### **Guidelines for Host Committees (Essential basic requirements to be fulfilled at the selected venue):**

**1. Hotel accommodation:**

Available for advance booking (by the Internet sub-portal) as arranged by the Host Committee.

**2. Airport:**

International flights to a nearby airport, with transfer service available.

**3. Conference facilities:**

**3.1.** A large hall with seating for a minimum of 800 persons and with simultaneous translation equipment.

**3.2.** Several smaller conference rooms, minimum of 5 to seat at least 50 persons.

**3.3.** A large area for Agora, stands, meeting points, inquiries and information desks.

**3.4.** International communication facilities ("Internet Point", etc.)

**4. General Secretariat during the Forum:**

To provide adequate interpreters, secretarial support, guides, copying and typing service for small items, travel agency.

**5. Transport:**

To be arranged between hotels and where events are to take place free of charge only to registered participants.

**6. Official guests:**

See Appendix D.



**Appendix B:**

**Sequence and Planning of Europa Forum related activities and To Do's:**

Information and news concerning the Forum shall be posted and updated by the Host Committee at the Sub-Portal operated under the European Forum Portal ([www.lions-europaforum.org](http://www.lions-europaforum.org)). All communication with the Members and exchange of any and all information is to be done mainly by means of this Sub-Portal.

<b>Year</b>	<b>Deadline</b>	<b>Europa Forum related activities and To Do's</b>
<b>The previous year</b>	<b>At the beginning and at the conclusion of each Forum</b>	Supervisory Committee meetings
<b>The previous year, at the adjournment of the previous Forum</b>	<b>November 1<sup>st</sup> approx.</b>	The setting up and operation of the Sub-Portal by the Host Committee
<b>The previous year</b>	<b>November 30<sup>th</sup></b>	Web page and registration on the Internet Sub-Portal, reminder, and invitation of proposals (seminars, workshops, presentations, speakers etc.)
<b>Forum year</b>	<b>February 28<sup>th</sup></b>	(Agenda) proposals to be submitted for consideration by the Supervisory Committee for its March/April meeting: meeting convened
<b>Forum year</b>	<b>March/April</b>	Supervisory Committee meeting (final inspection of venue, infrastructure etc.)
<b>Forum year</b>	<b>April 30<sup>th</sup></b>	Forum to be convened by the Forum President by publishing it on the Internet Portal, with an email notice to the Members
<b>Forum year</b>	<b>June 15<sup>th</sup></b>	Draft Resolutions should be sent in English language to the Forum President with copy to the A&A by this date



<b>Year</b>	<b>Deadline</b>	<b>Europa Forum related activities and To Do's</b>
<b>Forum year</b>	<b>June 15<sup>th</sup></b>	Any Member wishing to submit a proposal to the Council at the Forum shall do so by this date
<b>Forum year</b>	<b>June 15<sup>th</sup></b>	Working Group's report if it requires voting at the Council has to be submitted to the Forum President with copy to the A&A by this date
<b>Forum year</b>	<b>June 15<sup>th</sup></b>	Amendments of the Rules and of the Europa Forum Standing Orders other than coming from a working group appointed for this purpose by the Council (provided that any proposed amendment thereto shall first have been submitted as to the wording thereof to the Forum's A&A) have to be previously endorsed by the National Convention (or equivalent) of a Member before that date
<b>Forum year</b>	<b>June 15<sup>th</sup></b>	Similarly, to the rules in place, The LRPCE can also submit amendments to the Forum President and A&A by this date
<b>Forum year</b>	<b>June 15<sup>th</sup></b>	Proposals concerning new topics arising to be submitted for consideration to the Supervisory Committee
<b>Forum year</b>	<b>June 30<sup>th</sup></b>	When applicable, the Member shall have to duly notify the Forum President of the discontinuation of its membership
<b>Forum year</b>	<b>June 30<sup>th</sup></b>	The Program Director of the forthcoming Europa Forum to submit a midyear report to the LRPCE who will invite comments from the three most recent Europa Forum Program Directors
<b>Forum year</b>	<b>July 15<sup>th</sup></b>	The A&A to visit the Host Committee to ensure that all deadlines and all member countries' requirements are met
<b>Forum year</b>	<b>July 31<sup>st</sup></b>	The Forum President will publish the draft Resolutions on the sub-portal with an email notice to the Members before this date
<b>Forum year</b>	<b>July 31<sup>st</sup></b>	The final agendas for all the meetings at the Forum (compiled on the basis of the decisions taken at the February meeting of the Supervisory Committee and completed with additional proposals to the Council) shall be published by this date



