



# BY-LAWS

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## **1 INTRODUCTION**

The Association of European Cancer Leagues, (ECL), was originally created as a Swiss association, based in Basel, in 1981. It started as a small club of professionals, representing their respective cancer leagues/societies and who wanted to exchange best practices and actions specific to Tobacco control, within Europe.

In 2003, the General Assembly (GA) of members demanded that the association diversify the actions and services to its member, which consists of roughly (it varies every year) thirty members.

ECL now focuses on: fostering best practices and capacity building between its members, sharing information, advocating against tobacco and striving for patients' rights, cancer prevention and working with the EU institutions to put cancer on their agenda.

The association is located at 1030 Brussels, Chaussée de Louvain 479, Belgium. The association is under the judicial power of Brussels. The General Assembly may decide to change the location of the association's headquarters. This change must be published in the Annexes of the "Moniteur belge", the Belgian Registry for all companies and non for profit organisation.

The ECL's co-ordination is located at the same place as the registered office.

The working language of ECL is English. The official languages with the Belgian authorities are French and Dutch.

## **2 MEMBERSHIP**

The minimum number of members is 3.

The ECL is open to Belgian and non-Belgian members. Activities are developed at international, and/or European and/or national and/or regional levels.

### **2.1 Access to membership:**

Membership shall be open to any cancer league which fulfils the following requirements:

- a cancer league which has objectives and carries out activities in common with the purpose and activities of ECL as set out in article 3
- which is located in countries within the European Region as defined by the World Health Organization
- which is legally constituted according to the laws and customs of its country of origin
- which is independent of governments , political parties and commercial interests

Applications for membership must be submitted in writing to the President at least 6 weeks prior to the General Assembly.

Applications should incorporate:

- official copy of the statutes of the organisation
- description of the administrative structure of the organisation
- last annual report and accounts
- agreement form whereby applicants agree to share their publications and resources with the other ECL members

The President is entitled to obtain further information from the applicant.

Membership shall be decided by the General Assembly.

The decision of the General Assembly is final, whether it is to approve, reject or exclude organisations from membership.

### **2.2 Membership fee:**

Membership dues are annual and invoiced at the end of the year. From 2006 onward, the membership fee will be .1% of the average of the last 3 years' income, with a minimum of €1,500 and a maximum of €14,500.

Membership fees are discussed and reviewed at the General Assembly which takes place no later than the end of November, every year.

Members who wish to benefit from more time to settle their bill should request it by ordinary mail to the ECL President, before the 1<sup>st</sup> of January of the incoming year.

Members who do not wish to renew their membership for the following year, should state it to the ECL secretariat no later than December 31<sup>st</sup> (of the previous year).

*Procedure:*

Fees are invoiced one week after the General Assembly, for the following year. Fees must be paid within 2 months, unless the ECL Board decides on an exceptional extension of the payment date.

Once the fees are received in the ECL bank account, the secretariat will send out an acknowledgement letter to the league.

Members who have failed to pay their membership upon receipt of their invoice are sent a first reminder by ordinary mail in mid- January and a second reminder, including the original invoice, by email, at the end of January.

### **2.3 Exclusion from membership:**

Non-payment of fees may be a reason for membership termination, as decided by the Executive Board.

Members will be excluded if they do not pay the annual fees, unless while they have been notified and given an additional delay of one month to execute the payment. The exclusion is officially stated during the General Assembly and members who have not paid their dues prior the General Assembly do not receive any of the ECL benefits in the mean time, including the right to attend the ECL annual meetings.

