



# Membership handbook 2013

## A guide to internal procedures

Equinet – the European network  
of equality bodies



With the support of the European Commission

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# 1. Introduction

The member's handbook 2013 gives an overview of the running of Equinet – from the organisation's structure to a step-by-step guide to internal procedures.

Should there be anything that is not clear from the handbook, please feel free to contact the Equinet Secretariat.

Equinet Secretariat  
138 rue Royale/Koningsstraat,  
B-1000 Brussels  
Belgium

Tel: +32(0)2 212 31 82  
Fax +32(0)2 212 30 30

Email: [Yannick.Godin@equineteurope.org](mailto:Yannick.Godin@equineteurope.org)

[www.equineteurope.org](http://www.equineteurope.org)

## 1.1 Vision

Equinet, the European network of equality bodies, was established in 2007 as an international not-for-profit association (ASIBL/INFPA) under Belgian law. The network was born out of the project entitled 'Strengthening the cooperation between specialised equality bodies for the implementation of equal treatment legislation', funded by the European Commission Community Action Programme. Equinet builds upon this two year project (2002-2004) and is currently funded by PROGRESS, the European Community Programme for Employment and Social Solidarity (2007-2013).

Equinet works to enable equality bodies to achieve and exercise their full potential at Member State level by sustaining and developing a networking between and a platform for equality bodies at European level.

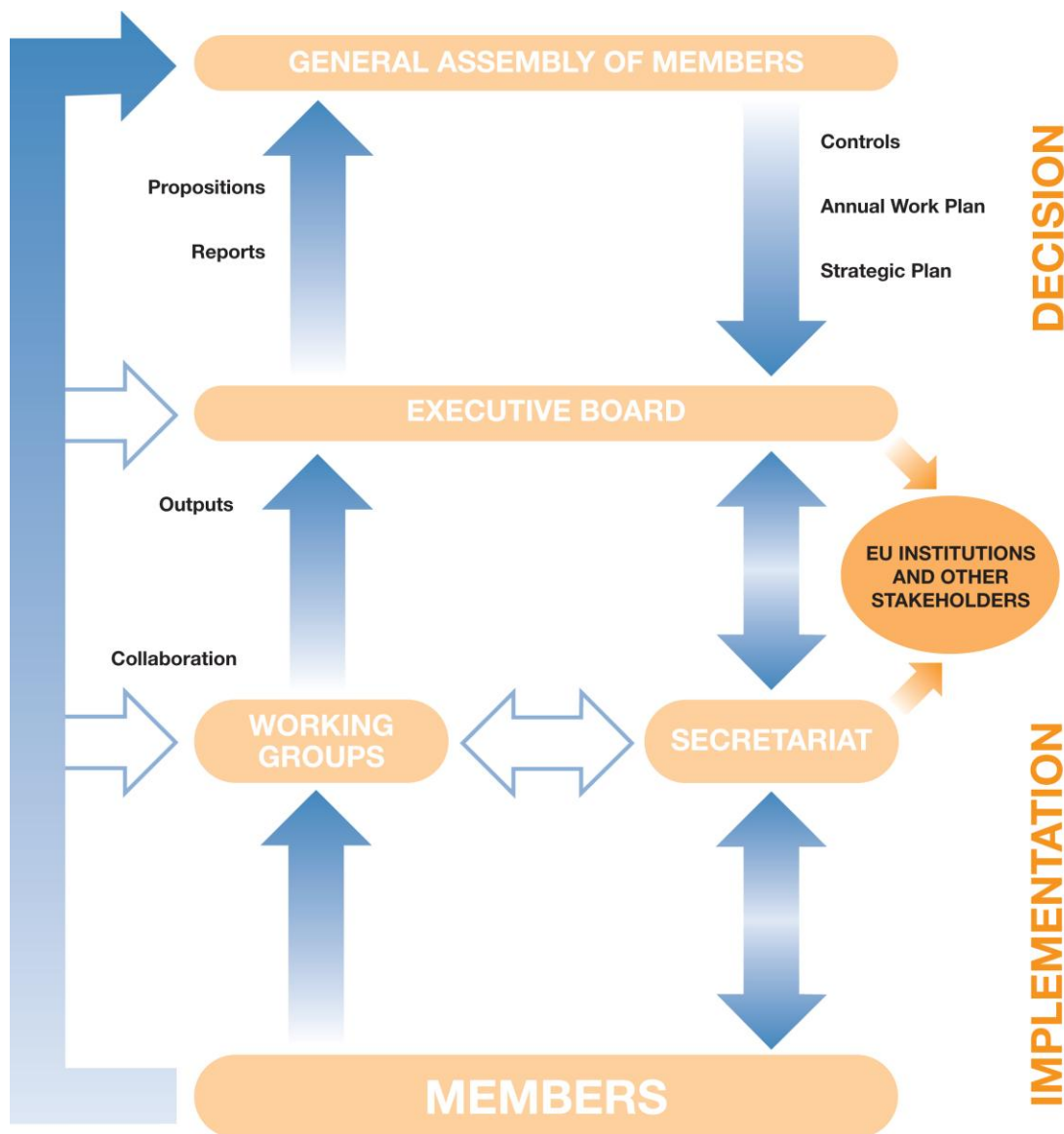
This networking and platform consist of running trainings and seminars; organising and moderating working group meetings and discussions; publishing reports on equality issues and managing the online forum.