<b>Year</b>	<b>Deadline</b>	<b>Europa Forum related activities and To Do's</b>
<b>Forum year</b>	<b>August 31<sup>st</sup></b>	In case of emergency, the Designated ID and the A&A shall ensure that all draft Resolutions and Agendas be sent (posted on the Internet Portal) to Members in English
<b>Forum year</b>	<b>August 31<sup>st</sup></b>	The Forum President can request funds of the Voluntary Contributions from the Financial Controller, the amount has to be approved by the A&A
<b>Forum year</b>	<b>At the conclusion of the Forum</b>	The President shall send information to LCI including a copy of the motions carried and concerning proposals of amendments to the International Constitution and By-Laws
<b>The year after the Forum</b>	<b>March 31<sup>st</sup></b>	At the end of the Forum, the Host Committee shall prepare a final cost report using the accounting frame. This report must be sent to the Financial Controller by this date



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## **Appendix C-1:**

### **Suggested agenda, contents and duration of meetings and General Organizational Best Practices of the Forum:**

#### **1. Recommended Guidelines for the Europa Forum events:**

No business on Wednesday (apart from closed meetings, some seminars/workshops, thematic meetings, see also in 1.8.8 hereunder) thus many participants have the opportunity to arrive on Thursday only.

##### **1.1. Welcome – Get Together**

1.5-hour max. One drink, no food, included in the registration fee, max one short speech, to be held in connection with the Opening Ceremony. The idea is to give the participants a chance to get to know the locality and to socialize. Hereby give the local Lions a chance to promote the local area. Hosting Committee to arrange advertising and a discount encouragement for visiting European Lions.

##### **1.2. Agora**

Must be available, at the lowest possible price for Lions, a different cost for businesses.

##### **1.3. Speaker's Corner**

Projects, fundraisers, service activities having a general Lions interest but not taking more than 30 minutes will be programmed within the Thematic Sessions program group by the Host Committee.

Slots have to be bookable online which will give the participants a chance to see the list of topics and speakers beforehand and decide what they might listen to.

Host Committees are encouraged to program these presentations also in other languages than English.

##### **1.4. Meet your International Directors**

This session will be organized and chaired by the designated ID. This session would enable the European Lions to meet and understand the activity of their elected representatives on the International Board.



## 1.5. Opening Ceremony

Max 90 min.

Presentation of candidates for 3rd International Vice President and International Director should be made without a candidate speech but delegates should be encouraged to meet and have contact with candidates during the Forum. (The candidates are encouraged to reserve and utilize "Speaker's Corner" slots to promote this opportunity).

Flag Ceremony	20 min.
Anthems	5 min.
Civic Presentation	5 min.
Incoming International Directors + Candidates for 3rd IVP	5 min.
Forum President	5 min.
Designated International Director and/or International President	5 min.
Motivational Speech	20 min.
Art Performance	15 min.

## 1.6. Host Night

It is recommended that this event is reduced (a large – university or other communal – hall with food stalls characteristic to the area, some artistic performance but not a seated second Gala Dinner) permitting Forum participants – if not registering for this event – to optionally go out and better get to know the area, to socialize.

Another option for the Host Committee is to organize this evening with the help of the local Lions Clubs who would invite the Forum participants permitting Lions Clubs International exchange, friendship.

In both cases, the Host Committee may register participants to this event by charging a nominal fee.

## 1.7. Closing Ceremony

Max. 60 minutes.

Forum President	5 min.
Winners of the Competitions Bert Mason Young Ambassador Award and European Music Competition Thomas Kuti	30 min.
Designated International Director or International President (the one who did not speak during the opening)	5 min.
Next Forum Presentation	10 min.
Forum flag exchange (between outgoing and forthcoming Forums)	5 min.



