

## ICSW EUROPE MEMBER ACTIVITIES 2015

### Criteria for support

ICSW Europe supports specific activities organized by a national committee. These activities are focused on a specific theme related to the **Work Program of ICSW Europe 2013-2016 updated in the GA Helsinki June 2015** and aim to deepen knowledge and create ideas on how to work for changes. The activities can include participants and experts from several European countries.

The activity has a clear expected result, usually providing outputs in the form of a written report with conclusions and recommendations, a public statement and/or a position paper for ICSW Europe.

ICSW Europe can contribute to such activities in several ways:

- Use the ICSW network to identify and/or invite experts/members.
- Communicate the event to members and others and invite participants.
- Offer financial support to pay for experts' travel and accommodation and other expenses directly related to the project.

Activities that require support from ICSW Europe need to meet the **following criteria**:

- Activities on a relevant theme in ICSW Europe priorities.
- Allow for an open invitation to ICSW Europe members.
- Carry the ICSW logo in all communications.
- Deliver a written report, policy statement or position paper for dissemination purposes.
- Support is open to members which has paid their annual Global contribution (2015).

Support can be given, within the limits of the budget voted by the GA; consequently, the financial support cannot be guaranteed.

Support to seminars involving national organizations/ committees of **different countries** in order to develop policy and position papers is possible within the limits of the budget.

**NB: the activity is totally managed under the juridical responsibility of the national organization/ committee.**

### Procedure

ICSW Europe members should submit their plans to the President in writing. The plan should include a description of the theme, dates and place, eventual experts to be invited, the possibilities and costs for participants, and a budget (see format annex) with co-financing.

**Deadline for applications: 29 February 2016.**

The Board will decide within one month after the deadline. A contract will be signed, indicating that 50% of the financial contribution will be paid in advance, the other half afterwards when all conditions have been met.

For contributors/participants refunding, all expense supporting documents must be sent to the national organizer within **one month after the event.**

**Requests to be sent to:**

Miloslav Hettes, President ICSW Europe (email: mhettes@icsw.org) and to Secretary Gabriela Siantova, (email: gsiantova@gmail.com).

**ICSW EUROPE MEMBER ACTIVITIES - APPLICATION FORM FOR SUPPORT**

*Updated November 2015*

Date and place of the planned expert meeting	Dates: Place: Country:
Theme of the activity	Max. 250 words:
<b>Relevance for ICSW Europe</b>	Max. 250 words:
<b>Expected results</b> (i.e. report, position paper, policy statement)	
<b>Budget and costs</b> (please add detailed budget in annex)	Total costs: Requested contribution from ICSW Europe: Other income (please indicate sources): Sources:
<b>Financial information</b>	Bank Name of account holder:
<b>Other kinds of support requested</b>	O - Send out invitation to ICSW Europe network 0 - Include announcement in ICSW Europe Newsletter O - Other:
<b>Contact information of host and/or organizer</b>	