## 1.2 Structure

Equinet currently consists of 38 equality bodies from 31 European countries. The Brussels-based Secretariat is responsible for implementing the decisions made by the Executive Board (elected every two years at the annual general meeting of members [AGM]) and the General Assembly of Members.

Within this structure are the working groups. Each working group tackles different issues in Equality. Each working group is led by a moderator who is appointed by the Executive Board.

The following diagram illustrates the operational structure of Equinet:



## 1.3 Current Members

Equinet has 38 members from 31 countries across Europe:

<b>Austria</b>	Ombud for Equal Treatment
<b>Belgium</b>	Centre for Equal Opportunities and Opposition to Racism
	Institute for the Equality of Women and Men
<b>Bulgaria</b>	Commission for Protection against Discrimination
<b>Croatia</b>	Office of the Ombudsman
	Gender Equality Ombudsperson
<b>Cyprus</b>	Office of the Ombudsman
<b>Czech Republic</b>	Public Defender of Rights – Ombudsman
<b>Denmark</b>	Board of Equal Treatment
	Danish Institute for Human Rights
<b>Estonia</b>	Gender Equality and Equal Treatment Commissioner
<b>Finland</b>	Ombudsman for Equality
	Ombudsman for Minorities
<b>France</b>	Defender of Rights
<b>Germany</b>	Federal Anti-Discrimination Agency
<b>Greece</b>	Office of the Ombudsman
<b>Hungary</b>	Equal Treatment Authority
	Office of the Commissioner for Fundamental Rights
<b>Ireland</b>	Equality Authority
<b>Italy</b>	National Office against Racial Discrimination
	National Equality Councillor
<b>Latvia</b>	Office of the Ombudsman

<b>Lithuania</b>	Office of the Equal Opportunities Ombudsman
<b>Luxembourg</b>	Centre for Equal Treatment
<b>FYRO Macedonia</b>	Commission for the Protection against Discrimination
<b>Malta</b>	National Commission for the Promotion of Equality
	National Commission for Persons with Disability
<b>Netherlands</b>	Netherlands Institute for Human Rights
<b>Norway</b>	Equality and Anti-Discrimination Ombud
<b>Poland</b>	Human Rights Defender
<b>Portugal</b>	Commission for Citizenship and Gender Equality
	High Commission for Immigration and Intercultural Dialogue
	Commission for Equality in Labour and Employment
<b>Romania</b>	National Council for Combating Discrimination
<b>Slovakia</b>	National Centre for Human Rights
<b>Slovenia</b>	Advocate of the Principle of Equality
<b>Spain</b>	Spanish Race and Ethnic Equality Council
<b>Serbia</b>	Commission for the Protection of Equality
<b>Sweden</b>	Discrimination Ombudsman
<b>UK – Great Britain</b>	Equality and Human Rights Commission
<b>UK – Northern Ireland</b>	Equality Commission for Northern Ireland

## 2. Procedures

### 2.1 Membership

#### 2.1.1 Application

The application procedure is a three stage process (in accordance with the Equinet statutes).

##### 1. Letter of Application

Once an organisation has decided they would like to become part of Equinet, they need to write a formal letter of application addressed to the Executive Director.

The letter of application must meet the following conditions:

- the letter must be submitted using the organisation's official letterhead
- it must be signed by the appropriate representative, CEO or Chair of the Board.

In addition, **a copy of legislation, statute or other document which demonstrates that the equality body in question is specialised in equality issues** must be attached. This document should illustrate that the **body performs the function of** an equality body as listed in **article 13 of Directive 2000/43/EC** (independent assistance to victims, independent surveys, publishing independent reports and making recommendations on issues relating to discrimination) **and/or article 12 of Directive 2004/113/EC** (the above functions) **and/or article 20 of Directive 2006/54/EC (the above functions plus information exchange with corresponding European bodies).**

These documents must be accompanied by a translation **in English**.

An example letter of application can be found in annex I.

##### 2. Executive Board Review



Once the application letter and supporting documents have been received, they are then submitted to the Executive Board for discussion during their next board meeting. The application is then reviewed and a decision is made on whether to accept or reject it.

