



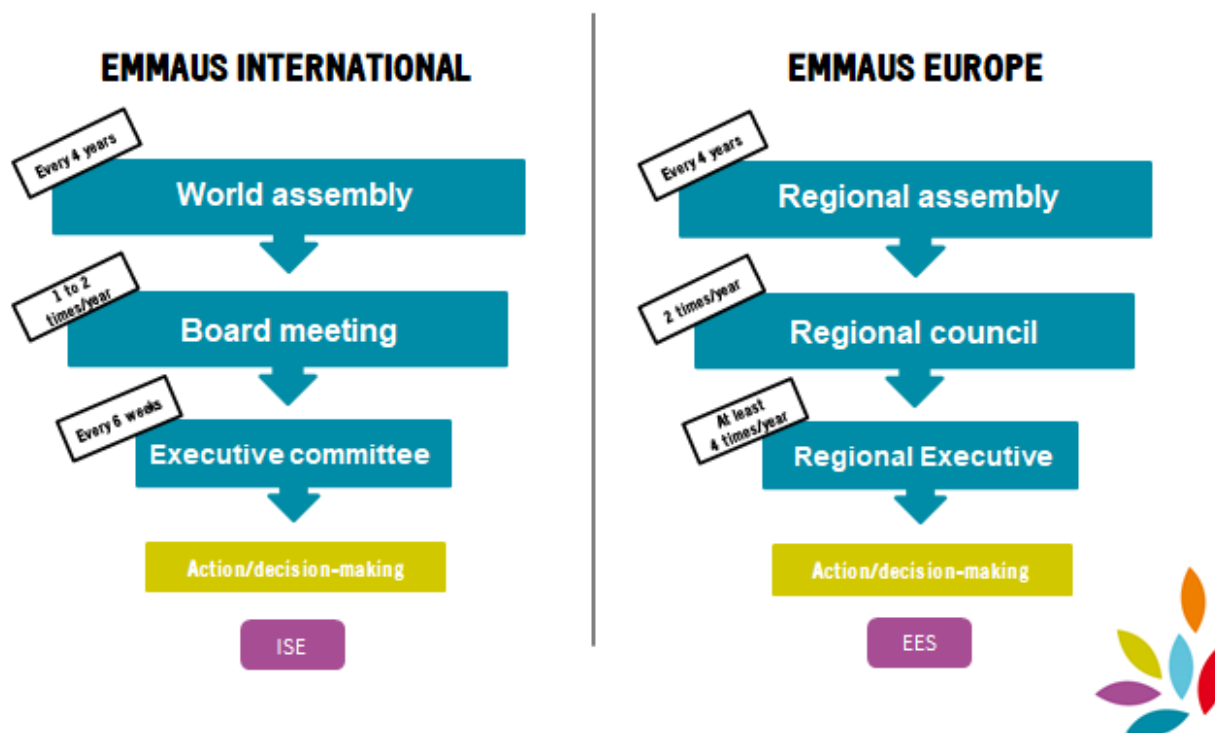
Handbook for elected representatives

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HOW EMMAUS EUROPE WORKS

The running of Emmaus Europe's decision-making bodies is **governed by the organisation's statutes**. Similar to that of any French not-for-profit organisation, the Europe Region organizational chart uses **specific terms** to describe its decision-making bodies. This vocabulary was created **when the movement was decentralised** and is used by all the Emmaus International continental regions.



The three decision-making bodies have different responsibilities:

- **The Regional Assembly** sets Emmaus Europe's main policy directions every four years.
- The **Regional Council** is tasked with implementing the policy directions, working with the Regional Executive, and also reports back to the Regional Assembly. The Regional Council must meet at least twice a year at any venue selected by the Regional Executive.
- The **Regional Executive** runs Emmaus Europe's day-to-day affairs and reports back to the Regional Council. The executive meets as often as necessary and four times a year as a minimum requirement. Meetings generally take place in the shared Emmaus building in Montreuil in France.

The association functions and develops around the rhythm of the statutory meetings, as well as our working groups and other gatherings. **It is vital that elected representatives are involved and take part** in these various events. Elected representatives may also **represent Emmaus Europe at internal and external events**.

MEMBERS OF THE REGIONAL COUNCIL OF EMMAUS EUROPE

The Regional Council is Emmaus Europe's policy-making body and is tasked with encouraging, monitoring and overseeing all other Emmaus Europe governing bodies, including the Regional Executive, whose members are elected from among those sitting on the council. Its members are tasked with

facilitating and boosting the region's advocacy work, while also conveying and upholding the movement's values.