### **2.4 Membership includes: rights**

- to attend and to vote at the annual General Assembly. A minimum of one day of educational meetings is organized during the GA. It is the tradition to hold workshops, roundtable discussions or plenary sessions over a day and a half, or even 2 days
- to be eligible for service on the Executive Board
- to be consulted in connection with the right of the Executive Board to make statements,
- to propose changes to the statutes
- access to “members only” section of the website
- regular updates on the association’s activities and cancer related information, within the EU
- invitations to attend roundtables/workshops organized by ECL, throughout the year
- to participate in ECL working groups
- to use the ECL secretariat as a source of information and a platform to contact other cancer leagues

### **2.5 Membership requires: duties**

- active participation in ECL activities through regular correspondence, by attending meetings and contributing fully to the ECL’s actions and initiatives
- send its annual report every year, and upon request of the ECL secretariat
- be responsive to the secretariat’s requests for information
- share input, data, publications and know-how with other leagues. Members will sign an agreement form whereby they agree to share the latter with the rest of the membership, when they join ECL, as part of the membership application form

### **2.6 Loss of membership:**

Each member has the right to withdraw from the association at any time, even if the member has paid the total fee due until the end of the financial year, by writing a letter of resignation to the President. However, in such case, ECL will not refund the membership dues to the league.

Members must communicate their decision not to renew their membership for the coming year upon receipt of their membership fee invoice that is before the end of December. Otherwise, the entire membership dues are to be paid to ECL.

Any member infringing the provisions of the statutes may be excluded from membership by the General Assembly upon the basis of a recommendation from the Executive Board. The recommendation of the Executive Board concerning possible exclusion shall include a total assessment of the member’s activities (see statutes, *annex 1*, for more details).

Lapsed members will have access, like the public at large does, to the information on the web-site and will receive an invitation to re-join ECL after the General Assembly.

*Lapsed members receive:*

- an invitation letter listing the benefits of being a members of ECL, the letter is signed by ECL President
- the latest issue of the EU Monitoring report
- the list of decisions made at ECL last Board meeting
- a document with the actions achieved during the present year
- any documentation (1 piece) produced by ECL that promotes the ECL

### **3 EXECUTIVE BOARD**

The Executive Board shall be elected by member organisations and is composed as follows:

- President
- Vice-President
- Treasurer – this post is not in the statutes but is customary
- 2 - 4 other board members

All board members are elected at the General Assembly for a two-year term. Ideally, to have the right balance and representation of ECL membership within the Board, the latter should include a representative of the medical profession, with experience in cancer, and a representative from Eastern Europe.

The Board members may be re-elected for two further terms of office. At the end of the term if they apply for a re-election they will be presented for election before any other candidate coming from outside the Executive Board.

For more procedural details, please refer to the ECL statutes (*Annex 1*).

#### **3.1 The Executive Board:**

- defines the strategic goals, as well as the manner in which these goals are to be accomplished
- plans the organization's development in order that the goals and finances are in complete accord
- defines the association's structure and the employment planning
- ensures that the necessary policy and draft documents are presented and submitted, in accordance with the association's regulations, as well as other imposed regulations
- determines and/or specifies the duty (duties) of the Members and the President of the Executive Board
- maintains contact and communicates regularly with the member organizations
- maintains relations outside the organization, jointly and in accordance with the managing director
- assumes the organization's legal responsibilities

The individual Members of the Board bring their specific expertise and their specific experience ("know-how") to all Board deliberations for the association's overall welfare. Any and all common grounds of interest that may occur shall be presented to the Board in a transparent manner. In the event of any conflict of interest, the concerned Board Member will step down.

Specific measures, assistance and aid will be implemented in order to introduce new members to the Board's specific tasks.

The Board meets a minimum of 4 times a year, either physically or virtually, at teleconferences. Board Members are expected to attend a minimum of 80% of these meetings per year. In addition, Board members will also work in separate study groups on commissions and/or projects with the aim of undertaking these tasks in support of the management.

Only the managing director has the duty to attend every Executive Board meeting as a standard rule. However, other staff members may be invited, on an ad hoc basis, for part or the whole of a meeting, when and only if necessary.

The Board ensures that the necessary policy and draft documents, as well as the regulations (rules), are kept up-to-date, remain suitable and are reviewed in a timely manner; in compliance with appropriate conditions.

The Board ensures that the association's risks are regularly covered and reviewed. The Board will take suitable measures to protect against such risks.

