



# EESTEC Reglement

(As stated in the Statutes Article 4 clause 5)

## EESTEC Rules of Procedure

Last updated: 21st of November 2015

# Acronyms

ACP	Account Contact Person
BA	Board Assistant
Board	As defined in Article 5.2
BOM	Board Meeting
COC	Congress Organizing Committee
CP	Contact Person
EESTEC	Electrical Engineering STudents' European assoCiation
ROP	Rules of Procedure
GA	General Assembly
GM	General Meeting
HOBOM	Handover Board Meeting
IB	International Bureau
JLC	Junior Local Committee
LC	Local Committee
OC	Oversight Committee
SP	Strategic Plan
VC-EA	Vice-Chairperson - External Affairs
VC-IA	Vice-Chairperson - Internal Affairs
VC-PA	Vice-Chairperson - Publications & Administration
WS	Workshop

# Contents

1	General Provisions	5
2	Key Dates	5
3	Members	5
3.1	EESTEC Observer	5
3.2	EESTEC Junior Local Committee	6
3.3	EESTEC Local Committee	7
4	Congress	8
4.1	Spring Congress	8
4.2	Autumn Congress	8
4.3	GMs	8
4.3.1	General GM provisions	8
4.3.2	Spring Congress GMs	9
4.3.3	Autumn Congress GMs	9
5	Bodies of the Association	9
5.1	General Assembly	9
5.2	International Board	10
5.2.1	Terminology	10
5.2.2	Election	10
5.2.3	Transition	10
5.2.4	General Provisions	10
5.2.5	The Task Division of the Board	11
5.2.6	Obligations	12
5.2.7	Handover Procedure	12
5.3	Oversight Committee	13
5.3.1	Terminology	13
5.3.2	Election	13
5.3.3	Transition	13
5.4	International Bureau	14
5.5	Congress Organizing Committees	14
5.6	Account Contact Persons	15
5.7	EESTEC Alumni	15
6	International Teams of the Association	16

7	Money Handling	16
7.1	Bank Accounts . . . . .	16
7.2	Donations . . . . .	17
7.3	EESTEC Event Backup Fund . . . . .	17
7.4	Refunding of Travel Expenses . . . . .	18
8	Voting System	19
8.1	General Voting Rules . . . . .	19
8.2	Voting Procedures . . . . .	20
8.2.1	International Board Election . . . . .	20
8.2.2	Bodies of the Association Election . . . . .	20
8.2.3	General Assembly and General Meeting . . . . .	20
8.2.4	Termination of Membership . . . . .	21
8.3	Changes in Legal Documents . . . . .	21
9	Internal Policies on the Association	21
9.1	Strategic Plan (SP) . . . . .	21
9.2	Events . . . . .	22
9.2.1	General Event Standards . . . . .	22
9.2.2	Workshops, Exclusive Workshops and Exchanges . . . . .	23
9.2.3	Operational Events . . . . .	23
9.2.4	Advanced Skills Workshops . . . . .	23

# 1 General Provisions

The Rules of Procedure (RoP) are a supplement to the Statutes. They define the set of rules and definitions which have to be followed and respected by all members and bodies of EESTEC. The RoP have to comply with the Statutes.

# 2 Key Dates

As defined in the Statutes Article 4, the financial year lasts from the first of February to the thirtyfirst of January.

The Handover-Day, on which the Board-Elect and OC-Elect enter their respective positions is August 1st.

# 3 Members

EESTEC has three acknowledged levels of engagement, known as EESTEC commitments:

1. EESTEC Observer
2. EESTEC Junior Local Committee, Junior LC or JLC in short
3. EESTEC Local Committee, LC in short

EESTEC Observers and EESTEC Junior Local Committees are considered candidate groups, as stated in the Statutes, Article 4 clause 5 “waarnemer”.

EESTEC Local Committees are the only legal members of EESTEC as stated in Article 4 of the Statutes.