According to Article 36 of Emmaus Europe's statutes, the Regional Council is responsible:

1. To implement the policies, suggestions and decisions passed at the General Assembly and regional assembly;
2. To participate in leading reflection to promote the fight for the rights of the poorest people throughout the world;
3. To organise the communication policy of Emmaus Europe aimed at the public and the political authorities;
4. To coordinate solidarity initiatives and initiatives to combat exclusion within Europe and for developing world countries in conjunction with Emmaus International;
5. To form alliances with other European organisations that share the same aim in order to work together to combat extreme poverty and its causes wherever it is found, and especially in Europe;
6. To present to Emmaus International, through the Councillors of Emmaus International, new members' requests for Emmaus International membership and requests for exclusions of Member Organisations;
7. To supervise the work of the regional executive, to which it has delegated responsibilities, and to examine its financial and activity reports;
8. To set up suitable regional working groups to carry out the specific missions that it gives them;
9. To prepare the agenda of the regional assemblies;
10. To promote the development of the Emmaus Movement in Europe.

According to Article 34 of Emmaus Europe's statutes, the members of the Regional Council have the following duties:

1. To maintain a sustained relationship with the member organisations of Emmaus Europe;
2. To manage regional budgets;
3. To be in all circumstances practical examples of the values of Emmaus International.

Furthermore, the Regional Council approves the previous year's accounts and adopts the budget for the coming financial year within the timeframe stipulated by French law. The president chairs meetings of the Regional Council. The following sit on the council:

EUROPEAN COUNCILLORS OF EMMAUS INTERNATIONAL (CEI)

The European Emmaus groups are represented by 12 CEI. They are members of the Emmaus International board and the Regional Council of Emmaus Europe. They are regional representatives who also take into consideration the common good of the movement at the global level.

In this respect, they make proposals and implement the policy directions and decisions voted on at the world and regional assemblies. They are also tasked with examining trial member membership applications made by groups from the region wishing to join Emmaus International.

CEI are elected by the regional assembly for a four-year term of office and may be re-elected once. A maximum of four CEI per country is permitted.

NATIONAL DELEGATES

The National Delegates facilitate contact, understanding and coordination of the Emmaus International movement, and their role is described in Article 56 of the Emmaus International Statutes.

National Delegates are elected by the member groups of the National Organisations or by a grouping of at least three groups from different countries that don't have National Organisations, following a call for candidacies, in line with the procedure laid out in Article 58 of the Emmaus International Statutes.

Emmaus Europe may choose a country representative in regional meetings as an observer if a country does not have a national delegate. The Europe Region NDs must sit on the board of their National Organisation, if applicable. It is forbidden to combine the roles of national delegate and CEI.

WORKING DOCUMENTS

The Emmaus Europe Secretariat will send you the working documents by email prior to meetings so that you can prepare effectively. Remember to bring them with you to meetings.

All of Emmaus Europe's key documents can also be found on the website: emmaus-europe.org. You will find the internal documents, specifically meeting minutes and reports, in the members' area (no code needed).

WORKING LANGUAGES

The international nature of Emmaus means that different cultures and languages need to be taken into account. **Consequently, three working languages** have been selected: **French, English and Spanish.**

Emmaus Europe's **documents are available in the movement's three working languages.** Participants at each meeting also need to have the opportunity to express their views and be understood in each of the three languages. We make use of **volunteer interpreters** so that we can better understand each other. **The interpreters are a vital conduit enabling effective dialogue between the participants.**

ORGANIZATIONAL ASPECTS OF YOUR ROLE

BOOKING TRAVEL

With a view to being organised and optimising travel costs, each elected representative is asked to book their travel for meetings and to send the Emmaus Europe Secretariat information about their travel arrangements at least three weeks before the meeting takes place. Elected representatives are invited to travel independently, utilizing the travel information provided by Emmaus Europe.

ACCOMMODATION

Emmaus Europe arranges and pays for accommodation solely for the meeting period in twin rooms shared by people of the same gender.

MEALS

Emmaus Europe arranges and pays for meals only during the meeting period. Please advise the secretariat if you have any special dietary requirements.