### **3. Annual General Assembly Ratification**

The Board's decision then needs to be ratified by the Annual General Assembly at its first meeting following the board's approval. Once the Assembly has ratified or rejected the decision, the Executive Director will inform the candidate organisation in writing of the outcome. If successful, the body becomes a full member of Equinet immediately after the AGM ratification vote.

## **2.1.2 Fees and Contributions**

Following from the decision of the 2007 AGM, all members of Equinet are required to make a financial contribution to the network. These contributions are essential to ensuring that Equinet respects its EC financing agreement and related co-financing agreement - currently, the Commission contributes 75% of the annual budget; the remaining 25% is to be funded from other sources.

Following the decision adopted by the AGM 2009, Equinet operates a three-tiered membership fee system, to reflect the operating budgets of its members. The annual membership fee system is shown in the table below.

<b>Annual Operating Budget of Equality Body (€)</b>	<b>Minimum Annual Membership Fee (€)</b>
Under 1,000,000	1,000
Between 1,000,000 and 2,500,000	2,000
2,500,000 and above	3,000

As membership fees are an integral part of the contribution to the co-financing arrangement, contributions which exceed that minimum fee are most welcome.

### **Budget Declaration**

In order to ascertain which band each body falls into, members are requested, annually, to send a budget declaration to the Secretariat.

This budget declaration is a breakdown of all the different monies that equality bodies spend on equality. An example declaration can be found in annex II.

Equality bodies must send the declaration for the coming year by the first week of December. It is important that this deadline is respected – on the basis of these declarations Equinet is obliged to declare its financial income to the European Commission for the grant application of the coming year.

## 2.1.3 Payment Procedure

### 1. Invoices

Members will receive an invoice (see annex III) at the beginning of the year to cover their membership for that year (01/01/20XX – 31/12/20XX). New members will also receive an invoice at the beginning of the year following the year of their membership ratification.

### 2. Bank transfer

Members must pay the membership fee invoice promptly (before the **15<sup>th</sup> February**) by bank transfer to the following account:

Beneficiary:	EQUINET AISBL
Bank name:	ING Belgium SA/NV
IBAN:	BE 95363017481258
BIC/Swift Code:	BBRUBEBB
Payment reference:	Membership details – year + name of equality body

### Important Notes

- Equinet will not accept any additional fees or charges that may be incurred through payment.
- Equinet is **only able to accept payment in the form of bank transfers** (and not cheques).

If a member does not pay the minimum membership fee, Equinet reserves the right to refuse reimbursement of costs due to the member (travel expenses, accommodation etc for training sessions, working group meetings, etc.) up to the first EUR 1000.

## 2.1.4 Members' time commitment and timesheets

In addition to contributing financially, members' time contributions also form part of the minimum 20% co-financing requirement.

For the preparation of the budget proposal, members are requested each year to declare the approximate number of days their staff will commit to Equinet activities in the next year. They are also requested to give an average value of the daily employment costs for their staff attending the main Equinet events. This allows Equinet to calculate a rough estimate of the equivalent employment cost for participants in Equinet activities coming from each Member. This estimate is included in the budget as an important part of the co-funding (it is actually generally twice as big as the Membership fees).

At the time of reporting to the EC on the technical and financial sides of the year, each Member will be requested to fill in a **timesheet** recording the actual number of days spent by the actual staff members on Equinet activities during the year.

Members are also requested to send along with this timesheet all the necessary **evidence** in the form of **salary slips for all the persons** involved in Equinet activities who are listed on the timesheet, preferably pay slips for the months the persons were involved in the related Equinet activities.

If, for any reason, it is not possible for an Equinet Member to produce pay slips, the Member should at least produce an **official excerpt of its bookkeeping** clearly showing all the expenses incurred by the employer for to the employee(s) for the month(s) in question.

These documents will be treated **with the utmost privacy**.

This evidence will allow us to calculate the real daily employment cost for each employee listed on the timesheet and report an accurate and proven amount of co-funding to the E.C.

Members need to send their timesheets to

Yannick Godin, Administrative and Finance Officer,  
Equinet Secretariat – European Network of Equality Bodies  
138 rue Royale/Konningstraat,  
B-1000 Brussels,  
Belgium.

Email: [Yannick.Godin@equineteurope.org](mailto:Yannick.Godin@equineteurope.org)

Fax: +32 (0)2 212 30 30

**Important note:**

**Without these timesheets and their evidence, Equinet will not be able to complete its final reporting to the European Commission. As a consequence of this, the payment of the final instalment of the grant might be jeopardised and the whole funding of Equinet .**

A template timesheet can be found in annex IV.

