

I1 Internal Rules of Procedure

Proposer: FYEG
Agenda item: 10. Statutory Documents

Motion text

1 General Principles

FYEG will have minimal statutes that only contain what legally matters and they will be revised in case the Belgian law changes. All other matters will be taken care of in the IRPs. The IRPs must never contradict the statutes, they can elaborate. The IRPs shall be facilitating and helping with decision-making processes as well as the organisation of the federation. There shall be no more rules than necessary. This document shall be accessible to every M0 on the website.

All acts, invoices, publications, official letters and websites, in electronic form or not, emanating from the association must mention:

- its full or abbreviated name, immediately preceded or followed by "AISBL" or "international non-profit association",
- the precise indication of its registered office,
- its company number,
- the terms "register of legal persons" or the abbreviation "RPM" followed by the indication of the court of the registered office of the legal person,
- if applicable, their email address and website,
- the number of at least one account held by the association with a credit institution established in Belgium,
- if applicable, the indication that the association is in liquidation.

1. Member Organizations

1.1. Membership

1.1.1. Membership categories

The association is made up of member organisations only and has three categories of member organisations:

Full members

27 Candidate members

28 Associate members

29 1.1.2. Membership criteria

30 Membership criteria are detailed in the Statutes.

31 1.1.3. Conditions of admission of candidate members

32 Conditions of admission of candidate member organisations are detailed in the
33 Statutes.

34 1.1.4. Conditions of admission of full members

35 Conditions of admission of full member organisations are detailed in the
36 Statutes. In addition, a candidate member organisation must apply for full
37 membership latest at the General Assembly three years after it has received its
38 candidate member organisation status. If the candidate member organisation does
39 not apply for full membership in the third year of its candidacy, the Executive
40 Committee can propose the suspension or exclusion of the candidate member
41 organisation.

42 1.1.5. Conditions of admission of associate members

43 Conditions of admission of associate member organisations are detailed in the
44 Statutes.

45 1.1.6. Resignation of members

46 Conditions for the resignation of members are detailed in the Statutes.

47 1.1.7. Suspension of members

48 Conditions for the suspension of members are detailed in the Statutes. The
49 Executive Committee has a right to propose the suspension of a member
50 organisation to the General Assembly in the following cases (not limited to):
51 • no update or other contact is made between a member and the FYEG Executive
52 Committee between two General Assemblies,
53 • the member organisation doesn't fulfil one or more of the membership criteria,
54 • the member organisation didn't pay their membership fee,
55 • major changes that happened in the member organisation, which need to be
56 investigated by the EC.

57 The suspension of a member means that the organisation loses its voting rights.
58 When a member is suspended, the Executive Committee:
59 1. informs the member organisation about the suspension via an e-mail and
60 explain the consequences
61 2. makes all reasonable efforts to enable the member to regain its full
62 membership
63 3. creates a report on this process and presents it at the following General
64 Assembly.

65 1.1.8. Exclusion of members

66 Conditions for the exclusion of members are detailed in the Statutes. The
67 exclusion of an MO means that this organisation is not listed as a member
68 organisation anymore and hence loses all of its rights within FYEG. Following an
69 exclusion, an organisation that wishes to rejoin FYEG is expected to follow the
70 entire membership procedure, as a new organisation would. The rejoining
71 organisation is required to inform GA about changes that happened in their
72 organisation since leaving FYEG and explanation of their decision about
73 rejoining.

74 1.1.9. Suspension and exclusion in case of non-payment of membership fee

75 The suspension and exclusion of member organisation in case of non-payment of
76 membership fee is further detailed in the Statutes.

77 1.1.10. Membership fee

78 FYEG has an annual membership fee. The ceiling is stated in the Statutes.

79 Each full member organisation shall pay an annual membership fee to FYEG. This
80 membership fee shall correspond to 1 % of the total incomes of their previous
81 year's realised budget with a minimum of 50 EUR for the EU and European Economic
82 Area (Iceland, Liechtenstein and Norway) and Switzerland and the United Kingdom,
83 and 25 EUR for all other European countries.

84 By way of derogation to the previous paragraph, the General Assembly may decide,
85 in duly justified cases, to lower the amount of the membership fee that a Member
86 Organisation shall pay, following a recommendation of the Executive Committee.
87 Requests for lowering the Membership fee shall be sent by a Member Organisation
88 to the Executive Committee at the latest 2 weeks before the GA.

89 Each full MO shall pay their membership fee for the running year on the first
90 evening of the GA at the latest, if it has not already been transferred earlier.
91 Full MOs are requested to provide their annual budget statement for the previous

92 year at the latest. A document listing the amount of the membership fee paid by
93 each MO and the way it has been calculated must be annexed to the financial
94 report of the year in question.

95 1.1.11. Membership reviews

96 The Executive Committee presents a review of the FYEG Member Organisations as
97 part of the Executive Committee Report. The review can include the following
98 information:

99 Overview of the region and its meetings and activities,

100 The Member Organisations' engagement with FYEG activities during the year,

101 Major changes to the Member Organisation.

102 In case of major changes (change of organisations' name, split in the
103 organisation, merge with another organisation, change of political affiliation,
104 etc.), the Executive Committee can propose the General Assembly to vote on that
105 change. The General Assembly may, among other options, take note of the change
106 or suspend the membership of the organisation to give sufficient time to the
107 Executive Committee to look into the situation.

108 1.2. Working with Member Organisations

109 1.2.1. Member Organisation Duties

110 Each MO should keep FYEG updated about:

111 - changes in the board

112 - valid contact addresses for the MO list and the website

113 - activities

114 1.2.2. FYEG duties

115 FYEG will provide the Member Organisations with:

116 - information about statutory meetings

117 - minutes and reports from statutory meetings and long ECMs

118 - a newsletter containing information and participation possibilities in current
119 activities

120 - regularly updated contacts of other Member Organisations

121 2. General Assembly

122 2.1. Composition

123 The General Assembly is the highest decision body.

124 The General Assembly is composed of one or two delegates per full member
125 organisation, candidate member organisation and associate member organisation.

126 MOs should strive to send delegations to GA that are gender-balanced and consist
127 of delegates maximum aged 30 years old. If the organisation is unable to find
128 delegates within the age limit, they can send older delegates aged 31-35.

129 The delegates can be asked to pay a participation fee for the General Assembly.
130 People who are employed by FYEG or are members of the FYEG Executive Committee
131 cannot be delegates to the general assembly.

132 2.2. Powers

133 The power of the General Assembly is detailed in the Statutes. In addition to
134 what Statutes state, a decision of the General Assembly is required in the
135 following cases:

- 136 - the adoption and amendment of the Activity plan for the upcoming year,
- 137 - the adoption and amendment of Resolutions,
- 138 - the election of the Financial Control and Advisory Committee,
- 139 - the election of the Editorial Board of Ecosprinter,
- 140 - the election of the FYEG representative to the European Green Party Committee,
- 141 - the approval of the Advisory Committee
- 142 - the approval of the Presidency of the General Assembly
- 143 - Decision about joining (or leaving) membership with other
144 organisations/networks

145 The General Assembly also hears the following reports:

- 146 - Activity Report
- 147 - Executive Committee and Secretary General Report
- 148 - FYEG's Representative to the EGP Committee
- 149 - Ecosprinter Editorial Board report

- 150 - Financial Control and Advisory Committee report
- 151 - Advisory Committee report

152 2.3. Functioning

153 The Administrative Board and the Executive Committee summons the annual General
154 Assembly. FYEG Member Organisations are summoned to the General Assembly via
155 ordinary mail or e-mail. The convocation contains the agenda, date, time and
156 place of the General Assembly. General Assembly is presided in line with the
157 Meeting Rules (Annex - 1). The Executive Committee can propose additions for the
158 Meeting Rules no later than a week before the General Assembly. These additions
159 must be sent to all member organizations, and they must be approved at the start
160 of the General Assembly by a simple majority and they lose power once the
161 General Assembly is concluded. The rules for holding extraordinary General
162 Assembly are detailed in the Statutes.

163 Changes to the statutory and internal organisational documents take effect from
164 the first working day after the GA meeting where they were changed, except when
165 the GA votes for their immediate implementation through a second vote requiring
166 an absolute two-thirds majority.

167 Persons elected by the General Assembly will start their mandate from the first
168 working day after the GA meeting where they were elected, unless other rules
169 apply for their mandate.

170 2.4. Deadlines and calls

171 The call for hosting the General Assembly must be sent as soon as possible, no
172 later than 7 months before the tentative dates of the GA. The call must be open
173 at least one month. The selection of the hosting organisation is done by the
174 Executive Committee. The remaining deadlines are structured as follows:

175 12 Weeks before the General Assembly the Executive Committee must send out a
176 call for: Registration of all participants delegates the executive committee (if
177 applicable) the secretary general (if applicable) the financial control and
178 advisory committee the ecosprinter editorial board the FYEG representative to
179 the EGP committee the presidency

180 9 weeks before the General Assembly is the deadline for: applications of
181 presidency

182 Between 10 and 7 weeks before the GA The Executive Committee must also organise
183 an online information session, explaining the functioning of the General
184 Assembly and promoting the different open positions.

185 6 weeks before the General Assembly is the deadline for: registration of
186 delegates applications of organisations for associate, candidate or full
187 membership applications of Secretary General candidates applications for the
188 FYEG nominee to the EGP Committee

189 4 Weeks before the General Assembly is the deadline for: submission of
190 resolutions amendments to the Political Platform, the Internal Rules and
191 Procedures and the Strategic Plan Reports and Plans to be sent out to Member
192 Organisations Executive Committee candidates Financial Control and Advisory
193 Committee candidates Ecosprinter Editorial Board candidates

194 the submission of proposals to add point to the GA agenda, any such proposal
195 must be signed by one-twentieth of the full member organisations, as detailed in
196 the Statutes. In case the number of candidates is less than the number of
197 positions open and/or if the gender quota is not met, the Executive Committee
198 will re-open the call for additional candidates of the underrepresented gender
199 and/or positions with lacking candidates.

