



Call for a host organisation FIMCAP General Assembly 2022

The General Assembly (GA) of FIMCAP takes place every 3 years. The GA is always hosted by one of the member organisations. We are looking for a host organisation for the upcoming GA in 2022.

1. What is a General Assembly?

Every 3 years, representatives of the 31 member organisations of FIMCAP meet at the GA to exchange ideas, share experiences and determine the direction of FIMCAP together. The GA is the highest decision-making body of FIMCAP. The program of the GA contains 3 parts:

- A statutory part, containing elections and the presentation of the finances.
- A theme that is explored in greater depth.
- Time for the host organisation to show its way of working and its culture.

2. Timing

The GA will take place from Saturday 15 October until Sunday 23 October 2022.

3. Reasons to host a General Assembly

- It's an opportunity to give your organisation and your local groups an international experience without travelling far.
- It's an opportunity to present your organisation to FIMCAP friends from all over the world.
- It's an opportunity to put your organisation in the picture, for example towards local authorities.
- It gives you insights on how to organize an international event, in all its stages.
- You get the experience of working in close cooperation with an international team of volunteers.
- It's a clear project that can attract new volunteers.

4. Tasks

You don't organise a GA alone. It's a cooperation between the host organisation and a FIMCAP team. We will work together as one big team, with a clear division of tasks and responsibilities. From the host organisation the following tasks are expected:

a. Gathering a hosting team

Although you are not alone, hosting a GA is a task that should not be underestimated. You need a strong team that you can count on. In order to manage everything you need a group of 10 – 15 persons, who start preparing at least a year in advance.

b. Taking care of the practical and logistical preparations

- Accommodation: fixing a suitable location where around 70 persons can stay, with a big plenary hall and several smaller working rooms.
- Food: providing meals and making sure there are coffee and biscuits at the right time.
- Materials: making sure the needed materials are present.
- Translation equipment: arranging translation booths for the translators and a sound system with microphones and headsets for each participant.
- Transport: taking care of the transport to and from the airport.

c. Giving input on the theme

The red thread through the GA is formed by the theme. This theme is explored in depth with guest speakers, workshops and working groups. The theme will be elaborated on the GA into an action plan for the next 3 years. The themes of previous GA's were:

- 2010: climate change
- 2013: children's rights
- 2016: sustainable development goals
- 2019: the value of play

As host organisation you can put proposals on the table for this theme. The final decision is in the hands of the ICB (Board of Directors of FIMCAP), but the proposals and motivation of the host organisation will certainly be taken into consideration. Proposing a theme is not compulsory, but it does offer the opportunity to put forward themes that you consider important.

Once the theme is set, the help of the host organisation is asked in elaborating the theme. The host organisation is asked to help in finding inspiring speakers, possible workshops, interesting angles and possible projects to visit.

d. Organising activities during the GA

As host organisation you can fill in parts of the program according to your own plan and wishes. You are asked to take care of an opening session, entertaining evening activities, some sight-seeing and a closing session.

e. Hosting a preparatory visit

The ICB is the board of directors of FIMCAP, consisting of the continental presidents and the intercontinental presidium. The host organisation is asked to host a meeting of the ICB in spring 2022. During this meeting the venue of the GA will be visited and the preparations will be discussed together.

f. Looking for subventions

The GA is a FIMCAP event. This means that the costs of the GA and the preparatory visit of the ICB are borne by FIMCAP. There will be a strict budget, which will be set up together with the host organisation. Because FIMCAP's budget is limited and a GA involves a lot of costs, the host organisation is asked to actively look for funding

opportunities and to approach local, regional or national donors. Financial support from the host organisation itself is always welcome, but not a requirement.

g. Assisting in the visa applications

As host organisation you are asked to provide help with regards to the visa procedures set by your country. This means listing the requirements per invited country and assisting in preparing the needed documents.

5. Application

If your organisation is interested in hosting the General Assembly in 2022, please write a motivation letter and send it to presidium@fimcap.org. The deadline for applications is the **15th of April 2021**.

If there are questions, don't hesitate to contact us at the same address.
FIMCAP is me, FIMCAP is you!