## 2.1.5 Letters of commitment

By early December, members are required to send a letter of commitment to the Equinet Secretariat. This letter will confirm the member's contribution for the coming year on the following grounds:

1. Payment of membership fee
2. Contributions of staff time to Equinet activities

Members will need to send their letters to:

Yannick Godin (Administration and Finance officer),  
Equinet Secretariat,  
138 rue Royale/Koningstraat,  
B-1000 Brussels  
Belgium.

Email: [Yannick.Godin@equineteurope.org](mailto:Yannick.Godin@equineteurope.org)  
Fax: +32 (0)2212 30 30

These letters of commitment (to be submitted in December for the forthcoming year) are needed in order to comply with the European Commission Grant Application. Without all the letters of commitment from members, the European Commission Grant Application cannot be completed and submitted – all payments may be suspended as a result.

See annex V for an example letter of commitment.

## 2.1.6 Structural Change within a Member Organisation

When a Member body is being merged into or replaced by another entity/organisation, the new body will be asked to send Equinet a formal letter confirming its will to remain a Member of Equinet and provide evidence (e.g. legislation) that it still meets the Equinet Membership requirements.

## 2.2 Expenses

### 2.2.1 Travel and accommodation expenses rules

Equinet is able to cover all expenses members incur for participation in Equinet events (travel, accommodation etc). However, for the AGM, members are expected to cover the costs of the representative(s) they send. This section explains the rules and procedures for expenses in training events and the AGM.

### 2.2.2 General travel expenses

Equinet will cover all expenses incurred by participants for training events, working group meetings, Board meetings and other events as appropriate **(except the AGM)**.

Claims for reimbursement should be submitted to the Equinet Secretariat using the form in annex VI, to the following address:

Yannick Godin (Administration and Finance Officer),  
Equinet Secretariat,  
138 rue Royale/Koningstraat,  
B-1000 Brussels,  
Belgium.

Email: [Yannick.Godin@equineteurope.org](mailto:Yannick.Godin@equineteurope.org)

Fax: +32 (02) 212 30 30

Requests for reimbursement are subject to Equinet budgets and European Commission financial regulations. Equinet will cover economy class air travel up to a threshold of EUR 350. Members must keep original invoices and boarding passes/tickets and submit these with their claim forms.

As proposed by the Equinet Board and Treasurer and approved at the AGM (18 April 2008), actual payments and reimbursement of members' costs may be postponed to the end of the financial year in order to bridge cash-flow gaps related to the payment schedule of the European Commission Grant to the Equinet network. For this reason, and general reasoning of expense request processing time, Equinet advises individuals not to pay for their tickets themselves but rather, where possible, request that their organisation covers the cost. The organisation can then claim the costs back from Equinet.

## 2.2.3 AGM travel expenses

Following the decision taken at the AGM 2007, Equinet will not reimburse travel or accommodation expenses for AGMs. Equinet will, however, cover the other costs of the AGM event (conference venue, costs, documentation, meals etc).

There are, in exceptional cases, funds available to support member organisations who are not in position to cover these costs themselves. However, Equinet is only able to support a small number of participants from such organisations.

## 2.3 The Executive Board

The Board is elected every two years by members at the AGM. Until AGM November 2011, it was made up of 7 members, one of whom was the Chair. Following ratification of a new procedure at the AGM 2010, the Board is now expanded (post AGM 2011) to 9 members (one of whom is the Chair). This number of 9 Board members is considered as optimal and maximal.

The main responsibilities of Board members are as follows:

- a)** Continued pro-active involvement in the development and implementation of Equinet strategies and activities, oversee Equinet’s budget and the work of the Secretariat
- b)** Attend the Board meetings. Board meetings take place in Brussels and other European cities
- c)** Attend and actively participate in the Equinet Annual General Meetings (AGM)
- d)** Participate actively in Equinet trainings and/or working group(s)
- e)** Provide feedback on regular requests and consultations circulated by the Chair or Equinet Secretariat throughout the year between meetings
- f)** Encourage the gender balance, the geographical representation and the diversity in the broadest sense in all activities of the network

### 2.3.1 Board Elections

Board elections are held every two years at the AGM. The election procedure is designed to ensure a diverse balance held across the Board. Equinet encourages a gender and geographical balance across the Board, as well as diversity in its broadest sense.

As such, member countries are organised into 3 groups, in order to facilitate geographical diversity – as shown below:

<i>Group I</i>	<i>Group II</i>	<i>Group III</i>
➤ Belgium	➤ Austria	➤ Bulgaria
➤ Denmark	➤ Czech Republic	➤ Croatia
➤ Finland	➤ Estonia	➤ Cyprus
➤ France	➤ Hungary	➤ Greece
➤ Germany	➤ Latvia	➤ Malta
➤ Great Britain	➤ Lithuania	➤ FYRO Macedonia
➤ Ireland	➤ Poland	➤ Serbia
➤ Italy	➤ Romania	
➤ Luxemburg	➤ Slovakia	
➤ The Netherlands	➤ Slovenia	
➤ Northern Ireland		
➤ Norway		
➤ Portugal		
➤ Spain		
➤ Sweden		

The Board has to achieve the following composition:

- 4 members from Group I
- 3 members from Group II
- 2 members from Group III
- 9 members in total

NB. Observers are not able to vote or nominate at the AGM. Members who join at the time of the AGM are not able to nominate candidates, but are able to vote.