200 3 weeks before the General Assembly is the deadline for: publication of
201 Candidacies publication of Executive Committee recommendations on potential
202 member organisations (for full, candidate or associate membership) publication
203 of Executive Committee recommendations on exclusion and/or suspension of member
204 organisations sending the GA agenda, as detailed in the Statutes

205 2 weeks before the General Assembly is the deadline for: MOs to express their
206 support for candidates

207 10 days before the General Assembly is the deadline for: amendments to the
208 resolutions and Plans

209 Other deadlines:

210 The deadline for submitting emergency resolutions must be 2 days before the
211 start of the General Assembly.

212 At the end of the General Assembly's first day, the assembly sets a deadline for
213 amendments to the emergency resolutions.

214 2.5. Submission of resolutions and amendments

215 At the general assembly Full Member Organisations and the Executive Committee
216 have the right to submit resolutions, and amendments to resolutions, the
217 political platform, the activity and financial plan, the strategic plan, other
218 plans tabled by the EC, the statutes and the IRPs, bearing in mind the deadlines

219 specified under 2.4. Support of 3 Full Member Organizations is needed in order
220 to table an emergency resolution.

221 2.6. Presidency

222 The General Assembly confirms the Presidency proposed by the Executive Committee
223 before any other decisions are made. The Presidency then:
224 chairs the meetings and discussions at the General Assembly
225 prepares the resolutions, amendments and voting procedures for the General
226 Assembly
227 is responsible for taking the minutes of the General Assembly

228 The Presidency: consists of four to six people who must not be candidates to any
229 positions at the General Assembly, can be suspended and simultaneously replaced
230 with an absolute two-third majority by the assembly.

231 Such a vote of no-confidence can be demanded by at least 5% of the delegates,
232 who must present people for the new Presidency.

233 2.7. Participation fee

234 A participation fee to the General Assembly can be set up if the Treasurer finds
235 it necessary. The following participants of the General Assembly are exempt from
236 paying the participation fee: One delegate per Full, Candidate and Associate
237 Member Organisation, Executive Committee members the Secretary-General and
238 office members of the Presidency

239 If a full Member Organisation sends a second delegate the participation fee is
240 halved in case at least one of the two delegates self-identifies as women,
241 intersex, nonbinary, trans or agender. Treasurer can grant exemption or lowering
242 of the fee to participant that request it.

243 2.8. Travel reimbursement

244 Full reimbursement of travel costs is granted to:

245 one delegate per full, candidate or associate Member Organisation
246 Executive Committee members
247 the Secretary-General and the office,
248 candidates for the Executive Committee elections,
249 candidates for the Secretary-General elections, provided they have received
250 approval by the pre-selection committee,
251 candidates for the FYEG Representative to the EGP Committee, provided they have
252 received approval by the pre-selection committee

253 members of the presidency

254 The Treasurer can decide to reimburse travel costs for:
255 delegates of organisations applying for candidate membership in FYEG
256 candidates for all open positions the second delegate of a full, candidate or
257 associate Member Organisation if at least one delegate self-identifies as women,
258 intersex, nonbinary, trans or agender.

259 3. Election and Voting Procedures

260 3.1. Attendance and voting quorums

261 In line with the Statutes, each Member Organisation has the right to attend the
262 General Assembly. Only Full Member Organisations have voting rights and each
263 Full Member Organisation has two votes.

264 3.1.1. Principles

265 In line with the Statutes, the General Assembly deliberates validly only if 50 %
266 + 1 of the Full Member Organisations are present or represented. The Statutes
267 detail the steps to follow in case the attendance quorum is not reached. In line
268 with the Statutes, in principle all decisions in FYEG are taken by a simple
269 majority of votes registered for the General Assembly.

270 When voting, abstention is always an option. When the vote relates to decisions
271 concerning persons or Member Organisations, the ballot is always secret. The
272 voting body can decide to have other voting procedures processed through secret
273 ballot.

274 3.1.2. Procedures

275 Definitions

276 Votes registered at General Assembly

277 - the number of Member Organisations and their delegates who are registered for
278 the General Assembly and have voted in the determination of the General Assembly
279 quorum

280 Votes cast

281 - the number of votes that were submitted.

282 Simple majority

283 Majority of the votes cast, i.e. the number of "Yes" votes exceed the number of

284 "No" votes. Abstentions are not considered in the count.

285 Examples:

286 Out of 20 votes: 11 yes, 9 no, 0 abstentions: passed; 1 yes, 0 no, 19
287 abstentions: passed. 10 yes; 10 no; 0 abstentions. not passed. 10 yes, 9 no, 1
288 abstention: passed.

289 Absolute majority

290 To pass "yes" should reach the majority (half+1, or half + 0.5 in case of odd
291 number) of the number of votes registered at the General Assembly.

292 Note that it is number of votes registered, not number of votes cast.

293 This means that if less than half of the voters are present and vote, this
294 majority can never be reached.

295 Examples:

296 20 voters registered: need 11 or more yes votes.

297 21 voters registered: need 11 or more yes votes.

298 22 voters registered: need 12 or more yes votes.

299 Simple two-thirds majority

300 Two thirds of the votes cast.

301 Absolute two-thirds majority

302 Two thirds of the number of votes registered.

303 Note that it is the number of votes registered, not the number of votes cast.

304 This means that if less than two thirds of the voters are present and vote this
305 majority can never be reached.

306 Examples:

307 20 voters: need 14 yes or more votes.

308 21 voters registered: need 14 or more yes votes.

309 22 voters registered: need 15 or more yes votes.

310 3.2. Election of candidates

311 3.2.1. Principles

312 FYEG uses a Single Transferable Vote (STV) electoral system with a standard
313 droop quota. Mathematically, this is the next integer larger than $V / (n+1)$ when
314 V = the total number of valid votes and n is the number of positions available.
315 Specifically recommended is the Scottish STV system.

316 3.2.2. Procedures

317 The main principle is to rank all the candidates according to the voter's
318 preferences for each candidate. Where 1 is the first preference 2 the second

319 preference and so on.

320 Voters can rank all candidates even if the number of candidates exceeds the
321 number of positions. Voters can decide to not rank some of the candidates even
322 if this means leaving the ballot partially blank.

323 Only a completely blank ballot counts as abstention, an abstention counts under
324 the exception below.

325 If a simple majority of all ballots cast do not rank the candidate with any
326 numbers they are excluded from the election.

327 0 - All ballots are inspected to determine that candidates have received a
328 simple majority of any kind of ranking on cast ballots. If not, they will be
329 excluded from the election.

330 1 – The candidates who have reached the election quota (i.e. election threshold)
331 are elected.

332 2 – If some positions are still available, the following process starts:

333 2a – The left-over votes on candidates reaching the election threshold are
334 redistributed according to second preferences, using the Single Transferable
335 Vote system of distribution.

336 2b – If one or more candidates have reached the election threshold, that/those
337 candidate(s) are elected in order from highest to lowest vote count. The process
338 then starts again from point (2).

339 2c – If no candidate reaches the threshold in this way, the candidate with the
340 lowest amount of votes is removed from the election. The ballot-papers that
341 ranked this candidate as their first remaining preference are redistributed
342 according to their second preference. The process is then restarted (1).

343 2d - If, following the calculation of the election result, one or more
344 candidates is elected who is ineligible due to quota regulations, these
345 candidates (who had the least number of votes) are removed from the pool of
346 candidates and the entire election is recalculated. That is to say, the election
347 is recalculated, and each time the ineligible candidate would have received a
348 preference vote, the vote instead goes to the voter's next preference.

349 3.2.3. Exceptions At the General Assembly:

350 Concerning the Executive Committee elections:
351 The spokespersons and the treasurer are elected separately from the rest of the
352 Executive Committee positions.

353 Concerning the Advisory Committee:
354 The newly elected Executive Committee will present the proposed Advisory
355 Committee to the General Assembly. The General Assembly ratifies the proposed
356 Advisory Committee by a simple majority vote.

357 Between General Assemblies:
358 Concerning the replacement of a resigned Executive Committee member:
359 If an Executive Committee member resigns, a new Executive Committee member can
360 be elected to replace them. The Executive Committee will publishes a call for
361 candidates for the vacant position. Candidates will be elected via an electronic
362 vote. Any replaced EC member will have full voting rights in the Executive
363 Committee.

364 3.3. Electronic voting

365 The Executive Committee can call for an electronic vote between General
366 Assemblies in urgent matters. It is the duty of the Executive Committee to
367 provide enough information for the full Member Organisations to make an informed
368 decision. Each full Member Organisation has 2 votes.

369 When voting, abstention is always an option. The voting period is set to two
370 weeks with a one week reminder. The Statutes, the Internal Rules and Procedures,
371 the Strategic Plan and the Political Platform cannot be subject to any
372 electronic vote between the General Assemblies. Results will be announced within
373 one week after the closing of the vote and include detailed information.

374 3.4. Tiebreakers

375 3.4.1. Tiebreakers on point of substance

376 In the case of a tie between two points of substance, the vote shall be held
377 again. If the result is once again a tie, the body voting may choose to vote
378 once more, table the discussion to later in the meeting, or decide by some form
379 of chance. Note that this paragraph is not intended to apply to ties between
380 "yes", "no", or "abstain" where some point of substance requires a majority to
381 pass.

382 3.4.2. Tiebreakers relating to elections

383 During the vote calculation process, systems such as Scottish STV calculate how

384 to break ties in elections using the preferences set out in earlier rounds of
385 voting. If this still creates a tie or there is insufficient data to do the
386 calculations, the candidate who wins in that round is chosen at random.

