

- To all members and substitutes of Executive Committee
- To all member organizations

Brussels, 30 April 2009
Ref. : 09-119

Calendar and tasks for the 2009 *EUROCADRES* Congress

End of June 2009:

deadline for sending amendments and candidacies for all the mandates

The member organizations

- Can send their amendments [on Draft Resolution A](#), [Draft Resolution B](#) and [the Constitution](#) to the *EUROCADRES* Secretariat. The English version will be the reference of documents and amendments
- Are requested to send the names of two representatives for any country and European Federation, as candidacies for member and substitute on the new *EUROCADRES* Executive Committee; the two names shall include one male and one female.

Candidancies should comprise „declaration of interest“ and presentation of functions and responsibilities at national level.

The working language of the Executive Committee is English, and *EUROCADRES* does not provide translations.

Candidacies for President and Vice-Presidents can be presented within the same deadline. The *EUROCADRES* Executive Committee in charge suggests some guidance concerning the capabilities and experience suitable for the President and the Vice-Presidents. The formal process of candidature and election is specified in the *EUROCADRES* Constitution and by the Standing Orders of the *EUROCADRES* Congress. Candidates are expected to send an application letter, to be published, detailing their skills and commitments.

The President's capabilities and experience should preferably include:

- leadership and teamwork skills;
- networking abilities;
- skills in managing diversity issues;
- a clear European vision;
- familiarity with European issues and processes;
- experience in a senior role in organizing professional and managerial staff in a member union;
- good English and French language skills and preferably other language abilities;
- a strong commitment to the responsibilities of the *EUROCADRES* Presidency.

The President should have enough time available to fully commit to this work as his/her main responsibility. He/she may maintain another activity in his/her organization, but this should not conflict with the responsibilities of the *EUROCADRES* Presidency nor affect the ability of the

EUROCADRES President to act with autonomy. He/she should be able to come to Brussels for regular meetings and contact.

Preferable attributes for Vice-Presidents would include:

- teamwork skills;
- ability to run activities and projects;
- ability to take initiatives in activity areas;
- a clear European vision;
- experience in organizing professional and managerial staff in a member union;
- good English language skills and preferably other language abilities.

The Vice-Presidents should be strongly committed to their *EUROCADRES* responsibilities. Vice-Presidents should be able to act in the President's place when necessary. They should be able to come to Brussels for meetings and contact. As a general guideline, their organizations should make the Vice-Presidents available for *EUROCADRES* responsibilities for some 25-30% of their time.

Between June and September

Should the candidacies for Executive Committee members and Vice-Presidents not guarantee a gender balance, the Presidium will ask countries and European Federations to propose a second set of candidacies, to be sent by the end of September, making changes or adding as members people of the gender that did not reach the one third established by the Constitution.

6 – 7 October

The Executive Committee

- a) debates on the amendments
- b) approves the final draft documents to be submitted to the Congress

16 – 17 November

EUROCADRES Congress
In Brussels; EESC on 16th, ETF on 17th.

Carlo Parietti

President