Also, in the case of an equality body joining the network from a country that is not listed in the above clusters, the Equinet Executive Board will decide to which cluster the country in question is to be allocated. This decision shall be made at the first meeting of the Equinet Executive Board after the AGM that ratified the membership.

## 2.3.2 Nomination of candidates and requirements

Prior to the AGM, all effective members of Equinet are invited to **nominate a candidate** from their organisation to fill in one of the nine positions at the EQUINET Executive Board, according to the following procedure and requirements:

**a)** Each Equinet member has the right to nominate one candidate. Observers are neither allowed to nominate candidates nor to vote at the AGM. Organisations ratified as Equinet members at the AGM where the Board elections take place are not allowed to nominate a candidate for the Board but have the right to vote at the election of the Board Members.

**b)** Nominated candidates shall be employees of the equality body (effective Equinet member) with a senior level of responsibilities in their respective organisation. As the language of the Board meetings is English, the candidates must also have a sufficient level of English.

**c)** Prior to the AGM, Equinet members send their proposed candidacy to the Executive Director of the Equinet Secretariat, using the Equinet Executive Board Candidate Nomination Form.

**d)** Nominated candidates for Board Member positions must be present at the AGM, except only in case of *force majeure*.

In order to nominate a candidate, the form in annex VII must be completed and sent to:

Anne Gaspard (Executive Director)  
Equinet Secretariat, 138 rue Royale/Koningsstraat, B-1000 Brussels, Belgium  
Email: [Anne.Gaspard@equineteurope.org](mailto:Anne.Gaspard@equineteurope.org) Fax: +32 (0)2 212 30 30



## 2.3.3 Election Procedures

Board elections are held during the AGM according to the following procedure:

- Election of the Board members takes the form of a closed ballot at the AGM with one vote per effective member organisation represented. **Members vote for a total of nine candidates – four candidates from group 1, three from group 2 and two from group 3.**
- Effective member organisations that are not represented at the AGM may delegate their vote to another member that is present (proxy voting).
- Board Members are elected from each cluster based on the number of votes received and within the boundaries of their geographical electoral cluster. No candidate can be elected as a Board Member without receiving a minimum of 5 votes.
- Board Members are elected for a two-year mandate.
- In case of an equal number of votes received by two or more candidates within one group and if, due to the limits of their cluster, they may not all become members of the Board a new round of voting shall be organised for the candidates in question. However, if a co-national of one of these candidates is already voted in as a Board Member, the candidate shall not become a Member of the Board. In case the second vote is still not decisive, the decision shall be made on a random basis by the drawing of names.
- If the total number of candidates receiving at least 5 votes casted is at least six but does not reach nine, the Board will be composed of these candidates. If the total number of candidates receiving at least 5 votes casted does not reach six, a new round of voting will be called at the same General Meeting.
- At their first meeting, the newly-elected Board Members elect a Chair and a Treasurer for Equinet for the same two-year mandate. The Chair must be one of the elected Board Members.
- If the mandate of a Board member terminates before the end of the term of the Board, the Board can temporarily appoint a substitute who will perform the mandate of the person she/he replaces. The substitute shall fulfil the criteria of article 3.1.b.
- A person can serve a maximum of three consecutive terms as a Board Member.

## 2.4 Equinet Working Groups

Much of Equinet's work takes place in thematic working groups, which bring together expert staff from equality bodies across Europe to share experience and good practice. There are currently four Equinet working groups focusing on:

- Equality Law in Practice
- Strategy Development
- Communication Strategies and Practices
- Policy Formation
- Gender Related Issues

Members of these working groups work closely together on the implementation of a jointly defined work plan, meet and communicate with each other regularly in order to share their experiences and good practices and discuss important legal and policy-related questions. This process provides an opportunity for peer learning and at the same time helps Equinet to collect and produce facts-based information from its members and thematic reports relating to their work.

Each Working Group is coordinated by a Moderator who is an expert of one of the Equinet Member organizations with a commitment to and broad knowledge in the field of focus of the related Working Group.

- Position and role of Working Group Moderator

The position of Working Group Moderator is voluntary and unpaid. The time dedicated by the Moderator to the activities of the Working Group will be taken into account in the end-of-year calculation of the time commitment and contribution of his/her National Equality Body for the year (to meet EU grant co-financing requirements). Indicatively, Moderators are generally expected to dedicate around 15 days a year to their Working Group.