387 If it is determined by the Presidency that the final winners of an election
388 varies according to random chance then:
389 Between the candidates involved in the tie, the candidate with the most first
390 preferences takes the position. If the candidates are tied in first preferences,
391 then second preferences are counted. This process is continued until all
392 preferences are exhausted.

393 If a result still cannot be determined due to a tie, the Presidency may opt to
394 delay the final decision and schedule a further head-to-head vote between the
395 tied candidates. This vote may take place after the conclusion of the General
396 Assembly, in which case responsibility for organising and conducting the
397 election will pass to the Executive Committee.

398 Additional head-to-head votes may be held as necessary until the tie is
399 resolved.

400 3.5. Dismissal of elected persons

401 3.5.1. Dismissal of Executive Committee member

402 Two thirds of the Executive Committee can propose dismissal of an Executive
403 Committee member. The Full Member Organisations vote on the proposed resignation
404 through electronic vote. The vote is based on two letters: a letter of
405 justification from the majority of Executive Committee members proposing the
406 dismissal and an optional letter of defence from the Executive Committee member.
407 If at least one third of the full MOs participate in the vote and a two third
408 majority is reached the Executive Committee member is dismissed.

409 3.5.2. Dismissal of Secretary-General

410 Two thirds of the Executive Committee can propose the dismissal of the
411 Secretary-General. An additional General Assembly must then be convened by a
412 decision of the Administrative Board under the applicable rules (as set out in
413 the statutes), where the Member Organisations vote on both the dismissal of the
414 existing Secretary-General, and the election and appointment to the
415 Administrative Board of a new interim Secretary-General.

416 The Executive Committee has the right to in writing and orally inform the Member
417 Organisations as to why they have proposed the dismissal, and the Secretary-
418 General the right to defend themselves. If quorum is reached (as detailed in the

419 Statutes) and a simple two-thirds majority is found at the additional General
420 Assembly for dismissing the Secretary-General, the Secretary-General is
421 dismissed. The Executive Committee can propose dismissal of the Secretary
422 General, with two-thirds of the votes of the members of the EC.

423 The Member Organisations must be notified within 8 days about the decision and
424 the Executive Committee must appoint a Secretary-General ad interim within 8
425 weeks after the decision of the Executive Committee. The Secretary General ad
426 interim will continue until the election of a new Secretary General at the
427 subsequent General Assembly.

428 The new interim Secretary-General will take over the mandate over the former
429 Secretary-General, expiring whenever the former Secretary-General's mandate
430 would have expired. They have all the powers and responsibilities of the former
431 Secretary-General.

432 13.6. Gender quota

433 In all elected bodies there must be a minimum of 50% of people that self-
434 identify as women, intersex, nonbinary, trans or agender. If there is only one
435 position in a body, there is no quota. However it is encouraged that people that
436 self-identify as women, intersex, nonbinary, trans or agender alternate in this
437 position. 17 4. Bodies

438 4.1. Administrative Board

439 In line with the Statutes, the association is administered by an administrative
440 board composed of three people, appointed by the general assembly amongst the
441 Secretary-General, and members of the Executive Committee, preferably the
442 Spokespeople and the Treasurer.

443 4.2. Executive Committee

444 The Executive Committee members are responsible for making strategic and
445 political decisions about the organisation during their mandate and between
446 General Assemblies.

447 The Executive Committee strives to reach consensus, with any member able to call
448 a vote if consensus cannot be reached; decisions are made by a simple majority,
449 disregarding abstentions. If no majority is secured after two consecutive votes,
450 the decision is postponed to the next meeting for further attempts to reach a
451 consensus. If voting fails again in the subsequent meeting, the decision is
452 deemed against.

453 The Executive Committee is composed of eight people: who are elected by the
454 General Assembly with a one-year mandate "Who can only do a maximum of three
455 total mandates" in case of by-election, the term only counts as a mandate if it
456 exceeds 9 months

457 Any individual can hold a maximum of two different mandates in one particular
458 role within the EC across the course of their lifetime. For example, they could
459 be Co-spokesperson for two mandates, and EC member for one mandate, but they
460 could not be Co-spokesperson for three mandates. An EC member is either a co-
461 spokesperson, a treasurer or a regular EC member: the roles cannot be
462 accumulated.

463 An EC candidate must not be older than 32 on the year of election. A mandate is
464 the period between one Annual GA to the next Annual GA. The EC's mandate is
465 entrusted by the GA, and this should be reflected in the EC's work and
466 attitudes. This also means that the EC as a whole, or individual EC members can
467 be held accountable to the GA in the instance of working against the interest of
468 the GA.

469 Within the EC there are two spokespersons, who must not be from the same Member
470 Organisation, the treasurer and five additional members.

471 The gender quota applies to the spokespersons.

472 The Executive Committee:
473 rules when an absolute majority of its members are present and/or involved in
474 the decision-making process through online channels,
475 is responsible for the relations with the Member Organisations,
476 has the right to make statements on behalf of FYEG, in line with the political
477 platform oversees the implementation of the activity plan as decided by the
478 General Assembly
479 receives and handles applications from organisations that wish to join FYEG and
480 produces a report for the General Assembly including voting recommendation
481 can engage FYEG in partnerships with external movements, networks and
482 organisations select members of non-elected temporary bodies and provides
483 political support to them (such as the prep-teams, working groups, task forces
484 etc.)

485 The Executive Committee members represent FYEG to its partners, member
486 organisations and other stakeholders. EC members need to ensure a good transfer
487 of knowledge when their mandate comes to an end with a proper handover. The
488 handover should take place within 3 weeks of the tasks being divided.

489 4.2.1. Spokespeople

490 The Spokespersons:
491 Coordinate the Executive Committee
492 Represent FYEG to the public and are a contact point for people from outside the
493 Federation.
494 Represent FYEG with the Partners and attend European Green Party Committee
495 meetings
496 Are responsible for the secretariat

497 The mandate of the spokespersons is further stated in the internal delegation
498 order of FYEG, adopted by the Executive Committee on an annual basis.

499 4.2.2. Treasurer

500 The Treasurer is responsible for the yearly budget of FYEG. The treasurer works
501 closely together with the Secretary General and the Office, that ensures the
502 daily financial management of the organisation.

503 The treasurer:
504 prepares the financial report to the Executive Committee and to the General
505 Assembly
506 prepares a budget plan for the General Assembly
507 has regular meetings with the Office to check the budget

508 The mandate of the treasurer is further stated in the internal delegation order
509 of FYEG, adopted by the Executive Committee on an annual basis

510 4.3. Secretary-General

511 The Secretary General is elected for a three year mandate at the General
512 Assembly. The mandate can only be renewed once. The total duration of the
513 mandate of the Secretary-General can not exceed two mandates and the time held
514 as "interim Secretary-General" is not counted as part of a mandate.

515 The tasks of the Secretary General include:
516 the legal representation of the organisation
517 Managing the FYEG Secretariat and making sure that each office member fulfils
518 their responsibilities and tasks
519 Facilitating and assisting the work of the Executive Committee
520 Overseeing the HR processes
521 Overseeing the execution of FYEG Activity Plan
522 Overseeing FYEG finances, including fundraising, reporting, handling FYEG bank
523 accounts, accounting,
524 Making sure that the statutory deadlines and process are respected
525 Overseeing the organisation of the statutory activities

526 Overseeing FYEG's external communications and campaigns
527 Monitoring key political events and policy developments on the European level to
528 serve as a resource for FYEG's political work
529 Maintaining good contacts with FYEG's partners and Member Organisations and
530 other stakeholders
531 If mandated by the Executive Committee, the Secretary General can externally
532 represent FYEG and its position

533 4.4. FYEG's Representative to the European Green Party Committee

534 As outlined in the Statutes and the Rule Book of the European Green Party, the
535 Committee is the executive body of the European Green Party and is responsible
536 for its political and strategical development and functioning within the budget
537 and the guidelines approved by the Congress.

538 The Committee consists of 13 members, out of which 4 are elected for specific
539 functions, 8 regular members and 1 seat nominated by FYEG. The Committee mandate
540 is 3 years. Members may not serve more than three terms. The Committee's general
541 tasks and responsibilities are further detailed in the European Green Party
542 Statutes.

543 FYEG nominates one member to the EGP Committee. Hereafter, this person will be
544 referred to as the representative. This representative cannot hold any of the
545 four specific posts of the Petit Committee of the European Green Party (Co-
546 Chairs, Treasurer and the Secretary General). The nomination of this FYEG
547 representative will follow the Committee elections deadlines.

548 FYEG's representative is elected at the General Assembly. They must not be older
549 than 32 years old at the year of election. They are required to attend at least
550 one live Executive Committee meeting every year. Moreover they must submit a
551 report to the General Assembly every year, detailing the work that they have
552 done in the EGP Committee. They can be asked to attend more FYEG Executive
553 Committee meetings and FYEG events to represent the EGP Committee.

554 4.5. Financial Control and Advisory Committee

555 At the General Assembly, members of the Financial Control and Advisory Committee
556 (FCAC) are elected for a two year mandate. The FCAC is composed of two members.
557 Its members must not be members of the Executive Committee nor financially
558 depending on FYEG.

559 The FCAC's tasks include:

560 At least one meeting a year, dedicated to checking FYEG's finances.

561 A written report of this meeting must be submitted to the EC, thereby providing

562 an internal audit. the presentation of this yearly report to the delegates at
563 the GA.

564 The financial report that is to be presented to the GA and all other relevant
565 material have to be ready and at disposal for the meeting. Providing
566 recommendations to FYEG Treasurer and Secretary General regarding the financial
567 management and the financial orientations of FYEG.