## **1.8. Contents and General Organizational Best Practices**

- 1.8.1. The Program Director shall organize a SWOT analysis together with the GAT Area Leaders of CA4 to determine the major issues affecting/interesting the Lions Clubs in Europe. Such SWOT analysis shall be done in the calendar year preceding the Europa Forum. The results shall be shared with the Member Countries and shall be used to create the final content of the Forum.
- 1.8.2. Based on the SWOT analysis results, the Program Director shall propose round tables, discussion sessions, and short trainings, to stimulate an active participation of the LIONS members. The Program Director shall work with the workshop proposers to convert presentations and lectures into discussions and debates.
- 1.8.3. All Europa Forums shall organize a Discussion Group / Round Table on the subject of dropped Members and Retention, attendance of all is encouraged.
- 1.8.4. The Program Director shall co-operate with the GAT leadership to motivate Club Presidents to participate at the Europa Forum.
- 1.8.5. The Supervisory Committee shall create a participation patch or participation medal exclusively for the Club Presidents participating at the Europa Forum.
- 1.8.6. The Host Committee shall present a "Wall of Honor" in the Agora to display the names of Lions Members (below the rank of District Governor) participating for the third time or more at a Europa Forum.
- 1.8.7. The Treasurer of the Forum and the Host Committee shall promote a special offer "Bring two Club members to the Forum and the Club President receives 50% discount on the registration fee".
- 1.8.8. All Working Groups, Committees and Closed meetings shall be scheduled on the first day before the official start of the Forum (Wednesday) or on the first day of the Forum (Thursday) prior to the Opening Ceremony of the Europa Forum.
- 1.8.9. The Host Committee shall organize a Leadership Institute with classes in multiple languages, in co-operation with a possible future Academy Europe and LCI to end on the day before the commencement of the Europa Forum without any financial burden to the Forum budget.
- 1.8.10. The Host Committee may consider a discount of the registration fee to the Europa Forum to the Participants in the Institute.
- 1.8.11. The Host Committee is encouraged to invite guest speakers also during workshops (not only during the opening ceremony). Such guest speakers shall be inspirational / mobilizing / well known persons from Lions / universities / sport / business / the arts / young people and shall have a message that is in line with the general theme of the Forum as well as with the results of the SWOT analysis.

**Appendix C-2: Model Calendar**

**Color Key to Model Calendar**

**Plenary, Thematic, Youth-YEC, Leadership Development, Service Activities & International Cooperation, Membership-Retention and Extra Congress Centre**

**Number of available 1.5-hour slots:**

THEMATIC MEETINGS	10	slots <i>(the number can be increased by cutting in half the 1.5-hour sessions)</i>
YOUTH-YEC	9	slots <i>(the number can be increased by cutting in half the 1.5-hour sessions)</i>
LEADERSHIP DEVELOPMENT	9	slots <i>(the number can be increased by cutting in half the 1.5-hour sessions)</i>
SERVICE ACTIVITIES/INTERNATIONAL COOPERATION	9	slots <i>(the number can be increased by cutting in half the 1.5-hour sessions)</i>
MEMBERSHIP-RETENTION	9	slots <i>(the number can be increased by cutting in half the 1.5-hour sessions)</i>
PLENARY SESSIONS	8	slots in 2 days <i>(the number can be increased by cutting in half the 1.5-hour sessions)</i>
<b>Total</b>	<b>54</b>	<b>slots</b>

	<b>PLENARY SESSIONS</b>	Translated Main Meetings
	<b>THEMATIC MEETINGS (including PR &amp; COMMUNICATION)</b>	Supervisory Committee, Host Orientation, Presenters and Moderators Orientation IT Committee, Lions on Internet, General Secretaries, LION Magazine editors, Speakers' Corner, etc.
	<b>YOUTH-YEC</b>	Leo/Lion Cooperation (min. 2 workshops) Thomas Kuti Contest (Music Contest), Bert Mason Ambassador Award (Attention: Special & appropriate rooms to be reserved)
	<b>LEADERSHIP DEVELOPMENT</b>	Leadership Training, Certified Guiding Lions, etc.
	<b>SERVICE ACTIVITIES &amp; INTERNATIONAL COOPERATION</b>	Service & humanitarian projects, fundraisers, LCIF, etc. Mediterranean, Euro-Africa, Euro-Asia, UNO, EU Parliament, UN-EU and Lions, etc.
	<b>MEMBERSHIP-RETENTION</b>	Workshops, Special Guests (motivation, best practices)
	<b>EXTRA CONGRESS CENTRE</b>	Social & Agora





**Appendix C-2: Model Calendar**

During the Forums of 2017 Montreux/ 2018 Skopje it was resolved - The three-day Forum shall be held annually in the period from the last full week in October through the first full week in November, in each case, from Thursday through Saturday. The dates to be approved - at least two years in advance - by the Association's International President. (Also see LCI Board Policy Manual Chapter XX111).