The Board will implement an annual review of the Executive Board's achievements (work, performance).

The Board or the President of the Board will ensure optimal co-operation between the Board and the management for timely and effective information exchange (reporting) among all Board members, overall, for the development of good will and the monitoring of relevant aspects of the organization.

The Board can form specific study/working groups for the development of special issues, consult with experts or set up commissions, for the preparation of defined and specific work or, for independent management of projects in accordance with the relevant rules.

The President manages the managing director who manages and coordinates the staff and together with him (or her) agrees upon the yearly goals.

### **3.2 Board members:**

A member of the Board acts in a position of trust for the community and is responsible for the effective governance of the organization.

The Board Members are elected by the membership at the Annual General Meeting. Board members serve for a two-year term. Board members may be re-elected for two additional terms.

Requirements:

- commitment to the work of the organization,
- knowledge and skills in one or more areas of Board governance: policy, finance, programmes, and/or personnel
- willingness to serve on at least one committee and actively participate
- to attend quarterly Board meetings
- a time commitment of minimum five hours per month, (includes Board preparation, meeting and committee meeting time)
- attendance at Annual General Meeting (GA)
- be informed of the services provided by the secretariat, the working groups and other Executive Board members, and publicly support them
- prepare for and participate in the discussions and the deliberations of the Board,
- be aware and abstain from any conflict of interest

Major Duties:

- governing ECL by the broad policies developed by the Board,
- to establish long and short term goals, objectives and priorities for the association in meeting the needs of the network
- to recommend policy to the Board,
- promote ECL membership through community networking, etc.,
- being accountable to the funders for the services provided and funds expended,
- being accountable and seeking nominations for election to the Board when appropriate,
- the preparation and convening of the general assembly, and in particular, every Board member is responsible for at least one conference session; rendering accounts; filing petitions with regard to passing resolutions, concerning the business at hand at the General Assembly
- the appointment and discharge of the staff and the membership of special committees according to their concurrent responsibilities; designation of entrusted personnel who hold signature authorization on behalf of the League's representation, in accordance with the concurrent regulations
- the execution of the passed resolutions which were determined at the General Assembly
- to prepare for and participate in the discussions and deliberations of the Board

Board members exercise their activities within ECL for free, with no remuneration

*Board members expenses:*

Board members travel to Board meetings at their own expenses

They may be reimbursed for travel (but not accommodation) expenses for un-planned meetings, outside the standard scheduled Board meetings

### **3.3 President:**

The President is responsible and accountable to the membership. The President is elected and appointed by the General Assembly to serve an initial two-year term.

The President shall be the Chief Executive Officer of the association. He/she shall preside at all meetings of the association and of the Board. He/she shall be responsible for the general and active management of the affairs of the association. He/she shall see that all orders and resolutions of the Board are carried out.

**Major Duties:**

- establishes overall long and short term goals, objectives and priorities for the organization, in collaboration with other Executive Board members, the secretariat and in meeting the needs of the association
- be the primary spokesperson for ECL to the public at large, the ECL membership and the media,
- be co-responsible for the GA/Conference
- address Annual General Assembly
- chair the Executive Board and its meetings
- report to Board on the status of major programmes
- a signing authority on behalf of the Board for financial and legal purposes; the President also signs minutes of Board meetings,
- represent the association to public authorities
- provides leadership and direction to the Board
- in conjunction with the Executive Board provides guidance and leadership to all the ECL membership
- arrange for Vice to chair meetings in his/her absence
- in conjunction with the Executive Board sets quarterly Board meeting agenda
- enhances relationships with other like-minded groups and organizations
- ensure Board members receive agenda and minutes in a timely manner
- monitors and evaluates the effectiveness of ECL's actions and services through a regular review of programmes and services
- main staff manager and contact person. The President shall suggest the appointment or revocation of staff to the rest of the Board and has the final say in case of conflict related to staff
- adheres to general duties outlined in the board member job description

**3.4 Vice-President:**

The Vice-President is appointed by the General Assembly to serve an initial two-year term.