All commitments must send status reports requested by EESTEC International Bodies and respect their submission deadlines.

## 3.1 EESTEC Observer

Prerequisites

- Must have a minimum of two members.

#### Rights

- Its members can participate in EESTEC events.
- Its members cannot apply for International Bodies.
- Does not have the right to vote.

#### Requisites

- Its members have to register on the EESTEC platform.
- Has to abide by the Statutes of EESTEC.
- Must report about its activities related to EESTEC to the VC-EA at least once every six months. This six month period starts on the day Spring Congress ends.

## 3.2 EESTEC Junior Local Committee

#### Prerequisites

- The requisites of the previous level of commitment are fulfilled.
- Must be registered, be part of a registered association or otherwise legally recognized as an entity in the country where it is based in.
- Must have submitted a written application to the EESTEC International Board.
- Must have a board of a minimum of three members: Chairperson, Treasurer and Contact Person.

#### Rights

- Has the same rights as the previous level of commitment.
- May bear the name EESTEC Junior LC and use the EESTEC logo in public in line with the aim as stated in the Statutes, Article 2.

## Requisites

- Has to abide by the Statutes of EESTEC.
- May remain an EESTEC Junior LC for a maximum time of three years after which its status has to be redefined by the Board.
- Must present results of its activities and future plans to the General Assembly once every association year.
- Must send a status report to the Vice-Chairperson for Internal Affairs at least every six months. This six month period starts on the day Spring Congress has ends.
- Must inform the Vice-Chairperson for Internal Affairs within ten days after its Board members or registration address changes.
- The last status report of the association year is called the final report and must be sent to the Board at least three weeks before the Spring Congress.

## 3.3 EESTEC Local Committee

EESTEC Local Committees are the official members of the Association, as stated in Article 4 of the Statutes.

### Prerequisites

- The requisites of the previous level of Commitment are fulfilled.
- Has organized an international event according to the event standards as defined in the RoP Article 7.2.1.
- Must formally apply for this status to the General Assembly, where its representative presents the application in person.

### Rights

- Has the same rights as the previous level of Commitment.
- Has voting rights in the General Assembly as defined in the Statutes.
- Its members have the right to apply for positions in EESTEC International Bodies. They have to submit their application to the General Assembly.
- Has all the legal member rights in accordance with the Dutch law.

## Obligations

- Must organize at least one international event according to the event standards as defined in Article 9.2, every two association years.
- Must organize a Workshop or an Operational Event or an Advanced Skills Workshop as defined in Article 9.2, within four association years after the last Workshop, Operational Event or Advanced Skills Workshop was organized.
- May not miss two or more consecutive General Assemblies.

## 4 Congress

The Association conducts bi-annual Congresses in accordance with Article 8 of the Statutes. These are distinguished as Spring Congress and Autumn Congress.

### 4.1 Spring Congress

Spring Congress is organized by the SCOC. The election and responsibilities of the SCOC are outlined in section 5.5 of the RoP.

Spring Congress is the annual Congress ("jaarlijks congres") of Article 9.1 of the Statutes and is mandatory to be organized.

A Spring Congress should be annually held between March and May.

### 4.2 Autumn Congress

Autumn Congress is organized by the ACOC. The election and responsibilities of the ACOC are outlined in section 5.5 of the RoP.

An Autumn Congress should be annually held between September and November.

### 4.3 GMs

#### 4.3.1 General GM provisions

During each Congress, the following reports have to be presented during the first GM:

- Obligations of the International Board as stated in section 5.2.6
- Report of the Oversight Committee
- Reports of all COCs



On each Congress the following topics have to be discussed and decided by the GA:

- Acceptance and termination of LCs

#### 4.3.2 Spring Congress GMs

During the Spring Congress, the following points have to be addressed:

- Election of the Board as specified in section 5.2.2.
- Election of the OC as specified in section 5.3.2.
- Reports of all International Team Coordinators

#### 4.3.3 Autumn Congress GMs

During the Autumn Congress, the following points have to be addressed:

- Relief of the Board-ex-officio
- A new budget needs to be voted upon
- Report and election of the International Bureau Secretary
- Reports and elections of the ACPs

## 5 Bodies of the Association

The Bodies of the Association, except for the General Assembly itself and the EESTEC Alumni as defined in Article 5.7, are elected by the General Assembly.