568 It is recommended that the EC and the office share relevant information related
569 to the finances of the organisation to FCAC throughout the year.

570 4.6. Office

571 In addition to the Secretary General, FYEG may recruit employees for its Office.
572 In principle, all recruitments are made after an open and public call. The
573 decision on the selected candidate is done in line with the internal delegation
574 order of the FYEG, adopted by the Executive Committee on an annual basis.

575 The Executive Committee adopts "Guidelines and Rules for the Office" in line
576 with legal requirements. This document is made available to all employees,
577 especially when new employees are recruited. Salaries are decided upon in line
578 with the internal delegation order of the FYEG, based on the financial plans
579 adopted by the General Assembly.

580 4.7. Advisory Committee

581 The Advisory Committee ensures the transfer of knowledge within FYEG and acts as
582 a conflict resolution body. It is appointed for two years at the General
583 Assembly. The Advisory Committee is composed of 5 members.

584 Action by the Advisory Committee is taken only upon request by Executive
585 Committee members of other bodies of FYEG. Its tasks are:
586 providing their shared experience on a specific subject assisting in conflict
587 resolution between Executive Committee members, members of other Bodies and/or
588 office providing general or specific mentorship for Executive Committee members
589 on an individual needs basis.

590 If requested by the Executive Committee, advising the Executive Committee on
591 organisational and structural matters In order to enable the Advisory Committee
592 to fulfil this tasks it is granted the following: one-way access to the email-
593 list of the Executive Committee throughout the year, meaning the possibility to
594 read conversations but not actively take part access to the online storing
595 spaces of the Executive Committee, without editing rights.

596 attendance at online or offline meetings of the Executive Committee

597 During its duty, the Advisory Committee must respect the secrecy of internal
598 matters.

599 At the General Assembly, the Advisory Committee must present a brief overview of
600 the functioning of the Executive Committee and office. If prompted, the Advisory
601 Committee make recommendation within 8 weeks, after oral or written consultation
602 of involved parties, and to the best of all members' knowledge. Recommendation
603 of the Advisory Committee have to be provided in written form to parties
604 involved.

605 4.8. Working Group

606 Working groups have the following functions within FYEG :

607 helping with the acquirement and create professional documents on current and
608 selected topics providing the groundwork for the formulation of political
609 positions

610
611 promoting the involvement of Member Organisations and green activists in FYEG
612 Working Groups providing space for a debate between young Green activists on the
613 European level supporting the Executive Committee, office and prep-teams in the
614 organisation of events and campaigns supporting the Executive Committee and
615 Prep-teams in policy related preparations for FYEG events

616 Working groups are formed by the Executive Committee, with a defined scope, aim,
617 working area and timeframe. This defined scope is outlined by the Executive
618 Committee responsible for the working group and working group coordinators at
619 the start of the mandate to complement FYEG's priorities.

620 The creation of a working group may be planned in the annual activity plan
621 adopted by the General Assembly but the Executive Committee may also decide to
622 create ad-hoc working groups. Working groups must not work against the political
623 platform of FYEG. Further details on how to form, manage and communicate Working
624 Groups is detailed in the Annex - 2 Working Groups Guidelines.

625 4.9. Ecosprinter Editorial Board

626 The Ecosprinter is the Member Organisations magazine of FYEG and is created by
627 an autonomous editorial board, elected at the General Assembly. The Ecosprinter
628 is published online and FYEG should strive for a printed version. The mission of
629 the Ecosprinter is to:

630 provide a forum for commentary and internal debate provide the spaces for blogs

631 and articles of members of FYEG inform about European Green policies and
632 politics report and comment about culture, politics and discussions they believe
633 are of importance.

634 The Ecosprinter Editorial Board:
635 consist of three members has to be gender-balanced
636 can elect an Editor-in-Chief among its members work on the mission and
637 development of the Ecosprinter

638 In case there is not a consensus within the Ecosprinter Editorial Board on the
639 election of the Editor-in-Chief, or an absolute majority, the Executive
640 Committee can appoint the Editor-in-Chief.

641 The role of the editor in chief is to coordinate the work of the Ecosprinter
642 Editorial Board and ensure that the mission of the Ecosprinter is fulfilled.

643 4.10. Conflict of Interest

644 In case a decision needs to be taken and a member of an FYEG body has a conflict
645 of interest, financial or moral, they must inform the other members of the body
646 before the decision is taken and the following procedure applies:

- 647 - the nature of the conflict of interest must appear in the minutes of the
648 meeting,
- 649 - the person with a conflict of interest may not participate in the debate and
650 the vote related to the decision in question.
- 651 - except for the Executive Committee itself, the body in question is allowed to
652 delegate this decision to the Executive Committee,
- 653 - when the decision is delegated to a second body, the first body may still
654 execute the decision.

655 If someone neglects to disclose a conflict of interest, any other member who is
656 aware of the conflict must inform the rest of the members before the debate and
657 decision takes place. Without the member concerned by the conflict of interest
658 present, the body decides by a vote whether or not this member can participate
659 in the debate and the vote. This decision must be mentioned in the minutes of
660 the meeting. The body is allowed to delegate this decision. In case the majority
661 of members present or represented are in a position of conflict of interest, the
662 decision must be delegated to the Executive Committee. In case the majority of
663 members of the Executive Committee are in a position of conflict of interest,
664 the decision must be delegated to the General Assembly.

665 This chapter does not apply when the decision in question relates to usual
666 transactions, entered into under normal market conditions and guarantees for

667 transactions of the same nature.

668 5. Relations with other organisations

669 5.1. General principles

670 FYEG may:

671 become a member of other organisations/networks

672 become a temporary or permanent partner of other

673 organisations/networks/alliances

674 set up new organisations and networks

675 The Executive Committee may take the decision to become a temporary or permanent
676 partner of other organisation/networks/alliances. The decision to become a
677 member of other organisations/networks or to set up new organisations/networks
678 should be approved by the General Assembly.

679 Furthermore the EC must:

680 provide a list of organisations that FYEG is a member of, as well as a

681 description of FYEG's rights and responsibilities and the contact details of the

682 concerned organisations report at the GA about all the partnerships FYEG has

683 maintained during the year and provide details upon request by a MO

684 5.2. European Green Party

685 FYEG is the official youth wing of the European Green Party (EGP). Relations

686 between FYEG and EGP are further specified in the EGP-FYEG relationship

687 agreement.

688 5.3. Cooperation and Development Network Eastern Europe

689 FYEG and Cooperation and Development Network (CDN) are sister organisations and

690 cooperate together to their mutual benefit. Relations between FYEG and CDN are

691 further specified in the CDN-FYEG relationship agreement.

692 5.4. Global Young Greens

693 FYEG supports the building and working of Global Young Greens (GYG), striving to

694 help GYG with financial and organisational matters.

695 6. Event Management

696 6.1. Participants

697 Participants to an event are selected in line with the internal delegation order
698 of the FYEG, striving for gender, age and geographical balance. The Executive
699 Committee decides if the event is open to all or only to the delegates of Member
700 Organisations. The FYEG Safer Spaces Policy and the Anti Sexual Harassment
701 protocol shall be communicated and presented to all participants.

702 6.2. Prep Team

703 A Prep Team is a temporary bodies, created for the planning, organisation and
704 follow-up of specific projects. A Prep Team is set up via an open call
705 procedure. In line with the internal delegation order of the FYEG, the final
706 decisions on the Prep Team's composition and all necessary replacements are done
707 by the responsible Executive Committee member. They must always: strive for
708 gender and geographical balance ensure compliance to specific set of rules
709 imposed by partners and funders A Prep Team can take decisions concerning their
710 project independently. If needed, a Prep Team can consult the Executive
711 Committee in order to solve possible internal problems.

712 6.3. Alcohol and intoxicating substances

713 Organisers of the event shall make sure that underaged participants are not
714 exposed to dangerous situations involving alcohol or illegal drugs. This shall
715 be ensured by, among others, the following measures: Participants below 16 and
716 those for whom it is forbidden by domestic laws, shall not consume alcohol or
717 illegal drugs, and one shall not offer any to them. In the event that this does
718 take place, all parties responsible must be banned from the rest of the
719 programme.

720 Moreover, their respective MO(s) shall be notified by the Executive Committee
721 upon violation of these rules; Alcohol and illegal drugs shall not be consumed
722 during the official sessions part of the programme; FYEG shall look into
723 organising sessions and parties in other places than those where alcohol
724 consumption is central, such as bars or clubs; Members of the Executive
725 Committee and the Prep Team shall lead by example and abstain from excessively
726 drinking alcohol and from using illegal drugs during an event. Additionally, two
727 people, from either the Executive Committee or the Prep Team, should be
728 appointed to stay sober during the programme.

729 7. Financial Management

730 The FYEG financial year starts on 1st of January and ends on 31st of December as
731 is reflected in FYEG budget. The financial management of FYEG is done through
732 the decision-making, execution and control of different bodies in line with
733 Belgian law and the delegation order adopted by each Executive Committee. FYEG's
734

internal financial management is organised as follows:

735 The General Assembly approves of the yearly Budget Report and amends and adopts
736 the yearly Budget Plan The Executive Committee approves the General Budget Plan
737 and Report presented by the Treasurer, before they are submitted to the General
738 Assembly. The Treasurer regularly monitors the implementation of the overall
739 budget and accounting and keeps the rest of the Executive Committee updated The
740 Secretariat manages all the practicalities to realise the adopted budget under
741 the supervision of the Secretary-General The Financial Control and Advisory
742 Committee (FCAC) monitors and reviews the financial reports and plans once per
743 year before they are presented at the General Assembly. The FCAC also monitors
744 the financial management processes and practices. It submits a report to the
745 General Assembly A certified auditor provides an external audit in line with
746 legal requirements.