The role of the Moderator is to develop the yearly work plan for the working group in close collaboration with the working group members, the Equinet Secretariat Policy or Communications Officer and the Equinet Board, taking into account the objectives set out in the Annual Work Plan of Equinet (approved by Members at the AGM) for the year and the four-year Strategic Plan.

Among other duties, the Moderator will:

- facilitate, in meetings or via emails, an efficient and comprehensive communication and exchange of knowledge, expertise and experience within the working group and among the members

- stimulate, encourage and ensure ongoing engagement and active contribution by all working group members to the work and activities of the group
- manage the repartition of the different tasks and the workload between the members of the working group
- ensure the efficient and timely production of the output foreseen in the yearly work plan for the Working Group, in cooperation with and with the support of the Equinet Secretariat

- Nomination of the Working Group Moderator

The moderator is a member of staff of one of the member bodies and is appointed by the Board with the agreement of that member body; except for the Policy Formation Working Group where the moderator will be a member of the Board.

## 2.5 Other Information

### 2.5.1 Equinet surveys

Each year, as part of the external evaluation, Equinet runs a survey of its members' opinions on the work of Equinet. The survey is used to identify strengths and weaknesses of the network, and identify how we can improve and grow as an organisation. Members will be provided with questionnaires by the Secretariat. Participation in the survey is mandatory for all members and observers.

### 2.5.2 Ordering publications

To order copies of any Equinet publications, please visit our website <http://www.equineteurope.org/Order-publications> and fill in the online ordering form. Publications are free to order.

### 2.5.3 Equinet Website

To gain access to the members' section of the Equinet website ([www.equineteurope.org](http://www.equineteurope.org)) please register using the following link: <http://www.equineteurope.org/Subscribe-to-the-members-section>. Your details will be then approved by the Secretariat, which will enable you to access the members' section and also the Equinet Forum (<http://www.equineteurope.org/-Forum->)

### 3. Annexes - Templates

#### Annex I: Template letter of membership application (printed on official organisation letterhead)

##### Official letterhead of equality body

Executive Director  
EQUINET AISBL  
European Network of Equality Bodies  
138 rue Royale  
B-1000 Brussels  
Belgium.

**Date, place**

On behalf of (*name of organisation*) I request formal membership of Equinet AISBL/INFPA – European Network of Equality Bodies, enjoying the full rights that members of Equinet are entitled to and respecting the obligations that membership brings with it, including adhering to Equinet statutes.

**(Chief Executive)**

## Annex II: Equinet declaration of estimate budget dedicated to equality work in 2013.

First name

Surname

Organisation

Address

Country

Email

*[Please refer to the Budget chart on page 2 to help you determine what needs to be taken into account in your 2009 operating budget estimation]*

In line with the approval by the Equinet AGM 2009 of the new system of Membership fees, the undersigned hereby declares that the total budget of his/her organisation dedicated to Equality work for the year 2013 amounts to \_\_\_\_\_ EUR.

The undersigned declares that the above-mentioned amount is an honest estimate to the best of his/her knowledge based on relevant budget lines for the year 2013.

**Signature:**

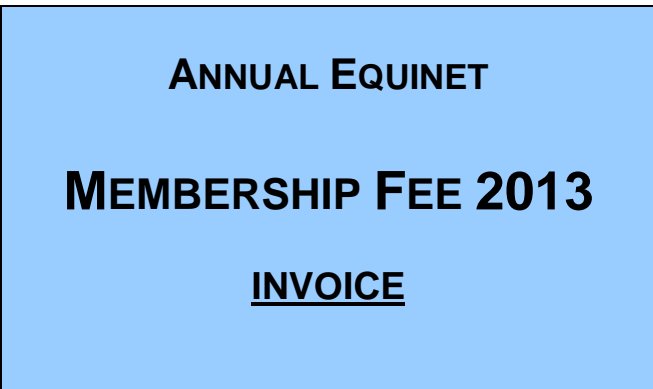
**Date:**

<b>Estimated Operating Budget for 2013</b>	
<b>General headings</b>	
<b>1. General and administrative costs</b>	
<i>Rents, stationery/equipment, equipment leases, insurance, utilities, taxes, organisation or/participation in seminars, conferences, workshops etc, translation, publications, research work (surveys, studies etc), communication/promotion, other costs, travel and accommodation, stationery/material purchase, consultancy, misc. etc</i>	
<b>Total</b>	<b>€ xxx xxx</b>
<b>2. Salaries</b>	
<i>Includes wages of all permanent and temporary personnel involved in equality work. In cases of part-time work, a pro-rate estimate is acceptable. Please also include the salaries of employees recruited for specific projects related to equality.</i>	
<b>Total</b>	<b>€ xxx xxx</b>
<b>3. Funds for the implementation of equality related projects</b>	
<b>Total</b>	<b>€ xxx xxx</b>
<b>GRAND TOTAL</b>	<b>€ xxx xxx</b>