### 5.1 General Assembly

When the GA meets, it can have a number of consecutive General Meetings. At the beginning of the first General Meeting the Organizing Committee nominates a Chairperson and a Secretary of the General Assembly to be voted upon by the GA.

At least two scrutinizers are nominated by the International Board and voted upon by the General Assembly.

At the start of each General Meeting, the agenda of the General Meeting has to be approved by the General Assembly. Before voting on the agenda, participants can make suggestions to add to the agenda.

## 5.2 International Board

### 5.2.1 Terminology

The Association distinguishes the following terminology

**Board-Elect** The term "Board-Elect" refers to a newly elected Board inbetween its election and its Handover-Day as defined in section 2. It holds no legal power.

**Board-in-Office** The term "Board-in-Office", or "(International) Board" for short, refers to the governing Body of the Association as defined in Article 6 of the Statutes. Its rights and tasks are defined in section 5.2.5.

**Board-ex-officio** The term "Board-ex-officio" refers to a former Board inbetween the Handover-Day on which it leaves its position as governing Body of the Association and its relief by the GA. It holds no legal power, but is obligated to send at least one member to the Congress following the Handover-Day on which they leave the position as governing Body of the Association.

### 5.2.2 Election

- Elections are held on Spring Congress at least two days before that Congress ends.
- All candidates for the International Board have to submit a written application, signed by their Local Committee, to the General Assembly and personally present it before election.
- All candidates for the International Board have to apply one week before the start of Spring Congress.
- Members of the International Board may be re-elected.

### 5.2.3 Transition

On the Handover-Day, as specified in section 2, the Board-in-Office leaves its position as governing Body of the Association and becomes the Board-ex-officio and the Board-Elect becomes the Board-in-Office.

### 5.2.4 General Provisions

- The members of the International Board are invited to Congress. At least one of them has to be present at Congress.

- The International Board is responsible for the sessions and discussion rounds held at Congress.
- The final financial report has to be sent to the Oversight Committee at least two weeks before the start of Congress.
- The International Board is obliged to send all information concerning their work and activities to the International Bureau and to the Oversight Committee.
- The International Board decides by majority open vote, except if requested otherwise by one of the board members. In case of evenly divided votes, the International Board uses a process with even chances and only two possible outcomes.
- Every International Board Member can have Board Assistants who assist in the fulfillment of their Board tasks.
- During every Autumn Congress, at least one member of the current Board-ex-officio has to be invited. At least one of them has to be present.

### 5.2.5 The Task Division of the Board

The EESTEC International Board is responsible for running the Association inbetween two consecutive Handover-Days with the first being the Handover-Day following its election. The tasks are divided as follows:

- The Board
  - Responsible for public relations.
  - Responsible for updating the user guides.
- Chairperson
  - Responsible for the operational work of the International Board
  - Responsible for Board Meetings and Congresses.
  - Responsible for preparing the monthly Board Report.
- Treasurer
  - Responsible for company contacts.
  - Responsible for account keeping and the financial reports.
  - Responsible for fund raising.
- Vice-Chairperson, External Affairs (VC-EA) :

- Responsible for the activation of EESTEC Commitments.
- Responsible for contacts with external organizations.
- Responsible for notifying Observers about upcoming international events and activities.
- Responsible for expanding EESTEC.
- Vice-Chairperson, Internal Affairs (VC-IA) :
  - Responsible for internal communication, information flow and coordination of international events.
  - Responsible for coordinating the work of Contact Persons.
  - Responsible for internal activation and motivation.
  - Responsible for the activation of the EESTEC JLC's and Observers.
- Vice-Chairperson, Publications and Administration (VC-PA) :
  - Responsible for the International Bureau.
  - Responsible for publications and promotional material of EESTEC International.
  - Responsible for knowledge management (archiving).