747 7.1. Travel Reimbursements

748 The reimbursement rules, procedures and deadlines are shared with the
749 participants of each events. Each event and activity has its own rules,
750 procedures and deadlines in line with the rules and procedures of the funders of
751 the activity. As a general principle a person can ask for reimbursement of the
752 travel cost if: the participant attended at least 75% of the meeting all
753 relevant receipts and proof of travel have been handed in within the deadline
754 communicated for each activity Exceptions to these rules regarding participants
755 can only be made in consultation with the Treasurer.

756 7.1.1. Reimbursement practicalities

757 Train and other public transport travel costs are reimbursed on the basis of a
758 2nd class ticket or a 1st class if that option is cheaper. For night trips over
759 500 km the couchette fee (2nd class) can be covered

760 Bike trips over 10 km are reimbursed by 1 EUR / km with a maximum of the price
761 of a second class train ticket and with an absolute maximum of 100 EUR

762 Direct flights as well as combinations of direct flights with ground
763 transportation are to be preferred over multistop flights due to the increased
764 emissions from multiple starts and landings. Due to the high levels of
765 emissions, plane-travel in general should be avoided as much as possible.

766 Taxi costs will be reimbursed if local transport is not available and if
767 requested in advance from the organisers. The necessity of using a private car
768 must be justified in writing and approved in advance. Travel by car may be
769 reimbursed by 0.2 EUR/km. Depending on the activity, specific reimbursement

770 rules may apply. Car sharing should be approved in advance and should be cheaper
771 than public transportation. T

772 he costs have to be documented.

773 FYEG uses the official conversion rates of the European Commission for
774 currencies other than Euro:
775 ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm
776 based on the date of expense if no other donor guidelines apply.

777 Exceptions are payments with credit cards when the documented conversion rates
778 of the credit card company apply based on credit card payments statements.

779 7.2. Participation fees

780 A participation fee to any activity can be demanded and fixed by the Executive
781 Committee, in line with the delegation order.

782 7.3. Expenses covered

783 7.3.1. Food and food supplies

784 The members of the Executive Committee can be reimbursed for food expenses up to
785 maximum 30€ per person for meetings covering an entire day and up to 15€ per
786 person for half-day meetings with at least 4 hours of work. 30 Food
787 reimbursement for other volunteers are fixed by the participating conditions for
788 each event and meeting. FYEG can only cover costs for vegetarian and vegan food.
789 At every event, vegan food should be offered and its consumption encouraged.

790 7.3.2. Child care

791 If requested and possible child care will be provided for the Secretary-General,
792 FYEG Office, Executive Committee members, speakers and Prep Team members in
793 order to allow full presence at an event. The child care support can take the
794 form of: covering the travel and accommodation costs for an extra person to
795 provide child care on the spot during the event, covering the fee for a child
796 care professional during the event etc. All the costs should be approved by the
797 Treasurer.

798 7.4. Executive Committee Members allowance

799 The members of FYEG Executive Committee are entitled to a monthly allowance up
800 to a maximum of 135 EUR per month. The FYEG EC members are free to claim the

801 allowance depending on their need.

802 The allowance is meant to cover preparation and participation in the following
803 meetings: FYEG activities, including regular EC meetings; EGP Committee Meetings
804 and Councils; Study Visits to Member Organisations approved by the EC; Other
805 events or meetings approved by the EC.

806 In addition to the monthly allowance, Executive Committee members are entitled
807 to reimbursement for their costs for travel, accommodation, food and child care
808 costs when travelling, in accordance with the FYEG reimbursement rules.

809 Reimbursement for expenses while travelling can only cover expenses for up to
810 the limit of 1 day before and 1 day after the event/meeting. The EC member in
811 question makes sure the allowance is declared in line with the fiscal rules of
812 their country of fiscal residence. FYEG declines responsibility for any tax
813 liability.

814 **Annex 1: Organisation of the General**

815 Assembly Application Requirements & Procedures for Candidates

816 Applicant Organisations

817 Organisations that are applying to become an Associate, Candidate or Full Member
818 of the Federation of Young European Greens should send their application to the
819 Executive Committee before the deadlines set in the Internal Rules and
820 Procedures.

821 Their application shall contain: a letter signed by their board stating the
822 reason and motivation for their application a copy of the original statutes and
823 a translated version in English a copy of their political platform (or
824 comparable document) and a translated version in English a filled-in
825 questionnaire provided to them by the Executive Committee that includes
826 questions on the number of its members, age limit, list of activities, budget
827 and all other possibly relevant information.

828 Executive Committee candidates

829 Candidates for the Executive Committee shall provide in their application form:
830 Filled-in application form that will be made available online A motivation
831 letter, An Outline of their plans are for the organisation or their vision for
832 FYEG Detailed CV Candidates must be proposed by their member organisation and
833 seconded by another FYEG member organisation. One nomination or support letter
834 from the Member Organisation that proposed the candidacy. If a candidate cannot
835 provide a nomination or support letter, the possible candidate has the right to

836 provide a letter of justification. The letter will be shared with the delegates
837 of the General Assembly. The General Assembly will decide, through a vote by
838 two-third majority, whether this person is admitted as a candidate or not.
839 Multiple positions holding FYEG strives to have non-cumulation of positions.
840 Executive Committee members have to be able to combine their commitments to FYEG
841 with whatever other tasks they may have. Candidates to the Executive Committee
842 have to lay open what other mandates and functions they have.

843 Secretary General candidates:

844 Secretary General candidates' application must include: a CV a comprehensive
845 motivation letter, explaining how experiences match the profile, what the
846 candidate thinks they can contribute to FYEG. It should also establish a vision
847 of a European political youth organisation's role. Special emphasis is given to
848 experiences within FYEG and other Young Green Organisations. the contact details
849 of two references, preferably employers, supervisors or tutors

850 Further requirements and procedure: A committee for a pre-selection of the
851 candidates will be set up. The committee will consist of 4 people: a current
852 FYEG EC member, a former FYEG Secretary General or office coordinator, one full
853 MO representative and a 4th member (NGO professional worker). Only applications
854 including all required documents and sent before the given deadline will be
855 examined taking into consideration both political and professional skills of the
856 candidates. These candidates will be given a written assignment and interview if
857 this is possible.

858 The committee will assess the candidates' experience and skills. Candidates will
859 be given a month to campaign and are expected to present themselves at the GA.
860 The final decision on the Sec-Gen of FYEG lies with the final vote of the GA of
861 the organisation. In case a candidate is not recommended by the committee, they
862 will still be able to apply for the position and present themselves at the GA,
863 but the candidacy will not be endorsed by the EC. In case the Secretary-General
864 wants to renew their mandate and if by the closing of the deadline for the
865 applications for the Secretary-General there are no other applications received,
866 there is no need for the Selection Committee.

867 FYEG's Representative to the EGP Committee Candidates:

868 Candidates to FYEG's Representative to the EGP Committee must provide: A
869 motivation letter, An outline of their plans are for the organisation or their
870 vision for EGP, specifically as FYEG nominee Detailed CV, highlighting their
871 experiences in FYEG and FYEG Member Organisations A nomination letter from the
872 Member Organisation they belong(ed) to. If that is not possible the Member
873 Organisation, of which the candidate is from, must provide an explanation for
874 the rejection of nomination and the possible candidate has the right to provide

875 a letter of justification.

876 Further requirements and procedure:

877 A committee for a pre-selection of the candidates will be set up. The committee
878 will consist of 4 people: one current/former FYEG EC member, a current/former
879 FYEG Co-Spokesperson, a current/former FYEG Secretary General, and one full
880 Member Organisation representative).

881 Only applications including all required documents and sent before the given
882 deadline will be examined taking into consideration both political and
883 professional skills of the candidates. These candidates will be given an
884 interview if this is possible. The committee will assess the candidates'
885 experience and skills. Candidates are expected to present themselves at the
886 General Assembly. The final decision on the nominee of FYEG to the EGP Committee
887 is made by the General Assembly.

888 In case a candidate is not recommended by the committee, they will still be able
889 to apply for the position and present themselves at the General Assembly, but
890 the candidacy will not be endorsed by the EC.

891 Financial Control and Advisory Committee:

892 Candidates for the Financial Control and Advisory Committee shall provide: A
893 motivation letter, highlighting their experience in financial management
894 Detailed CV

895 Ecosprinter Editorial Board:

896 Candidates for the Ecosprinter Editorial Board shall provide: A motivation
897 letter Detailed CV When applying, the candidate must fill a form to indicate if
898 they belong to an MO. If they don't belong to an MO, this will be stated on
899 their candidacy page. If they belong to an MO, they need to indicate if their
900 candidacy is endorsed by the MO they belong to. If their candidacy is endorsed
901 by the MO they belong to, this will be stated on their candidacy page. If the MO
902 they belong to does not endorse their candidacy, then the candidate will have to
903 34 select a reason for this within a set of preselected categories, and write a
904 short statement (not more than 150 words) explaining the situation. The MO they
905 belong to will have the possibility to also submit a short statement (not more
906 than 150 words) responding to this candidacy and exposing their point of view,
907 until 2 weeks before the GA. Both statements will be available on the candidacy
908 page.

909 Meeting rules to the General Assembly

910 These meeting rules regulate the formal sessions of the General Assembly. The
911 goal of these meeting rules is to make sure that all participants have an as
912 similar understanding of the formalities of the General Assembly as possible.

913 Presidency

914 The General Assembly is presided over by the Presidency. The Presidency consists
915 of four to six people, who must not be candidates to any positions at the
916 General Assembly. In line with the Internal Rules and Procedures, the Presidency
917 is selected by the Executive Committee by an open-call. The General Assembly
918 confirms the Presidency proposed by the Executive Committee before any other
919 decisions are made. The Presidency should elect a chair among themselves. The
920 Chair is the main point of contact for the Executive Committee and the Office
921 during and after the General Assembly. The chair is responsible for making sure
922 that the rest of the Presidency delivers their tasks assigned to them and that
923 all the documents related to the General Assembly (adopted resolutions, minutes,
924 votes and voting cards, and other adopted documents) are finalised handed over
925 the Office and the Executive Committee in the following month after the General
926 Assembly.