The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as shall from time to time be imposed upon him/her by the Executive Board.

**Major duties:**

- establish overall long and short term goals, objectives and priorities for ECL in meeting the needs of the network
- fulfill Chair position in the absence of the Chairperson, quarterly Board meetings,
- be an active member of the Executive Committee,
- a signing authority on behalf of the Board for financial and legal purposes,
- adhere to general duties outlined in the board member job description

**3.5 Treasurer:**

The Treasurer is appointed by the Executive Board to serve an initial two-year term. This position does not exist in the statutes but is customary.

Requirements: to have financial skills in addition to the general proficiency requested from Board members.

**Major duties:**

- establish overall long and short term goals, objectives and priorities for ECL to meet the needs of the community
- works in collaboration with the managing director to establish annual budgets and review income and expenses, as they occur
- reviews finances and bank statements on a regular basis, with the help of the managing director,
- ability to read/interpret financial statements for Board members
- chair the Finance Committee (if relevant)
- a signing authority on behalf of the Board for financial matters,

- ensure audited financial statements are presented to the Board on an annual basis
- calls the motion at annual General Assembly to appoint the Auditor
- act as a resource to other committees
- adhere to general duties outlined in the Board Member job description

### **3.6 Election of Board members:**

The Executive Board shall be elected by member organisations only. Each organisation has one vote.

Elections take place at the annual General Assembly, once a year.

Call for votes and the GA agenda shall be included in the notice of the General Assembly that shall be sent to all members by email, fax, or ordinary post at least 60 days prior to the meeting.

The present Board is in charge of seeking new candidatures, together with ECL secretariat. For Board composition, please see the second paragraph of the section 3.

Written candidatures including curriculum vitae and work experience should be sent to Board members, via the secretariat, ideally 2 months in advance, with a cover letter stating the candidate's motivations to be part of the Executive Board.

These nominations must be sent from the President to the members not later than 14 days before the General Assembly.

An *ad hoc* election committee may be constituted with the purposes

- asking present board members if they wish to serve another term
- requesting candidatures and biographies from ECL members. As a minimum request, a candidate should be an "experienced" member of ECL (not a new member). Candidates cannot be nominated on-site at the General Assembly.
- collect candidatures and review candidatures
- recommending potential candidates
- present candidature(s) to the General Assembly
- co-managing the votes, with the help of the managing director, during the GA (introduce candidates, allow them to present themselves to the members, distribute CVs, count votes, etc.)

Voting in the General Assembly is by league on the basis of one league, one vote.

In the General Assembly voting shall normally be by a show of hands, and the decision taken by simple majority. The quorum is at least half of the delegates present or voting by mail or proxy. If requested, voting may be by secret ballot.

A fax, email, or postal ballot can be organised in certain situations by the decision of the Executive Board. For more details, please see ECL statutes (*annex 1*).

### **3.7 Resignation/revocation of board members:**

Board members are revocable at any time by a vote of the majority of three quarters of the Executive Board members present at the meeting, or if a minimum of three quarters of the Board members are present or represented. The concerned Board member will not take part in the deliberations but will have the possibility of being heard prior to the deliberations.

Board members may at any time present their resignation, by registered letter addressed to the President or the Vice-President. The resignation will be effective once the acknowledgement of receipt of the registered letter has been signed by the President or the Vice-President, shall the latter not be available.

If an Executive Board member resigns during his/her term of office a new member shall be elected at the next General Assembly to complete the remaining term of office. Board members wishing to either end their participation to the Executive Board prior to its term, or not to opt for a second term, are requested to inform the rest of the Board preferably at least 3 months prior to the General Assembly.

For more details, please refer to the ECL statutes, *Annex 1*.

### **3.8 Rules and regulations:**



The Executive Board may prescribe such rules and regulations not inconsistent with these By-Laws relating to the management and operation of the association as they deem expedient, provided that such rules and regulations shall have force and effect only until the next General Assembly of the ECL members, when they shall be confirmed, and failing such confirmation at such annual meeting of members, shall at and from that time cease to have any force and effect.