### 5.2.6 Obligations

- The Board is responsible for its actions to the General Assembly
- The Board must have Board Meetings according to their tasks.
- The Board is obliged to prepare a report of its activities and a financial report before Spring Congress, both of which have to be presented and approved at the first General Meeting of Spring Congress.
- The Board is obliged to coordinate the internal structure and the network of EESTEC.
- The Board cannot spend more than 100% of the association's monetary resources.

### 5.2.7 Handover Procedure

- Inbetween the election of the Board-Elect and the following Handover-Day, the Board is responsible for knowledge transfer to the Board-Elect.

- The Board and the Board-Elect have to gather on a HOBOM within two month after the Board-Elect has been elected. The Board has to introduce all necessary documentation and instructions to the Board-Elect regarding the Board duties and obligations.
- During HOBOM all official papers must be gathered, signed and afterwards submitted to the Electrotechnische Vereeniging for submission to the Dutch Chamber of Commerce.

## 5.3 Oversight Committee

### 5.3.1 Terminology

**Oversight Committee-Elect** The term Oversight Committee-Elect, or OC-Elect in short, refers to the newly elected OC inbetween its election and their Handover-Day as defined in section 2. It holds no legal power.

**Oversight Committee-in-Office** The term Oversight Committee-in-Office, or OC-in-Office, also referred to as Oversight Committee or OC in short, is the "Toezichhoudend comité" as defined in the Statutes in Article 9.

**Oversight Committee-ex-officio** The term Oversight Committee-ex-officio, or OC-ex-officio in short, refers to an OC after its successors became Oversight Committee-in-Office. It holds no legal power, but is obligated to send at least one member to the Congress following the Handover-Day on which they leave their position.

### 5.3.2 Election

- The OC is elected on Spring Congress following the elections of the Board.
- Candidates are elected in groups, at least one member of which has to be present at the election.
- The minimum number of OC members is two.

### 5.3.3 Transition

On the Handover-Day, as specified in section 2, the OC-in-Office leaves its position and becomes the OC-ex-officio. Simultaneously the the OC-Elect becomes the OC-in-Office.

## 5.4 International Bureau

The EESTEC LC responsible for the International Bureau has to propose one of its own representatives as the Secretary of the International Bureau at the Congress on which the IB Secretary is elected. The General Assembly has to approve the Secretary. If the proposed person is not accepted by the General Assembly, the EESTEC LC responsible for the International Bureau has to propose another candidate.

The International Bureau is responsible for archiving all the data of EESTEC.

## 5.5 Congress Organizing Committees

The Association distinguishes the Spring Congress Organizing Committee, or SCOC in short, responsible for organizing the Spring Congress and the Autumn Congress Organizing Committee, or ACOC in short, responsible for the organization of Autumn Congress. Both can collectively be referred to as Congress Organizing Committees, or COCs in short.

Candidates for a COC can be any member of the Association or a group of Commitments of which at least one has to be an LC.

All candidates have to present their financial report of their last association year. Should groups of Commitments apply together, every one needs to provide their last association year's financial report.

The SCOC is chosen on Spring Congress. The ACOC is chosen on Autumn Congress. Following the election of a COC, a corresponding Backup-COC is to be elected using the same procedure. Their responsibility is organizing the concerning Congress in case their concerning COC fails.

A COC organizes the General Meetings, prepares a Congress Guide and a Congress Report. The Congress Report has to be distributed within three months of the conclusion of the Congress. The COC sends all records of the Congress to the International Bureau.

In order to guarantee continuity, each EESTEC commitment will receive a Congress Report after each Congress, even if the concerning EESTEC Commitment was not represented at the concerning Congress.

