



International Fellowship of Reconciliation

Internationaler Versöhnungsbund
Mouvement International de la Réconciliation
Movimiento Internacional de la Reconciliación

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18th June 2010
Alkmaar, the Netherlands
Letter no. 2

Dear Branches, Groups and Affiliates,

Greetings from the IFOR secretariat!

We have started preparation for Council 2010, which will take place in Baarlo near Venlo, The Netherlands, from 13th to 21st November 2010.

In order to assist you and to facilitate the preparation and organization of the Council, two main letters with various pieces of information will be sent to you in June (this letter) and early September.

This letter includes a copy of the Council Process Document, the Procedural Guidelines and Practice Documents and the IFOR Constitution, Branch and groups registration form, Bursary and representative form, which are the crucial procedural documents for the Council.

A special page will be dedicated to the 2010 Council on the IFOR website. All letters, information materials and official documents sent by the secretariat will be available on this page.

Meanwhile if you have any questions, recommendations or requests, please contact the secretariat and the Council organizer.

Branch membership

We enclose once again a form for you to give details of your branch membership (the number of individual members that your branch has). If you have already sent this information, please ignore this subject. As you already know, the total membership will govern how many voting representatives you are allowed to send to Council. If your membership is less than 1000, you have one vote, if it is between 1001 and 5000 the branch can have two voting representatives; if the membership is more than 5001, the branch is entitled to three voting representatives.

If you didn't send it already, please do it by 1st July 2010. We consider this as the last deadline.

Each branch is entitled to send up to three representatives to Council. The level of branch membership will determine how many of the representatives can be voting representatives.

If you have not already done so, please ensure that a copy of your most recent annual report and accounts (including a balance sheet) is sent to the secretariat. Such report and accounts do not have to be in French or English, but can be in the language of your choice.

If you do not submit your membership form, you will only be allowed one voting representative.

Branch, Groups, Affiliates representatives

Enclosed also is a registration form for your representative(s). If you are a Branch and are sending more than one representative, please photocopy the form. Please, make sure that the contact information of your representative is updated and correct.

We would kindly request, Branches, Groups and Affiliates to book the travel and accommodations through the international secretariat. Please send us as soon as possible, all information regarding participant's travel, so we will deal with it in time. A photocopy of the passport of each representative is required.

Groups and Affiliates are entitled to send only 1 representative.

Gender balance

We remind you of the gender balance policy that was adopted by the IFOR council 2006 in Tokyo

Branches, Groups and Affiliates are encouraged to be mindful of ensuring a gender balance at the Council. If your branch is nominating two representatives, please aim for a gender balance.

Participation of youth

We are highly encouraging the participation of youth at this Council. (Meaning: representative younger than the age of 27). So we would kindly request you to aim for 1 youth representative, among your representatives for the council.

Nominations & Nomination Committee

In the coming weeks, you will receive a letter from the Nomination Committee:

Nominations shall be made before the Council. Only in exceptional cases will new nominations be accepted during the Council itself. Nominations can only be made by members branches.

Nominations are to be sent to the Convener of the Nominations Committee no later than two months before the Council (i.e. September. 13. 2010).

The Nomination Committee convened by Suseela Mathew (FOR India) and David Mumford (Scotland) are in full charge of all nominations and any matters related to nominations. They will send out a letter soon. If you may have any recommendations or questions, please contact the Nomination Committee directly.

Dr. Suseela Mathew

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Address: 15, Vivekananda Nagar, Pattom PO,
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Scotland, UK

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Items for the agenda & proposals

Items for the agenda and proposals must be received by the International Secretariat no later than 4 months (i.e. July.13.2010) before the Council.

Proposals are:

- constitutional amendments
- proposals for future direction of IFOR work
- resolutions

Bursaries

For those Branches, Groups and Affiliates whose representatives are likely to be looking to the bursary fund for financial assistance, please note that 1st July is the date by which such requests should be received by IFOR. The priorities are outlined in the enclosed.

Conditions for request of bursary.

Any branch making an application for a bursary must supply a copy of its most recent annual report and accounts to the secretariat and fill in and return the attached Bursary form.

Priority will be given to supporting Branch voting representatives and to branches that have fulfilled the obligations of IFOR as stated in the IFOR constitution.

It would also be helpful to know what bilateral arrangements between specific IFOR members are likely to be in place for the 2010 Council. In the past there have been links whereby one IFOR member has agreed to pay the costs for a representative from another Branch, Group or Affiliate. Please let the secretariat have this information by 1st July.

Next letter

All the practical, technical and logistical details will be shared in the September letter.

Council Facilitator

Martha Djuikom will act as the point of reference of the council organization. You can continue correspondence till the council talks place.

We are looking forward to meet you all in November 2010.

On behalf of the Council Preparation Committee:

John Schot

Executive Director

CC:

Jan Schaake, president

Françoise Pétremand, vice president

Willem Laan, secretary of IFOR Stichting

John Schot, Executive Director IFOR International Secretariat

Volunteers – Assistants of the Executive Director

Martha Djuikom,

Anja Damhuis

Attached documents:

- IFOR Constitution
- Council Process Document
- Procedural Guidelines and Practices
- Bursary Form
- Branch registration Form
- Groups and affiliates registration form
- Previous information form (for those who did not yet send)