

March 2018

According to the vote in July 2017, the motion for EMEA Fund passed.

We move to officially enact the EMEA regional fund, its guiding documents and application process.

On a more operational level, the fund team needs to be elected - this should have been done before BEAM 2018. However, the fund team is not yet operational and the elections have not been completed. During our discussion in BEAM 2018 we came to the conclusion that we would like to have the team up and running as soon as possible and would like to make an amendment to the Terms of Reference for the first year (2018) and after this the TOR should be followed accordingly.

This is how it is in the TOR:

The application window is to be opened 51 days before the EMEA region's representative's meeting (BEAM), or whichever form the meeting changes in to over time.

The region's selection committee is responsible to collect all the applications and release the final list of applicants with their supporting documents 7 days after the closing of the application window.

The application window is to remain open for 30 days. All Members of the fund will have 14 days to take a decision and discuss with their associations.

The voting window will be open for 3 days during BEAM, and the voting is to take place electronically.

We would like to amend this so that during BEAM while we have a session for **Elections** on Sunday April 1st 2018, we would elect the *NAR* for the fund team. Chapter Development Regional Coordinators would also decide on the *Chapter Development Regional Coordinator (CD ReCo)* who would be a part of the team. Also the *treasurer* position would be filled during Sunday's **Elections** session.

The rationale for this is because we feel that in the case that we open the application window for a longer period of time the launch of the fund would be postponed to 2019, which is not ideal. Furthermore, collection of funds cannot be executed without a functioning team. The current selection panel in the EMEA region is aware of the situation and as the panel is going to dissolve after BEAM 2018, we feel that this panel is most qualified to make a well considered decision that would benefit the region.

For the team to function efficiently, and so that the membership rotates, we would suggest that the first *NAR* term for the team lasts for two (2) years and a new *NAR* would be elected to the team at BEAM 2020. The *treasurer* term would last one (1) year so that a new treasurer would be elected at BEAM 2019. This way we have an overlap between the working members of the team for each new term.

Suggested timeline

Action	Deadline	Responsible
Elect EMEA Fund Team 1 NAR 1 Chapter Development Regional Coordinator 1 Treasurer	BEAM 2018	NARs
Review documents with the IO Update logos / visual identity Create timeline for Application Process (for applicants) Add documents to CISV website	April, 2018	EMEA Fund Team + IO
Set collecting of funds Set a meeting with the IO to go over the official procedures / specific dates Set a budget line for the collecting of funds Define invoice date	April, 2018 <i>(Invoice deadline is to be defined)</i>	EMEA Fund Team + IO
Set up monitoring / reporting mechanism Create EMEA Fund project report (for funded applications) Project monitoring document <i>Suggestions:</i> <i>Create Team efficiency evaluation</i> <i>Create EMEA Report for the region</i>	June 2018	EMEA Fund Team
Prepare applications for release Volunteer position form Application process Application form	June 2018	EMEA Fund Team
Promote the fund within the region EMEA Newsletter Social Media Emails - ReCos, NARs, JB (Regional Teams and NJRs)	June - December 2018	EMEA Fund Team + IO
Open applications for funding	October 2018	EMEA Fund Team
Receive applications / review 4-week period for feedback Possible interviews can be conducted Monitor project applications	October - December 2018	EMEA Fund Team

Motion

EMEA Fund Terms of Reference Amendment

Treasurer election for the EMEA Fund

Collect funds (December invoice)	December 2018	Treasurer + IO
Evaluation Evaluate the application process Draw conclusions on the application process and if any changes need to be consider for the next Team <i>Suggestion: Evaluate the team efficiency and functioning</i>	December 2018 - March 2019 (before BEAM)	EMEA Fund Team
Application deadline (1)*	January, 15th 2019	All
Allocate funds Inform all applicants of their (un)successful application Coordinate with the IO on the allocation of funds	13th of February 2019	EMEA Fund Team
Follow-up projects Collect project reports (when applicable)	February - April 2019 (until BEAM)	EMEA Fund Team
Create and share EMEA Fund report with the Region This needs to include (minimum): Number of applications Number of approved projects for funding Number of people impacted by funded projects <i>Suggestion: Include Team efficiency evaluation</i>	March 2019	EMEA Fund Team
Collect funds (March invoice)	March 2019	Treasurer + IO
Open Applications for new EMEA Fund Team Necessary documents: Volunteer position application form 2 Reference Forms	1 st March 2019	Selection Panel + EMEA Fund Team
Close Applications for the new EMEA Fund Team	31st March 2019	Selection Panel + EMEA Fund Team
Send applicants information to NARs	April 7th, 2019	Selection Panel

Motion

EMEA Fund Terms of Reference Amendment

Treasurer election for the EMEA Fund

Elect new EMEA Fund Team Election of the Treasurer (<i>vote will take place electronically</i>)	BEAM 2019 (19th-21 st of April 2019)	NARs
Transition period for treasurer	April - May 2019 (minimum 3 months)	Treasurer
Application deadline (2)*	15th of May, 2019	All
Application deadline (3)*	15th of October, 2019	All
Adjust fees / project funds	December 2019	Treasurer + IO

* Please note that "Six weeks after completion of the project, the receivers of the financial support must submit a report to the EMEA Fund Team, the template of which will be sent by the Fund's team, to evaluate the success of the project and share lessons learned for future projects."