Once Congress has ended and all obligations have been fulfilled, the COC is relieved of its duty by the International Board.

## 5.6 Account Contact Persons

During each Autumn Congress one Account Contact Person for each EESTEC bank account is proposed by the EESTEC commitment where the respective account is located and must be approved by the General Assembly.

The Account Contact Person is responsible for the personal contact with the corresponding bank.

The Account Contact Person is not allowed to use the corresponding account without the permission of the Treasurer or the Chairperson of the International Board and has to report all of its activities to the International Board.

The International Board can remove the responsibilities of the Account Contact Person at any time, with the approval of the Oversight Committee.

The Account Contact Person has to ensure that all the needed documents for handing over the bank account to a new Board under his responsibility are filled out during HOBOM.

An ACP is automatically relieved of their duty once a new ACP for their concerning bank account is elected unless defined otherwise by the GA.

## 5.7 EESTEC Alumni

Only a member of an EESTEC commitment that has graduated or is no longer active neither in an EESTEC commitment nor internationally can become a member of EESTEC Alumni.

The members of EESTEC Alumni participating in an event will pay for the costs related to their participation, i.e. accommodation, food, transportation etcetera.

The EESTEC Alumni are invited to take part in the annual EESTEC Congress.

Any member of an EESTEC commitment that is no longer a student can not be elected for any decision making body of the Association.

## 6 International Teams of the Association

Detailed tasks and goals of the Teams of the Association are defined in the policy papers issued by the Board.

The coordinators of the International Teams of the Association are elected by the Board-Elect at least one month prior to the Handover-Day and take their positions one the Handover-Day, unless either defined otherwise.

The International Board has the right to change the International Team Coordinators at any time during their mandate year, if its members have a strong reason to do so.

- Each International Team Coordinator has to present a detailed annual plan to the International Board within two weeks after being elected.
- Each International Team Coordinator has to send a report on the activities of the team to the International Board at the end of each month.
- The International Team Coordinators have to lead their Team members in fulfilling the goals of their Teams.

## 7 Money Handling

Administrative costs of the Association must be covered by the annual budget of the Association. Administrative costs include hosting services fees, bank accounts fees and postal and telecommunication expenses.

The annual budget and the financial reports of the Association must be approved by the General Assembly at the start and at the end of the association year. The International Board must follow the approved annual budget and its members are personally responsible for any deviation from the planned budget.

### 7.1 Bank Accounts

EESTEC International has a number of bank accounts. The account holder of each of these bank accounts is Electrical Engineering STudents' European assoCiation (International), whose official address is Mekelweg 4, 2628 CD, Delft (The Netherlands), as stated in the Statutes.





The Treasurer, Chairperson and corresponding Account Contact Person are authorized to sign for the accounts collectively (two out of three signatures are needed).

The International Board has the right to open or close bank accounts according to their needs, provided they communicate these changes to the members of the OC and the members of the GA through the conventional communication channels. If a bank account is opened during an association year, the Treasurer appoints an ACP for the newly opened bank account. The ACP needs to be a member of the LC located in the country where the new bank account is opened. The appointment of the ACP has to be approved by the GA on the next Congress.

## 7.2 Donations

EESTEC International can receive donations from EESTEC commitments or third parties.

EESTEC International can provide services to the donor as long as it is within the aim and mission of EESTEC.

The Board must spend the donated money according to the priorities specified in the Strategic Plan.

## 7.3 EESTEC Event Backup Fund

The EESTEC event backup fund is an emergency fund of EESTEC International to help financing a planned international event organized by an EESTEC commitment. The organizing commitment can apply for this fund if they have no other opportunities to raise money and there is no possibility for them to cut their budget any further.