	CONGRESS HALL	ROOM 1	ROOM 2	ROOM 3	ROOM 4	ROOM 5	
	<b>PLENARY SESSIONS</b> Simultaneous. Translation	<b>THEMATIC MEETINGS*</b>	<b>YOUTH-YEC</b> <i>Attention: Special &amp; appropriate rooms to be reserved for the Bert Mason Young Ambassador Award &amp; European Music Competition Thomas Kuti</i>	<b>LEADERSHIP DEVELOPMENT</b>	<b>SERVICE ACTIVITIES &amp; INTERNATIONAL COOPERATION</b>	<b>MEMBERSHIP - RETENTION</b>	<b>EXTRA CONGRESS CENTRE</b>
<b>Day 0</b>		Closed & special meetings	Closed & special meetings	Closed & special meetings	Closed & special meetings	Closed & special meetings	
<b>Day 1</b>							
09:00 - 10:30		Supervisory Com.					
10:30 - 11:00		Break	Break	Break	Break	Break	
11:00 - 12:30							
12:30 - 14:00		Break	Break	Break	Break	Break	
14:00 - 15:30	Opening Ceremony						Agora / Speakers Corner
15:30 - 16:00		Break	Break	Break	Break	Break	
16:00 - 17:30	European Council I						
19:00 - 20:30							Welcome Get Together
<b>Day 2</b>							
09:00 - 10:30							Agora
10:30 - 11:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
11:00 - 12:30	International 1st VP Meets VDGs						
12:30 - 14:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	
14:00 - 15:30	IP meets DGs						
15:30 - 16:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
16:00 - 17:30	European Council II						
19:00 - 21:30							Host Night or Free
<b>Day 3</b>							
09:00 - 10:30	Meet your IDs						Agora
10:30 - 11:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
11:00 - 12:30	Meet your IP						
12:30 - 14:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	
14:00 - 15:30	European Council III						
15:30 - 16:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
16:00 - 17:30	Closing Ceremony						
17:30 - 19:00		Supervisory Com.					
19:00 - 23:30							Gala/Farewell Dinner (paid)
<b>Day 4</b>	Optional at the discretion of the Host Committee						

\* Thematic Meetings: Supervisory Committee, General Secretaries, IT Committee & all other meetings that cannot be categorized in YOUTH-YEC, MEMBERSHIP-LEADERSHIP, ACTIVITIES, MEMBERSHIP AND RETENTION.



**Appendix D:  
Official Guest Expenses for the Forum:**

<b>Office held</b>	<b>Max</b>	<b>Spouse</b>	<b>Travel</b>	<b>Hotel, Meals Events, etc.</b>	<b>Registration Fees</b>
Current IP *	1	YES	LCI	LCI	HC
ID designated by IP	1	YES	LCI	HC	HC
Intl. Exec. Officers **	2	YES	LCI	LCI	HC
Current IDs from Europe	5	YES	LCI	HC	HC
Past IPs from Europe ***	3	YES	LCI	HC	HC
Forum VP	1	YES	HC	HC	HC
Forum A&A	1	YES	HC	HC	HC
Forum Financial Controller	1	YES	HC	HC	HC
Max. no. of possible guests	<b>15</b>	<b>15</b>			

\*) The forum shall provide a one-bedroom suite. Meals and accommodations will be covered by the International President's travel budget.

\*\*) The Immediate Past International President (LCIF Chair) and First Vice President may attend all area forums. The second and Third Vice President may attend his/her own area forum. Meals and accommodations will be reimbursed by the association and charged to the officer's travel budget (Board Policy Manual. Chapter XXIII, note 10).

\*\*\*) All PIPs from the Constitutional Area of Europe attending the Forum.

**N.B.:** Any Lions officials' expenses other than listed above and required to make a report and/or presentation during the Europa Forum will be covered by them or their District/Multiple District.