### **3.9 Transition period/hand over of Presidential duties and tasks:**

The outgoing President is requested to plan the handing over of his past duties and actions to the incoming President. All of his ECL working documents should be sent to the secretariat for either archiving or passing on to the incoming President, if these documents are not yet stored at ECL.

The outgoing President is also requested to organise a handing-over (physical) meeting with the new President, to fully brief the new person on his/her role, duties and tasks.

The outgoing President should devote some time to work with the new President, at the beginning of his/her term as the President.

## **4 ORGANISATION OF THE GENERAL ASSEMBLIES**

The physical General Assembly takes place once a year, in autumn (per request made to be exempt from Belgian legal requirements of holding general assemblies in June), to better reflect finances for the previous year for approval by the members.

In order to comply with the legal Belgian requirements that a formal approval of the previous year's annual accounts must be made within six months after closing, i.e., before end of June, a virtual General Assembly by "paper" takes place before the end of June every year, whereby members inform the ECL office of their approval by post, fax, or email.

Traditionally, member leagues host, by turn, the GA in their own country. However, ECL Executive Board should always look first for a possibility to organise its annual GA in conjunction with another international meeting, organised by like-minded organisations, for instance, "ECCO" the FECS congress that takes place every 2 years.

Another alternative is to hold the AGM in Brussels, should no league host the event.

The Executive Board ultimately proposes the date and place of the future GAs and submits them to the GA.

The host league/partner is in charge of local logistics and takes the responsibility of booking meeting rooms, accommodation for delegates and all equipment needed for the organisation of the event. The host league/partner and ECL seal their agreement in a contract signed by the 2 parties.

The ECL secretariat is in charge of all communications on the event (including marketing) to the members and other invitees, of monitoring registrations, of finding potential international sponsors and producing badges and delegates lists (for more details, please see *annex 2*).

All ECL personnel are requested to attend the General Assembly meetings.

The President and the managing director are in charge of doing an on-site visit prior to the organisation of the meeting.

The General Assembly is the supreme governing body of the ECL. The General Assembly is composed of the representatives of the members.

Each member appoints one representative to represent the league in ECL matters. Several staff members from one league may attend the GA but only one may vote. In order to ensure the competence of ECL, the authority to represent their cancer leagues in ECL matters shall be vested in the delegates who, to the greatest extent possible, represent the League's governing body.

The General Assembly powers, activities and duties are described in the ECL statutes (see *annex 1*).

The notice of the General Assembly will be sent to all members by email, fax, or ordinary post at least 60 days prior to the meeting and shall include the agenda of the items to be considered. These will be sent by the secretariat.

A General Assembly shall be deemed properly constituted when at least one half of the members are present or represented at the meeting. Members may be represented at a General Assembly meeting by proxy; each proxy holder may hold a maximum of two proxies for absent members.

For more details, please refer to the ECL Statutes, *Annex 1*.

## **5 WORKING GROUPS**

A working group is made up of ECL members, representing their organisation and focusing on a particular topic. They are specialists of this topic, or are members who express an interest in participating and sharing information, within this group. This is no specific criteria to be accepted in a working group. The group must name a Chair (a volunteer, member of ECL) and report on its work, to the ECL secretariat, on regular basis. Working groups operate under the responsibility of the Board and in full respect of ECL objectives and strategy.

Working groups may be formed or dissolved by the Executive Board and/or by the General Assembly. They may exist for the sole purpose of achieving a particular goal and cease to be active once this goal has been achieved.

Traditionally, working group meetings are hosted in turn by members of this working group, at no cost for ECL. However, some exceptional expenses may be borne by the organisation should the request be expressed ahead of its occurrence, to the ECL secretariat. Working groups hold meetings during the General Assembly as well.