# Annex III: Template invoice for payment of annual Equinet membership fee



Rue Royale 138  
 B-1000 Brussels, Belgium  
 Tel +32 (0)2 2123182  
 Fax +32 (0)2 2123030  
[info@equineteurope.org](mailto:info@equineteurope.org)  
[www.equineteurope.org](http://www.equineteurope.org)



<b>Member Organisation</b>	
<b>COUNTRY</b>	

Date of the Invoice	Communication	Total Amount (€)
dd/mm/year	<b>Equinet Membership Fee 2013</b>	-

*\* This amount is a minimum annual Membership Fee. Member organisations which are able or willing to contribute a higher amount as a support and co-financing to the functioning and operations of the Network are welcome to do so.*

We hereby request payment of the above mentioned Annual Membership Fee 200X by your member organisation. Payment should be made by bank transfer only as per details below, within 30 days following the date of this invoice.


The Equinet Board and Secretariat thank you in advance for your cooperation.

**PAYMENT DETAILS (BANK TRANSFER ONLY):**

Name of bank account holder:	<b>EQUINET AISBL</b>
Bank name:	<b>ING Belgium SA/NV</b>
Bank address & country:	<b>Brussels North Area–Central Station Rue Ravenstein 68 B-1000 Brussels, Belgium</b>
Account Number:	<b>363-0174812-58</b>
IBAN:	<b>BE 95363017481258</b>
BIC:	<b>BBRUBEBB</b>



## Annex IV: Template time sheet

	<b>TIMESHEET EQUINET MEMBER</b> <b>1 January [2013] – 31 December [2013]</b>
<b>Name of Organisation (Equinet Member):</b>	[insert]
<b>Country:</b>	[insert]
<b>EC Contract Title Reference:</b>	Equinet Aisbl – European Network of Specialised Equality Bodies
<b>EC Contract Reference:</b>	[VS/2010/0086 [Commitment SI2.560844]

Please complete the below table for each day worked (in full days or 0.5 days) by any of staff for the following activities – training events, working Group meetings/reports/activities, communication and exchange with members etc. **Please do not include the AGM or Board meetings in this table**

Date	Number of day(s) –	Place of work	Name of staff person / Detail on event or activity
dd/mm/year	1		
dd/mm/year	0.5		
<b>TOTAL (days)</b>	<b>[total sum]</b>		

Name of member representative:

Daily rate:

The below table is for **Board meetings** (participation and preparation) and the Equinet **AGM**.

Date	Number of day(s) –	Place of work	Name of staff person / Detail on event or activity
dd/mm/year	1		
dd/mm/year	0.5		
<b>TOTAL (days)</b>	<b>[total sum]</b>		

Name of member representative:

Members are also requested to send along with this timesheet all the necessary **evidence** in the form of **salary slips for all the persons** involved in Equinet activities who are listed on the timesheet, preferably pay slips for the months the persons were involved in the related Equinet activities.

If, for any reason, it is not possible for an Equinet Member to produce pay slips, the Member should at least produce an **official excerpt of its bookkeeping** clearly showing all the expenses incurred by the employer for to the employee(s) for the month(s) in question.

These documents will be treated **with the utmost privacy**.

Name:

Signature:

Date:

Organisation stamp:

Please return the completed and signed form to: Yannick Godin – EQUINET Secretariat

[Yannick.Godin@equineteurope.org](mailto:Yannick.Godin@equineteurope.org) or Fax +32 (0)22123030

Rue Royale 138, B-1000 Brussels, Belgium

# Annex V: Template letter of commitment

*Printed on organisation letterhead*

EQUINET Board  
c/o EQUINET executive director  
Rue Royale 138  
1000 Brussels  
Belgium

Re: Contribution [2013] to the EQUINET Network

Dear Members of the Board,

On behalf of [member organisation] I hereby inform you that our organisation will contribute in the year [2013] the staff as provided for in the Equinet Network proposal (beneficiary contribution) and budget, being:

1. A 2013 membership fee of minimum € xxxx
2. [x] number of days at a daily rate of [y]
3. [a] number of days at a daily rate of [b] (in case a different rate is applied for AGM attendance, working group/ training activities, Board)

The contribution is calculated on an annual basis for 2013.