927 The Presidency: chairs the meetings and discussions at the General Assembly
928 prepares the resolutions, amendments and voting procedures for the General
929 Assembly is responsible for taking the minutes of the General Assembly decides
930 who speaks, who takes part in discussion and who can also be suspended from
931 discussions. Can call emergency sessions to the agenda. However this change
932 would need confirmation by a simple two-thirds majority of the full members.

933 Agenda:

934 The agenda of the General Assembly is adopted with a simple majority on the
935 first day of the General Assembly. In line with the Statutes, if the member
936 organisations want to add a point to the General Assembly agenda, they should
937 communicate it to the Executive Committee at least 10 days in advance and their
938 proposal must be signed by one-twentieth of the full members. The agenda can
939 only be changed with a simple two-thirds majority of the full members. Proposed
940 changes to the agenda have to be presented in written form to the presidency.

941 Documents that are noted, amended, approved, disapproved at the General
942 Assembly:

943 The power and the role of the General Assembly is detailed in the Internal Rules
944 and Procedures. The Executive Committee, the Secretary General, the Ecosprinter
945 Editorial Board, the Financial Control and Advisory Committee and the Advisory
946 Committee presents their reports for the previous years. These reports are heard
947

948 by the GA, not voted. The Treasurer presents the annual accounts and financial
949 report of the previous financial year and the budget and the financial plan of
950 the upcoming year. These documents can be amended and voted. The Executive
951 Committee presents the Activity Plan and the Strategy Plan (if applicable) for
952 the upcoming year(s). These documents can be amended and voted. The deadlines
953 for presenting and amending these documents are detailed in the Internal Rules
and Procedures.

954 The Presidency is responsible for organising Compromise Amendment Sessions (CAS)
955 to try and find compromises on amendments, so that documents have a higher
956 chance of being adopted.

957 Compromise Amendment Sessions (CAS):

958 The Compromise Amendment Sessions are called CAS in short. Everyone who has
959 speaking rights at the General Assembly can attend the compromise amendment
960 session, and it's advised that all member organisations with voting rights do
961 so. Compromises are made between the member organisations or the body that
962 proposed the original document and the member organisations or the body that
963 proposed the amendment subject to compromise.

964 It is advised to include other interested Member Organisations in this
965 compromise process so as to further broaden consensus. Amendments to existing
966 documents (Statutes, Internal Rules and Procedures, Political Platform) are only
967 subjected to compromise if the compromise is in the scope of an already
968 submitted amendments. The Presidency may declare a compromise amendment
969 ineligible if its scope is different from the original amendment.

970 During the Compromise Amendment Session, the proposer of the resolution presents
971 their resolution. The proposer of the amendment presents their amendment. At
972 this point other parties can declare their positions towards the amendment. The
973 proposer of the resolution can adapt the amendments or seek a compromise. If a
974 compromise is reached, it is shared with the delegates of the General Assembly.
975 Unless a Full Member Organisation or the Executive Committee disputes the
976 compromise, it is considered adopted.

977 If the compromise is disputed, the compromise will be sought until the last day
978 of the General Assembly. It is encouraged that the CAS sessions are organised in
979 advance of the General Assembly, following the deadline for amendments which is
980 one week before the General Assembly. The CAS session can happen online. In the
981 voting, firstly the compromised amendments on the document as whole are voted.
982 Afterwards, the document itself is voted on.

983 Resolutions

984 Each resolution should have an international and/or European angle
985 Each resolution should be supported by at least three Member Organisations
986 A resolution should always have a call to action
987 A resolution should preferably be around 5,000 characters but definitely not
988 more than 10,000
989 The Executive Committee can recommend review of certain resolutions to the
990 Presidency. The Presidency can suggest/demand the proposers of the resolution to
991 withdraw their resolution or to postpone the resolution to the further General
992 Assemblies.

993 Speaking rights and debates:

994 Speaking rights are open to all members of FYEG bodies, and all registered
995 participants of the General Assembly. The presidency ultimately decides which
996 individuals are given the opportunity to speak. The speaking time for debates is
997 proposed by the presidency at the beginning of every debate based on the content
998 of the debate and the time assigned for the current session in the agenda. The
999 presidency can change the assigned speaking time based on the time left of the
1000 session to better fit the agenda, as they see fit. This might include cutting
1001 breaks.

1002 The General Assembly can overrule (with a simple two thirds majority) the
1003 presidency's proposals for speaking time. In such cases the new Agenda proposal
1004 must be submitted to the Presidency in a written form. During sessions where
1005 debates will take place, participants will be able to submit 'speaker cards'
1006 before the session. These cards will note if they are for/against, their Member
1007 Organisation and their gender.

1008 In view of the received speaker cards, the Presidency will define the speaker
1009 list. Speakers may still be taken from the floor for balance, but those who
1010 submit cards will be prioritised. The presidency will ensure gender balance on
1011 the speaking list. This is done through a strict quotation of the list. Only as
1012 many men are allowed to speak as non-men are on the list. The only exception is
1013 if people are on the list who haven't participated in the debate up to that
1014 point. They will be chosen before persons that have already made plenty of
1015 contributions. The only exceptions to the speakers list are technical points. If
1016 someone has a technical point, they must signal the presidency and will be given
1017 the floor after the current speaker.

1018 Types of debate:

1019 Open debate:

1020 The debate is open to speakers willing to speak for or against the resolution or
1021 amendment being discussed, as well as for contributions that are neither opposed
1022 nor in favour. This debate is often used during the Compromise Amendment

1023 Sessions.

1024 Con-Pro:

1025 The debate is organised by an alternation of speakers against and for the
1026 resolution or amendment being discussed. This debate is often used during the
1027 Voting Session of the amendments that goes to vote and the resolutions. It
1028 should be noted that all the compromises should be reached before the voting
1029 session and the point of the con-pro debate is not to reach a compromise but to
1030 explain the positions. Therefore the presidency is encouraged to do only one
1031 round of con-pro debates, and if more than one rounds occur time is monitored by
1032 the presidency to ensure that overall the 'pro' and 'con' sides are both
1033 allocated equivalent speaking time.

1034 Quorum, voting and majorities:

1035 Quorum, voting rules and majorities are defined in the Internal Rules of
1036 Procedures. Voting rules and majorities are defined in the Internal Rules of
1037 Procedures A quorum check will be called before the voting sessions.

1038 Safer Spaces

1039 The General Assembly is a space where everybody feels safe, and has an equal
1040 opportunity to be heard. The Presidency is responsible for chairing the General
1041 Assembly in line with FYEG's Safer Spaces regulations. The presidency can ban a
1042 participant for misconduct for the remainder of a session.

1043 (Queer-)Feminist Council

1044 On a point of order, the women, intersex, nonbinary, trans and agender
1045 participants present and entitled to vote may decide whether they wish to hold a
1046 Feminist Council. The motion is dealt with with one pro and one con speech, with
1047 only those eligible to vote on the motion able to speak; the debate can be
1048 opened up beyond these two speeches.

1049 The Feminist Council then deliberates for up to one hour in the absence of the
1050 other participants and informs the entire body of the outcome after the end of
1051 the Feminist Council. The Feminist Council is considered part of the respective
1052 body. The organizers are responsible for a parallel programme dealing with a
1053 feminist policy topic for all those not participating in the Feminist Council.

1054 At the Feminist Council, women, intersex, nonbinary, trans and agender people
1055 can issue a Feminist vote. In the case of motions that affect the right of self-
1056 determination of women, intersex, nonbinary, trans or agender people in terms of
1057 form or content or that particularly affect women, intersex, nonbinary, trans or

1058 agender people, the Feminist Council has the opportunity to hold a separate vote
1059 among women, intersex, nonbinary, trans or agender people before the assembly
1060 vote. This Feminist vote is a strong and urgent recommendation to the assembly
1061 and shall be understood as such. The feminist vote is a non-binding
1062 recommendation.

1063 **Annex 2:**

1064 Working Group Guidelines

1065 These guidelines are to serve the Working Groups and the Working Group
1066 coordinators. Working Group rights and responsibilities:

1067 Working group functions are detailed in the FYEG's Internal Rules of Procedures.
1068 FYEG Working Groups are based on direct democracy and the inclusion of all its
1069 members. Most of the Working Group meetings happen online, through the channels
1070 of internal communication available to them. Working Group members can have
1071 access to usage of the internal communication tools available to FYEG (such as
1072 online meeting softwares).

1073 As set out in the Internal Rules of Procedures, the EC is responsible for
1074 setting up a new Working Group and for ending the term of a Working Group.

1075 Working Groups can (and not only):

1076 Support FYEG and its bodies in developing policy documents

1077 Provide feedback to FYEG's internal policies and documents

1078 Create campaigns

1079 Create guidelines, templates, training material, and similar material

1080 All the Working Group activities must be in line with the FYEG Political
1081 Platform. Only FYEG's Executive Committee (EC) has the mandate to speak on
1082 behalf of the organisation and engage in partnerships with other organisations.
1083 Therefore, any external communication or partnership request needs their
1084 approval.

1085 When the Working Group has a request for content to be shared via FYEG's
1086 official channels, firstly, it should be approved by the member of the Executive
1087 Committee responsible for the Working Group (hereinafter EC Responsible).
1088 Moreover, if the Working Group decides to engage in external partnerships, sign
1089 letters of external partners (i.e. organisations other than Green Political
1090 Organisations), etc. this must also be approved by the EC Responsible for the
1091 Working Group. Finally, if the Working Group needs support from the FYEG Office
1092 in matters of communication, administration, finances, etc. the Working Group
1093 should communicate a detailed concept, through the Working Group coordinator, to

1094 the EC Responsible in a timely manner.