Once a year any EESTEC commitment can apply for this fund by providing the following information to the Board:

1. The budget of the event;
2. A description of the event (including dates, expected number of participants and planned activities);
3. A letter describing why and how much funding is needed and what was done to raise money;
4. The telephone number of the Contact Person;



5. A filled out application of Appendix B issued by the Board.

An application can only be made in the period two weeks before the event to one week after the event. The contact person sends the application by email to the International Board and the Oversight Committee. The International Board sends a confirmation email to the official LC email address to prevent fraudulent applications.

If the International Board approves the application, based on the information provided by the applying EESTEC Commitment, the International Board notifies the EESTEC commitment and the OC about the specific amount of money they approved, which can't exceed 50% of the planned budget. In general the specified money will be paid after the event when the International Board receives the profit and loss accounting of the event and it is clear that all the requested funding was needed.

If the EESTEC commitment needs the funding before the event, the money will only be given preliminarily. If, after receiving the profit and loss accounting, it is clear to the International Board that the EESTEC commitment has money left, the EESTEC commitment has to refund this money to EESTEC International. This fund is a reserve.

This means that every year the Treasurer can add a certain amount of money to the reserve.

## 7.4 Refunding of Travel Expenses

Any member of an EESTEC Local Committee is able to apply for a refund of travel expenses.

Refunds are approved by the General Assembly by voting, using a priority list according to the ascending numbers in the table below.

	Spring Congress	Autumn Congress	Operational Events	Live Board Meeting	Other EESTEC events	External events
International Board Members (all terms defined in 5.2.1)	1	1	6	1	6	/
Oversight Committee members (all terms defined in 5.3.1)	2	2	6	2	6	/
International Team Coordinators	2	2	6	2	6	/
EESTEC Representatives	/	/	/	/	/	3
Internationally active members of an EESTEC LC	5	5	6	/	6	/
LCs' representatives	3	3	6	/	6	/
EESTEC LC members	6	6	6	/	6	/

Combinations with the same number have the same level of priority.

Combinations with a lower number have priority over all the combinations with a higher number.

Combinations with a number higher than 3 have the right to apply only for one refund in an association year.

## 8 Voting System

### 8.1 General Voting Rules

- When voting on persons, secret ballot must always be applied.
- There are three valid voting options: in favor, against and abstained.
- Cast votes are the sum of votes in favor, votes against, invalid votes and blank votes. Abstained and absent votes are not cast votes.
- Absolute majority is obtained when the votes in favor exceed half of all cast votes.

- Two-thirds majority is obtained when the votes in favor exceed two-thirds of all cast votes.
- Secret ballot must be applied when it is proposed by any member of the General Assembly and this proposal is favored by at least one other member of the General Assembly, or when stated in the Rules of Procedure.
- In a collective vote, the candidates form a team and are voted on as a team.
- Votes are always counted by the scrutinizers. If no scrutinizer is present, or none has been elected yet, the International Board counts the votes with at least two persons.

Disclaimer: the above rules are according to Dutch law, and therefore cannot be changed.

## 8.2 Voting Procedures

### 8.2.1 International Board Election

- Every International Board member has to be elected by an absolute majority vote in favor, by secret ballot in the first round. If that is not achieved, the International Board member has to be elected from the two candidates with the most votes in a second round, also by an absolute majority vote in favor, by secret ballot. If, after two rounds, no candidate is chosen, new candidates have to be presented, and the voting procedure starts again.

### 8.2.2 Bodies of the Association Election

- Bodies of the Association are elected by the General Assembly by absolute majority vote, by secret ballot.

### 8.2.3 General Assembly and General Meeting

- Election of the General Assembly Chairperson and General Assembly Secretary is done by absolute majority, by secret ballot at the start of the first General Meeting.
- The scrutinizers of a General Meeting are elected by absolute majority, by secret ballot.
- The agenda of a General Meeting is voted on by absolute majority open vote, at the start of each General Meeting. Before voting on the agenda, participants can make suggestions to effect modifications.