Working groups should meet as often as needed, either physically or on conference calls. Their agendas, minutes and outcomes have to be communicated to the managing director. The latter should be made aware of the status of on-going work.

Anyone who wishes to join a working group should either contact the chair of the latter or the ECL secretariat. Working groups are only open to ECL members who commit for one year minimum, to attend the working group meetings and actively participate.

Any communication of working groups should be submitted and approved by the Board before being shared with others.

The findings and outcome of working groups work shall be shared with all ECL members and be publicised under the name of ECL.

Working groups should all include a Board member.

The Executive Board shall closely follow and monitor the working groups' progress and put working groups reports on the agenda of Board meetings.

## **6 SERVICES AND MEMBERSHIP BENEFITS**

### **6.1 From the whole of ECL secretariat:**

- Bimonthly newsletters, including information provided by ECL members and on what is going on within ECL
- Annual report, including information on leagues activities and figures, useful general data about cancer
- Annual General Assembly, includes a one-day (minimum conference. In 2005, 2½ days)
- Organise round-table discussions (2 in 2005)
- Put members in contact with one another
- Update, edit and post information on the ECL website, add links to useful data
- Coordinate projects between leagues
- Coordinate European Week Against Cancer: provide theme, date and (most of the time) material, posted on the ECL website
- Facilitate the creation of *ad hoc* networks and support work of working groups

### **6.2 From the Advocacy Officers:**

- Monthly EU Monitoring Report

- Regular updates on Tobacco Control activities, at the EU level, in the form of emails from, mainly the Tobacco Control Advocacy Officer, reports and mission statements
- Representation of ECL members interests at EU cancer related meetings
- Participate in establishing relations with the media
- Lobby the EU institutions
- Active participant in ECL working groups: facilitate discussions, co-organise meetings, draft agendas, conclusions and participate in the production of the outcome of the working groups work, for instance, the poster with the Guidelines of European Patients' rights

## **7 ABIDING DOCUMENTS**

- ECL statutes: *Annex 1*.
- Belgian Foundation Against Cancer and ECL agreement, for the use of the building and of material lent by the Foundation to ECL: *Annex 3*.
- Bank signatures and limitations: *Annex 4*.
- The present document.

## **8 SECRETARIAT**

The ECL secretariat is registered in Brussels, Belgium. It is hosted, for free by the Belgian Foundation Against Cancer, for a period of minimum 2 years starting April 2004, Chaussée de Louvain, 479, B-1030 Brussels.

A formal detailed agreement was signed by the two parties and is included in the *Annex 3* of the present document.

The managing director is responsible for the entire administration of the ECL secretariat and offices.

### **8.1 Job descriptions**

Please see *Annexes 5a, 5b, 5c*.

### **8.2 Reporting/Accountability**

- The coordinator collects all relevant and regular information from other staff members, to then dispatch it to the adequate people, be them board members or the rest of the membership.
- The coordinator has the duty to call regular staff meetings, so that all personnel is aware of on-going projects and shares information with the rest of the team.
- The coordinator makes sure that monthly activity reports are provided by all ECL staff and sent to the Executive Board.
- The coordinator is the ultimate authority of the entire ECL staff and is managing staff as well as the office.
- The staff is first accountable to the coordinator, then to the entire Executive Board. However, for practical reasons (request of holidays, notice of absence for sickness, purchase of material, for instance) and requests that need immediate answers, the coordinator should contact only the President (not the entire Board), or the Vice-President in the absence of the former, as the ECL President is ultimately responsible for personnel administration and for the monitoring of the staff work, after the coordinator.
- The coordinator is entitled to operate some financial transactions on his/her own, with set limitations, see *Annex 3*. However, the coordinator should always inform the treasurer of all transactions done in the name of ECL and that affect the budget.

### **8.3 Evaluations**

The staff work should be assessed once a year by the coordinator provided staff had clear objectives set at the beginning of the year by the Board and the coordinator, and means to reach these objectives. The coordinator's work is assessed by the President, under the same conditions as described above.