FINANCIAL ASPECTS OF YOUR ROLE

EXPENSES COVERED BY EMMAUS EUROPE

Emmaus Europe has a small budget and would not be able to cover the travel costs of all the members of the Regional Council. Consequently, elected representatives' home groups are asked each year to work out the funding that they are able to allocate to cover the cost of the elected representative's travel when taking part in regional activities (statutory meetings and working groups). In this respect, home groups

are asked to send a letter to the Emmaus Europe Secretariat indicating the annual amount that the group is able to contribute to representative travel. Based on the funding allocated by the home group, Emmaus Europe pledges to top it up so that the elected representative can fulfil their role.

Emmaus Europe undertakes to cover accommodation / living costs on the night before and the day of the meeting (17 December 2011 Regional Executive decision). Emmaus Europe will also cover travel and living costs when Emmaus Europe gives an elected representative an assignment.

REIMBURSEMENT CRITERIA

If the home group is unable to cover all travel expenses, Emmaus Europe undertakes to reimburse these expenses upon presentation of a properly completed expenses form and proof of purchase (please refer to the attached expenses form). It should be noted that taxi fares will not be reimbursed if travel by public transport was an option. Please advise the Emmaus Europe Secretariat whether the elected representative should be reimbursed directly or whether the group should be reimbursed. Please also send us the bank account details needed to do this.

SHARED EMMAUS BUILDING

TRAVELLING TO THE SHARED EMMAUS BUILDING

Shared Emmaus building
47 avenue de la Résistance
93100 Montreuil
France

Paris metro line 9, Croix de Chavaux station
Paris public transport website: www.ratp.fr

From Croix de Chavaux station:

- Take the centre commercial exit from the metro station.
- Go back up Avenue de la Résistance on the left-hand side pavement.
- Go past the Monoprix supermarket and the Maison des Associations de Montreuil.
- Immediately after these buildings, turn left into the complex: number 47 is at the end.



STAYING IN THE SHARED EMMAUS BUILDING

The shared Emmaus building offers the option of onsite accommodation for meeting participants. **Two twin rooms** are available. The rooms are **shared by the three organisations**: Emmaus France, Emmaus Europe and Emmaus International. They are located to the rear of the building, in the right-hand wing, on the first floor. Each room has its own bathroom, while the toilets are shared.

In light of the high demand for accommodation, we recommend that you advise us about your needs as soon as possible, and a minimum of one month in advance.

The main entrance is closed from 19:00. The accommodation area is accessed around the back of the building on the courtyard side. Door entry codes need to be used on the doors leading to the accommodation area (last door on the right, a glass door leading to a staircase) and refectory:

- Accommodation area door entry code: 05022024A
- Refectory door entry code: 74125#

The **key** for your room is hung **on the door**. You are responsible for it. **We would ask you to vacate your room by 10:00** so that the cleaning staff can enter it (apart from Saturdays and Sundays). **At the end of your stay**, please **strip your bed and put your sheets in the yellow laundry baskets**. Finally, **please leave your room key on the door**.

For breakfast, a refectory is **located on the ground floor** at the bottom of the stairs on your right once you have crossed the Sarajevo meeting room. You are welcome to use the coffeemaker, kettle, crockery and fridge and all the utensils in the kitchen. Other kitchen facilities are not to be used.

When staying at headquarters for a statutory meeting, you will find a box labelled "Emmaus Europe" and containing breakfast. The box will be placed on the shelf between the oven and the fridge.

SECRETARIAT OF EMMAUS EUROPE

EMMAUS EUROPE

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EXPENSES FORM

SURNAME:
FIRST NAME:
HOME ORGANISATION:
POSITION:

Date: _____

EMMAUS EUROPE EXPENSES FORM

REASON	PURPOSE OF THE TRIP ORGANISATION VISITED	TOWN/COUNTRY	TRANSPORT COSTS					FOOD EXPENSES					
			AIR TRAVEL	TRAIN TRAVEL (ALL TYPES)	FERRY TRAVEL	BUS AND UNDERGROUND	OTHER	TOTAL	RESTAURANTS	SNACKS	OTHER	TOTAL	
			- €	- €	- €	- €	- €	- €	- €	- €	- €	- €	- €

TOTAL TRANSPORT COSTS	- €
TOTAL FOOD EXPENSES	- €
TOTAL EXPENDITURE	- €

SIGNATURES:

All expenses must be supported by receipts, which should be enclosed with this form.

The date this form is received by Emmaus Europe will be the date used for currency conversion where applicable