1095 Executive Committee responsibilities:

1096 The EC Responsible is the person appointed among the EC members to be
1097 responsible for the Working Group. They are responsible for:
1098 Initial setup of the Working Group: defining the aims, scope, timeframe,
1099 publishing a call for Working Group members and coordinators
1100 Choosing the first members of the Working Group and the Working Group
1101 coordinators
1102 Meeting with the coordinators to explain their roles and responsibilities
1103 Attend meetings where needed/wanted to (optional) - but in general, it is more
1104 important to be aware what they are up to
1105 Keeping track of all their activities and being aware of how the Working Group
1106 is progressing and what they are up to
1107 Providing political advice and making sure the Working Group acts in line with
1108 FYEG's Political Platform
1109 Updating the Working Group on FYEG activities related to their topics and
1110 purposes

1111 The EC responsible has the possibility to exclude someone from the Working Group
1112 on the recommendation of the coordinators or at least three members of the
1113 group. The EC has to be informed of the decision. The person has the possibility
1114 to appeal to the Advisory Committee.

1115 Working Group coordinator responsibilities

1116 A working group should have two coordinators, at least one of them self-
1117 identifying as women, intersex, nonbinary, trans or agender. If it is impossible
1118 to find two coordinators even after the EC responsible's best efforts to do so,
1119 an exemption can be made if approved by the FYEG EC. In this case, it is
1120 required that either the EC responsible or the Working Group coordinator self-
1121 identifies as female, intersex, nonbinary, trans or agender,

1122 Working Group coordinator tasks are as follows:

1123 Set meetings and agendas for Working Group and notifying members of action
1124 points afterwards (online Working Group meetings should strive to be planned at
1125 least once every two weeks, excluding holidays and exceptional circumstances)
1126 Set up the main communication channels Main point of contact for EC Responsible
1127 Keep the EC Responsible up to date on what's happening in the Working Group
1128 Keep Working Group members informed and updated on EC's feedback and
1129 recommendations
1130 Steer direction: set priorities, what themes/projects they work on, oversee the
1131 work
1132 Coordinate the creation of a Working Group activity plan, guided by the

1133 objectives and goals set out at the beginning
1134 Set up subgroups (if necessary or desired)

1135 They do not need to be involved in every single project or attend every meeting,
1136 but in their absence should delegate project or meeting moderation to someone
1137 else, and keep themselves updated on progress

1138 **Annex 3: Safer Spaces Policy**

1139 Safer spaces are evolving and not static. We have high expectations on how we
1140 behave towards each other in our meetings, actions and social spaces. Making a
1141 space safer means different things depending on the group of people involved as
1142 each group has different needs. This policy aims to be considered in every
1143 meeting involving FYEG, but the document should evolve as we learn and grow. As
1144 an organisation we build social relationships inside and outside of meetings and
1145 actions. We commit to this Safer Spaces policy wherever we are together, this
1146 includes ensuring that ALL spaces are inclusive and harmless.

1147 If someone violates these agreements a discussion or mediation process can
1148 happen, depending on the wishes of the person who was affected. If a serious
1149 violation happens to the extent that someone feels unsafe, they can be asked to
1150 leave the space and/or speak with one member of the Awareness Group. If
1151 necessary, the Sexual Harassment Protocol will be activated.

1152 1. Respect! Racism, as well as ageism, GSRM-phobia , sexism, ableism or
1153 prejudice based on ethnicity, nationality, class, gender, gender presentation,
1154 language ability, asylum status or religious affiliation is unacceptable and
1155 will be challenged. FYEG has a zero-tolerance policy with any kind of
1156 discrimination, even though we acknowledge that there can be different levels in
1157 a breach of a safe space.

1158 2. Be aware of your privileges! Including racial, class and gender privilege
1159 and/or less obvious or invisible hierarchies. Think about how your words,
1160 opinions and feelings are influenced and who they might exclude or harm.

1161 3. Consent! Respect each other's physical and emotional boundaries, always get
1162 explicit verbal consent before touching someone or crossing boundaries. Don't
1163 assume your physical & emotional boundaries are the same as other people's.

1164 4. Friendly use of language! Be aware of the language you use in discussion and
1165 how you relate to others. Try to speak slowly and clearly and use uncomplicated
1166 language especially when non-natives speakers are involved in the conversation.

1167 5. Don't anticipate yourself! Avoid assuming the opinions and identifications of

1168 other participants.

1169 6. Learning; if you don't understand something, just ask. You may be directed to
1170 a book, website or skill share to learn more. It's ok to make mistakes. Please
1171 show appreciation for the hard work of others and be considerate when you offer
1172 criticism.

1173 7. Everyone has their turn; give each person the time and space to speak. In
1174 large groups, or for groups using facilitation: Raise your hand to speak.

1175 8. Calling out; if you have acted or spoken harmfully, even if unintentionally,
1176 expect that someone will bring this up to you. If this happens, listen and
1177 reflect on what they are saying even if you think they may be wrong. Don't try
1178 to absolve yourself of responsibility. This policy should be expanded with
1179 specific measures and practices to promote the creation of safer spaces.

1180 The EC, Office and all Prep Teams must organise mandatory reflection/awareness
1181 sessions dedicated to discussing power dynamics in relation to sexual/romantic
1182 relationships within our Federation, being mindful about how they engage with
1183 participants and ethical leadership within FYEG. The EC should hold such a
1184 reflection/awareness session at a minimum once a year preferably at the first
1185 live ECM.

1186 The Office should hold such a reflection/awareness session at a minimum once a
1187 year. Prep Teams should hold such a session at least once during a Prep Team
1188 meeting before the event they are organizing begins. Discussions on power
1189 dynamics and ethical leadership also are incorporated into the onboarding
1190 process for new EC members and Office members.

1191 Permanent Awareness Team

1192 The Permanent Awareness Team consists of one member from the EC and one
1193 volunteer that is not a member of the EC. Both members are selected by the EC.
1194 This team operates in addition to the event-specific awareness groups and are
1195 complementary to those. Members of FYEG should be informed of the existence of
1196 this team and know that they can contact them regarding situations that make
1197 them feel uncomfortable or if they have concerns about the behaviour of EC
1198 Members, Office members, or PT members.

1199 The Permanent Awareness Team should be easily accessible via the website, and
1200 there should be a contact form available that allows for anonymous submissions.
1201 The team is responsible for safeguarding the anonymity of any FYEG members who
1202 reach out to them. The Permanent Awareness Team has the authority to make
1203 recommendations and propose initiatives in the form of reports to the EC and the

1204 General Assembly as needed.

1205 Anti sexual harassment protocol

1206 FYEG has a zero-tolerance policy on sexual harassment at all its events, within
1207 all its structures and during all activities. This protocol is applicable for
1208 those participating in an FYEG activity (General Assembly, Strategic Planning
1209 Committee, Working Group Meeting or any other activity), members of a Member
1210 Organization (MO), or members of an online structure of FYEG, referred to as
1211 "this organization" from now onwards in this protocol. Anyone who is subject to
1212 sexual harassment can approach one of the designated contact points responsible
1213 for receiving complaints of sexual harassment.

1214 The Executive Committee will designate an Awareness Group for anyone presenting
1215 allegations of physical, verbal or online sexual harassment. In accordance with
1216 the IRPs, the Awareness Group will be formed by two persons from the EC who are
1217 of different genders. Additionally, every Prep - Team will designate one person
1218 to be an independent contact person in our projects. However, this person shall
1219 always inform the official contact points if a procedure starts, in the case of
1220 their absence, the main contact will be the Project Manager.

1221 When one of these procedures is open in the organization, the EC as a whole must
1222 be informed of the procedure without details of the people involved or the
1223 presented allegations to respect confidentiality. If a case involves someone
1224 from the EC, the case will be brought to the Advisory Committee (AC). The
1225 Advisory Committee will act as contact points when a case arises, following this
1226 protocol. However, the EC will not be informed until a final decision is made.
1227 Important note: These procedures will follow general principles such as the
1228 privacy of the survivor, confidentiality of the process and survivor's choice
1229 and preference.

1230 We respect the presumption of innocence of any alleged harasser which is why
1231 this procedure is in place and has been approved in the General Assembly.
1232 However, as a feminist organization, we also believe in the principle of
1233 believing the survivor and putting the burden of the proof on the alleged
1234 harasser. This procedure might be applied to an internal case of a MO if this
1235 case is related to FYEG activity or if the people involved take part in any FYEG
1236 structure. However, we will not be able to extend sanctions or disciplinary
1237 measures beyond FYEG.

1238 MOs can however adapt this protocol to their own organization. When the
1239 designated people receive a complaint of sexual harassment, they shall:

1240 1. Immediately record the dates, times and facts of the incident(s);

1241 2. ascertain the views of the survivor as to what outcome they want, ensure the
1242 survivor feels safe and ensure the survivor is separated from the alleged
1243 offender unless the survivor wishes otherwise;

1244 3. ensure that the survivor and the alleged harasser understands FYEG protocol
1245 for dealing with the complaint;

1246 4. discuss and agree the next steps with the alleged survivor, informal, formal
1247 or outside complaints procedure (police, hospital, embassy, etc.), on the
1248 understanding that choosing to resolve the matter informally does not preclude
1249 the survivor from pursuing a formal complaint if they are not satisfied with the
1250 outcome;

1251 5. keep a confidential record of all discussions. Records will be destroyed if
1252 the alleged survivor requests it, or before the change to a new EC. However, a
1253 record of sanctions and a brief description of the reason will be kept in a safe
1254 place;

1255 6. respect the choice of the survivor;

1256 7. and ensure that the survivor knows that they can lodge the complaint outside
1257 of FYEG through the relevant country/legal framework.