#### 8.2.4 Termination of Membership

- Membership must be terminated by the General Assembly by a two-thirds majority vote in favor of termination, by secret ballot.
- The excluded member is to be notified by the International Board in writing of this decision no longer than four weeks after the decision.
- Exclusion of EESTEC Observers and EESTEC Junior Local Committees is decided by the International Board.

### 8.3 Changes in Legal Documents

- Changes to the RoP and Statutes can be proposed by any member of the GA and are accepted by a two-thirds majority of the GA, by open ballot.

## 9 Internal Policies of the Association

EESTEC is bound to comply with the entire content of the internal policies issued by the Board.

The International Board is responsible for the policy papers and their compliance with the Statutes and RoP of the Association.

### 9.1 Strategic Plan (SP)

The SP is a long term document in which EESTEC's goals are written for a defined time period in the future. This period is defined in the current SP.

#### Execution

- The EESTEC Bodies, Members and Member Candidates must follow the vision, mission, values and goals defined in the current SP.
- All EESTEC Bodies' plans and goals must comply with the current SP in order to be achieved within the defined period.
- The International Board must present to the General Assembly which goals from the current SP were carried out in its mandate.

#### Continuity

- A new SP is voted upon once the current one expires.

- After the Board report of the achieved goals is made in a Congress, SP adaptations can be proposed and have to be accepted by the General Assembly.
- Rewriting as well as reviewing and adapting of the SP is carried out by the International Board.

## 9.2 Events

The events are divided into:

1. Workshops
2. Exchanges
3. Exclusive Workshops
4. Operational Events
5. Advanced Skills Workshops

### 9.2.1 General Event Standards

- An event has to be officially announced to all Contact Persons by the Organizing Committee at least eight weeks before the beginning of the event.
- The event length must be at least six days, including arrival and departure days.
- Accommodation and three meals per day (one of which must be a hot dish) must be provided by the Organizing Committee.
- The participant list first must be officially announced to all Contact Persons by the Organizing Committee at least four weeks before the beginning of the event and at most one week after the application deadline.
- Organizing Committees are encouraged to accept at least one applicant from an EESTEC Observer.
- The announced number of participant places must be at least ten.
- If the conditions regarding any category of an EESTEC event are not fulfilled, the event is not an official EESTEC event.

The International Board is obliged to provide a feedback form to the OC CP that is unified for every event and reflects the compliance of the event with the RoP.

The International Board is obliged to share the summarized results of the forms with the Organizing Committees of the event and the General Assembly. The summary cannot reveal the identity of the event participants.

### 9.2.2 Workshops, Exclusive Workshops and Exchanges

In Workshops and Exclusive Workshops, academic activities must be in English and must not be less than 15 hours. The academic activities can be classroom lectures, practical exercises, laboratory work or technical trips.

In Exclusive Workshops, the Organizing Committee specifies the criteria a participant needs to fulfill in order to be able to apply. Exclusive Workshops may only be conducted in agreement with the International Board.

Each EESTEC Commitment has to prioritize their members who applied and has to send the list to the Organizing Committee, which only has to respect the priority list if it is sent within 48 hours after the application deadline of the event, unless otherwise defined in the Event Policy Paper.

Only in EESTEC exchanges the Organizing Committee can ask for a participant fee.

### 9.2.3 Operational Events

The Operational Events have to be officially announced to all Contact Persons by the International Board at least eight weeks before the beginning of the event.

The International Board is responsible for announcing a call on the CP list for finding an Organizing Committee.

The International Board, in cooperation with the EESTEC Bodies if required, is responsible for setting the selection criteria for the participants and for selecting the participants.

### 9.2.4 Advanced Skills Workshops

In Advanced Skills Workshops, academic activities must not be less than 15 hours. The academic activities can be classroom lectures, practical exercises, laboratory work, or technical trips.



The Organizing Committee is responsible for setting their own academic criteria in order to select the participants.

The Organizing Committee has to submit an application with a detailed description of the event to the International Board and get its approval, in order to have the right to organize an Advanced Skills Workshop.