**Legend:**

LCI: Lions Clubs International

HC: Host Committee



**Appendix E:**

**Accounting Frame of the Forum: Standard Budget Form (all in Euros, incl. VAT)**

<u>Cost Types</u>	<u>Explanations / Examples</u>
<b>A INCOME</b>	
1 Participants fees	Registration fees from all participants covering general cost incl. Get-Together.
2 Social Events (Host Night / Gala Dinner)	All income related to Host Night, Gala Dinner (paid by participants)
3 Lunches / Coffee breaks	Income for Lunches and Coffee breaks
4 Hotel	List hotel costs if participants book hotels through HC
5 Voluntary Contribution	Any voluntary contributions, except from host country
6 Contribution from Host MD	Contributions from host country
7 Sponsorship in Cash	Any sponsorship income from 3rd parties
8 Agora	Income from people booking Agora space
9 Other Income	Anything else not included above (e.g. merchandising)
<b>10 TOTAL INCOME</b>	
<b>B EXPENSES</b>	
1 Hotel Costs	If hotels are booked through HC, list hotel costs including no-shows, etc. (no VIP cost)
2 Get Together Party	All cost related to Get-Together (food and drinks, entertainment, tech. equipment)
3 Host Night	All cost related to Host Night (food and drinks, entertainment, tech. equipment)
4 Gala Dinner	All cost related to Gala Event (food and drinks, entertainment, tech. equipment)
5 Lunches	Lunches
6 Coffee Breaks	Coffee Breaks
7 Shuttle	Any cost related to shuttle services during the Forum, incl. VIP transportation
8 VIPs Hospitality	Hotel cost, transportation to/from the airport, food and drinks for VIPs
9 Music Award	Prize money, other cost related to participants of competition (hotel, food, etc.)
10 Young Ambassador Award	Prize money, other cost related to participants of competition (hotel, food, etc.)
11 Agora	Rental cost for Agora (tables, chairs, techn. equipment)
12 Rental fees: Venues, facilities, equipment	Rent for event locations
13 Technical support	Audio-, Video- and Light-Equipment. Cost related to Interpreting system
14 Simultaneous Translations	Only cost for simultaneous translators (no equipment)
15 Translations (other than sim.)	Any cost related to translations of brochures, flyers, newspaper articles, adds, etc.
16 Marketing (Banner, Flags, Advertising)	Flyer, flags, banners, roll-ups, any type of advertising cost (e.g. agency cost)
17 Printing (Brochures, Folders...)	Cost to print brochures, conference folders, etc.
18 Homepage, Registration	All cost related to develop homepage and registration service
19 Committees: Travel, Other	Any cost incurred by HC before and during the EF
20 Office, Supplies, Secretariat, Staff, Security	Office rent, office supplies, secretariat, staff, security
21 Gifts, Flowers, Decoration, T-Shirts	Gifts/presents, giveaways, flowers, decoration, T-Shirts
22 Banking costs	All Costs of monetary transactions, banking cost, credit card fees
23 Phone, mail, photocopies	Phone, mail, photocopies
24 Photo, Video	Photographer, etc.
25 Other	Any other cost (e.g. insurance, formation cost, ext. mgmt. Fees, merchandising)
<b>26 TOTAL EXPENSES</b>	
<b>C NET RESULT</b>	



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## **Appendix F:**

### **WaSH Working Group:**

#### **1. Mission Statement:**

Clean, accessible water for all is an essential part of the world we want to live in. The general mission of the WaSH group is to co-ordinate International Co-operation for the Lions WaSH programs. Therefore, they will identify, evaluate, and support WaSH projects with the focus on co-operation of European Multiple Districts (MD) and also use the network of Lions, as well as the professional experience of Universities, Institutes and Research & Development Associations.

#### **2. Organization and Membership:**

Every MD or Single District is invited to nominate one delegate.

The WaSH Working group is chaired by a Chairperson, a Vice-Chairperson, and a Secretary. elected by the Working Group Members for a term of 3 years. One re-election is possible.

#### **3. Meetings:**

Regular closed and open meetings shall be held during each Europa Forum. Online conferences shall be held as necessary.

#### **4. Financial aspects:**

Expenses of all members of the Working Group will be covered by their Multiple District or District according to their National Regulations.

#### **5. Miscellaneous:**

MD111– Germany is hosting their website under: [www.lions.de/wash](http://www.lions.de/wash).