1258 INFORMAL COMPLAINTS PROCEDURE

1259 If the survivor wishes to deal with the matter informally, the designated person
1260 will:

1261 • Approach the alleged harasser saying that the behaviour is offensive,
1262 unwelcome and must be stopped;

1263 • Inform the harasser that FYEG has a zero tolerance policy on sexual harassment
1264 and that disregarding this policy may result in the person's exclusion from the
1265 organization

1266 • give an opportunity to the alleged harasser to respond to the complaint;

1267 • ensure that the alleged harasser understands the complaints mechanism;

1268 • facilitate discussion between both parties to achieve an informal resolution
1269 which is acceptable to the complainant, provided the alleged survivor agrees,

1270 • ensure that a confidential record is kept of what happened;

- 1271 • follow up after the outcome of the complaints mechanism to ensure that the
1272 behaviour has stopped and that there is no risk of its repetition;
- 1273 • And ensure that the above is done accurately and at the latest within 10 days
1274 of the complaint being made. During events, the procedure shall take place
1275 within 48 hours. FORMAL COMPLAINTS PROCEDURES If the survivor wants to make a
1276 formal complaint or if the informal complaint mechanism has not led to a
1277 satisfactory outcome for the survivor, the formal complaint mechanism should be
1278 used to resolve the matter. The designated person who initially received the
1279 complaint will communicate to the rest of contact points the opening of a formal
1280 complaint procedure. The EC will be informed of this, respecting the
1281 confidentiality of the alleged survivor and the allegations. The designated
1282 person who initially received the complaint will carry out the investigation
1283 with the assistance of the Awareness Group and the independent contact person at
1284 the moment in which allegations were presented, if any. They will help the
1285 investigator with the analysis and decision making process. A procedure for
1286 online harassment shall be developed. The person carrying out the investigation
1287 will:
- 1288 • interview the survivor and the alleged harasser separately
- 1289 • interview other relevant third parties separately
- 1290 • decide whether the incident qualifies as sexual harassment within the meaning
1291 of this protocol
- 1292 • produce a report detailing the investigations, findings and any
1293 recommendations
- 1294 • if the harassment took place, decide what the appropriate remedy for the
1295 survivor is, in consultation with the survivor (i.e. an apology, a change of
1296 structure, suspension..,)
- 1297 • follow up to ensure that the recommendations are implemented, that the
1298 behaviour has stopped and that the survivor is satisfied with the outcome
- 1299 • if it cannot determine that the harassment took place, they may still make
1300 recommendations to ensure proper functioning of the organization
- 1301 • keep a record of all actions taken
- 1302 • ensure that all records concerning the matter are kept confidential

1303 • ensure that the process is done as quickly as possible and in any event within
1304 15 days of the complaint being made The general rule is to avoid the presence of
1305 the alleged harasser in those places/structures in which the alleged survivor
1306 moves. It is vital that the wishes and needs of the survivors are incorporated
1307 into the outcome of the complaints mechanism. A data protection protocol will be
1308 developed.

1309 OUTSIDE COMPLAINT MECHANISM

1310 This protocol seeks to create a fast and appropriate response to allegations of
1311 sexual harassment. However, it does not seek to substitute existing regulation
1312 and legislation on this issue. We want to make clear that FYEG wants to be fully
1313 supportive with every decision of the alleged survivor. A person who has been
1314 subject to sexual harassment can at any time make a complaint outside of the
1315 organization. Even though this organization cannot offer legal advice, the
1316 contact point(s) will accompany the person to the instance this person prefers
1317 (hospital, police, ombudsperson, law courts, embassies, etc.) if they request
1318 it.

1319 SANCTIONS AND DISCIPLINARY MEASURES

1320 Anyone who has been found to have sexually harassed another person under the
1321 terms of this policy may be sanctioned. Sanctions may include but are not
1322 limited to one of the following :

1323 • Verbal or written warning

1324 • Suspension from an elected or non-elected FYEG structure, in line with FYEG
1325 IRPs when appropriate

1326 • Dismissal/expulsion Depending on the seriousness of the allegations, the EC,
1327 upon request of the Awareness Group may suspend someone from taking part in any
1328 FYEG structure or activity during the duration of the process. Confidentiality
1329 of the survivor will be maintained.

1330 In case of sexual harassment, violence or discrimination by a member of an
1331 elected body within FYEG (Financial Control Committee, Advisory Committee or
1332 Ecosprinter Board) the EC can exclude the offender after consulting the full
1333 MOs. (cf. 2.2.2). If the case arises within the EC, the Advisory Committee can
1334 exclude the offender after consulting the full MOs. The nature of the sanctions
1335 will depend on the gravity and extent of the harassment. Suitable deterrent
1336 sanctions will be applied to ensure that incidents of sexual harassment are not
1337 treated as trivial. Certain serious cases, including physical violence, will
1338 result in the immediate dismissal of the harasser.

1339 Guidelines for persons of contact

1340 Read the protocol and understand every aspect What is sexual harassment? It is
1341 unwanted behaviour of a sexual nature which: Violates your dignity Makes you
1342 feel intimidated, degraded or humiliated Creates a hostile or offensive
1343 environment Sexual harassment "can include, but is not limited to", these
1344 examples:

1345 Touching, pinching, stroking, squeezing, or brushing against someone
1346 Leering or ogling
1347 Making LGBTIAQ+-phobic or GSRM (Gender, Sexual and Romantic Minorities)-phobic
1348 comments and sexually suggestive signals, winking
1349 Sending unwanted e-mails, text messages, posting sexually-explicit jokes or
1350 content on FYEG communication channels
1351 Sexual comments or jokes
1352 Making insults based on a person's sex or rating their sexuality
1353 Turning work discussions to sexual topics
1354 Physical behaviour, including unwanted sexual advances, touching and various
1355 forms of sexual assault
1356 Displaying pictures, photos or drawings of a sexual nature

1357 Remember: Whether harassing intentionally or unintentionally, we all have a
1358 responsibility to monitor our behaviour and respect each other. Anyone who
1359 reports an incident has the right to remain anonymous. They also have the right
1360 to feel safe and respected. Listen and Support It's tough to be prepared when
1361 someone tells you that they have been the survivor of sexual harassment.

1362 Remember, you can only provide support. Support and understanding are essential.
1363 It takes a lot of courage for a survivor to share their experience; Try to
1364 provide a safe/non-judgmental environment, emotional comfort and support for the
1365 survivor to express feelings; Let them know that they can talk with you.

1366 Listen. Don't rush to provide solutions.

1367 Believe. The most common reason people choose not to tell anyone about sexual
1368 abuse is the fear that the listener won't believe them. People rarely lie or
1369 exaggerate about abuse; if someone tells you, it's because they trust you and
1370 needs someone to talk to. People rarely make up stories of abuse. It is not
1371 necessary for you to decide if they were "really hurt." If the survivor says
1372 they were hurt, that should be enough

1373 Believe what the person tells you. It may have been difficult for them to talk
1374 to you and trust you. Unless proven wrong harassment has happened.

1375 Reassure Sexual assault is NEVER the survivor's fault. No one asks to be
1376 sexually assaulted by what they wear, say or do. Let the survivor know that only
1377 the perpetrator is to blame; The survivor needs to hear that fears, anxieties,
1378 guilt and anger are normal, understandable and acceptable emotions; Remember, no
1379 one ever deserves to be abused or harassed.

1380 Be Patient. Don't press for details – let the person decide how much to tell
1381 you. Ask them how you can help; Survivors have to struggle with complex
1382 decisions and feelings of powerlessness, trying to make decisions for them may
1383 only increase that sense of powerlessness; You can be supportive by helping them
1384 to identify all the available options and then help them by supporting their
1385 decision making process (here refer to the protocol). The survivor can't just
1386 "forget it" or just move on. Recovery is a long term process and each individual
1387 moves at their own pace Encourage Encourage the survivor to seek medical
1388 attention, report the assault, and or contact a professional if needed.
1389 Remember, the survivor must ultimately make the decision as to what to do. They
1390 are the experts in their own lives. Don't push. Remember, support their choices
1391 no matter what they decide.

1392 Respect Privacy - Confidentiality. Don't tell others what the survivor tells
1393 you. Let the individual decide who they will tell. It is important not to share
1394 information with others who are not involved; If you do need to share
1395 information for their safety, get permission by letting them know what you will
1396 share and with whom it will be shared; ie. the rest of contact points in case of
1397 a formal complaint

1398 Establish Safety. An important part of helping the survivor is to identify ways
1399 in which the survivor can re-establish their sense of physical and emotional
1400 safety. You are a step in the process. Ask them what would make them feel safe
1401 and how you can help them accomplish this. If the stalking or harassment is
1402 ongoing, help them to develop a plan of what to do if they are in immediate
1403 danger. Having a specific plan and preparing in advance can be important if the
1404 harassment escalates. Things you can say It is hard to know what to say to a
1405 person when they confide in you.

1406 Refrain from asking a lot of questions, instead, support them with these
1407 phrases. Let the person know that you believe that they have the strengt and
1408 capacity to heal.

1409 It's not your fault

1410 I'm sorry this happened

1411 I believe you

1412 How can I help you?

1413 I am glad you told me

1414 I'll support your choices

1415 You're not alone

1416 Use of inclusive language. FYEG aims to use language in its communications and
1417 its events that reflects the level of English spoken within an organisation of
1418 mostly non-native speakers. FYEG promotes the use of inclusive and accessible
1419 language within the organisation. FYEG attempts to reduce the shame of using
1420 simple language. We do this to make sure that everyone feels welcome to
1421 participate and contribute.