Yours sincerely,

[executive officer]  
[member organisation]

## Annex VI: Template travel expenses form



### Expenses Reimbursement Form

Please return this form to:  
**EQUINET Administration & Finance Officer**  
[Yannick.Godin@equineteurope.org](mailto:Yannick.Godin@equineteurope.org)  
 Rue Royale 138, 1000 Brussels, Belgium  
 Tel: +32 (0)2 212 3182 / Fax: +32 (0)2 212 3030

<b>Name:</b>	
<b>Organisation (if applicable):</b>	
<b>Event / activity:</b>	
<b>Date of the event:</b>	
<b>Place of the event:</b>	

#### Details of Reimbursement claim:

DATE of expense (dd/mm/yyyy)	Details of the Item	Cost per Item (€)*	Number of items (nights, tickets)	Total Amount (€)*
	Travel – provide details (1)		1	€ 0.00
	Accommodation – provide details		1	€ 0.00
<b>Other Per diem costs (e.g. meals, local transport, etc.) – provide details for each item</b>				
	Item - provide details		1	€ 0.00
	...Item - provide details		1	€ 0.00
	...Item - provide details		1	€ 0.00
<b>TOTAL for Reimbursement (in Euro currency):</b>				<b>€ 0.00</b>

*(1) International travel only in economy class, local transfer included in per diem*

*\* If the supporting invoices/tickets are provided in another currency than Euro (€), please attach a copy of the daily exchange rate applied in order to present your claim above in Euro (€) currency.*

#### **IMPORTANT - please attach** (as requested per EC financial regulations):

**Original** tickets and boarding pass or boarding pass stubs (flights) / Tickets (train)

**Original** copy of all invoices / receipts supporting claims listed above

#### Reimbursement Details for Bank Transfer:

<b>Name of bank account holder:</b>	
<b>Bank name:</b>	
<b>Bank address &amp; country:</b>	
<b>IBAN:</b>	
<b>BIC:</b>	
Your reference (if applicable):	

Date:

Signature:

## Annex VII: Template Board candidate nomination form



### BOARD CANDIDATE NOMINATION FORM EQUINET AGM ELECTIONS 2013

Please return this form to:  
**Anne Gaspard, Executive Director**  
**EQUINET Secretariat**

[Anne.Gaspard@equineteurope.org](mailto:Anne.Gaspard@equineteurope.org)  
Rue Royale 138, 1000 Brussels, Belgium  
Fax +32 (0)22123030

**Deadline for nominations: 30 September 2013**

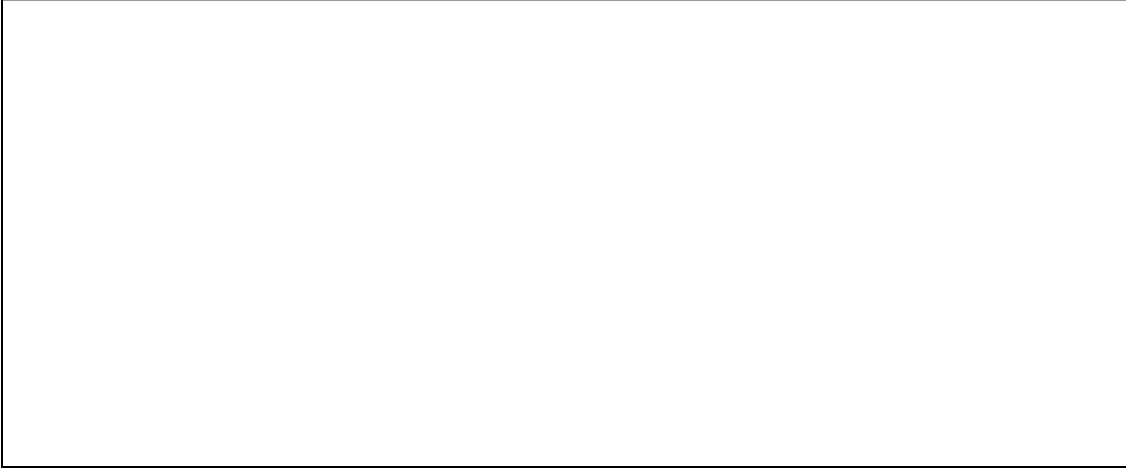
<b>Member Organisation / Equality Body:</b>	
<b>Country:</b>	
<b>Name of Candidate:</b>	
<b>Position:</b>	
<b>Contact email / phone</b>	
<b>Year of joining Member Organisation in your country:</b>	

Please note that this form is only complete with page 2 filled-in.  
Your candidacy form will be valid only if accompanied by an English version of your CV  
Please hand-sign and date the form.

Date

Signature

My motivations for becoming a member of the Equinet Executive Board  
*(Please explain why you would like to sit on the Equinet Board of Directors)*

A large, empty rectangular box with a thin black border, intended for the applicant to write their motivations for becoming a member of the Equinet Executive Board.

Additional note or other relevant information relating to your application (if any):

A large, empty rectangular box with a thin black border, intended for the applicant to provide any additional notes or relevant information related to their application.