A single evaluation can not be the only basis for making a staff member redundant, even if the latter has not met his/her yearly objectives nor performed fully/adequately his/her tasks.

All personnel should meet with at least the President (as the direct person responsible for staff) to discuss work matters at least once a year. The treasurer, Vice-President or any board member may also meet with the personnel.

### **8.4 Resignation/Redundancy of staff members**

All staff resignations or revocations must follow Belgian labour law, applicable to the matter, and the specific articles included in the staff's employment contract.

The decision to make a staff member redundant must be approved by the entire Executive Board, and be motivated by serious and tangible reasons. The staff member should have received a minimum of two warnings (in writing and verbally) and a trial period of minimum 2 months to improve his/her work and performance, before receiving his/her notice.

## **8.5 Appointment of new staff**

The decision to appoint an additional staff member or to replace a staff member who left, must be approved by the entire Executive Board.

The President and whoever else within the Board who has the personnel management competency should be reviewing curriculum vitas of candidates and running job interviews

New staff members should be provided with clear job descriptions, tasks and objectives.

## **9 ADMINISTRATION OF THE ECL FINANCES/BUDGET**

### **9.1 Accountancy/Financial year**

The coordinator is responsible for managing day to day finances: he/she is the contact person (addressee) for all invoices from suppliers, he/her reviews amounts due and approves payments in compliance with original request for proposals, order forms and amounts set in the ECL budget.

The coordinator has the task to work with the accountant that he/she has appointed. The accuracy of ECL figures and finances falls under these 2 people's responsibility and the supervision of the Treasurer. Finances are submitted to the approval of all the ECL members, once a year, at the General Assembly.

Unless otherwise ordered by the Executive Board, the fiscal year end of the association shall be the end of the calendar year: December 31st.

An auditor, whose appointment has been submitted to the approval of the General Assembly, in accordance with the ECL statutes, reviews the past year finances and hands its approval (or not) of the accounts to the Board, prior to submitting to the General Assembly.

### **9.2 Budget**

The coordinator creates the first budget draft for the next year, taking into account past expenses and revenues and working with the Treasurer to produce a realistic budget for the coming year. The draft budget has to be approved by the Executive Board prior to being submitted to the General Assembly. The budget and ECL finances in general are reviewed by the Board at the mid-year Board meeting.

The coordinator is not legally held responsible for any discrepancy between the budget and the actual spending/incomes.

## **10 ANNEXES**

Annex 1: ECL Statutes

Annex 2: Conference agreement template

Annex 3: ECL and FBCC agreement

Annex 4: Bank signatures

Annex 5a, 5b, 5c: Job descriptions (staff)

## 10.1 Statutes

**STATUTES OF  
the Association of the European Cancer Leagues (ECL)  
Association sans but lucratif de droit belge (ASBL)  
Non profit association under the Belgian Law**

The :

1. The Belgian Federation Against Cancer, with headquarters located on 479 chaussée de Louvain, represented by Paul Jacquet de Haveskercke, Director,
2. Associazione Italiana Malati di Cancro, parenti ed amici (AIMaC) , non for profit association (Italy), with headquarters located on Via Barberini 11, I-00187 Rome, Italy, represented by Francesco Di Lorenzo, President
3. Kræftens Bæmpelse, non for profit association, with headquarters located Strandboulevarden 49, DK-2100 Copenhagen, Denmark, represented by Anna Thomassen, President and Arne Roligmed, Director
4. Cyprus Association of Cancer Patients and Friends, non for profit association, with headquarters located 12-14 Photinou Pana Street, CY-1687 Nicosia, Cyprus, represented by Dr. Stala Kioupi, Vice President and Giorgia Orphanou, Director of Marketing Foreign Affairs
5. Cyprus Anti-Cancer Society, non for profit association, with headquarters located à 2 P.Ioannou street, Dhasoupolis, 2024 Strovolos, Cyprus, represented by Andonakis Andronikou, Executive Director
6. The Swiss League Against Cancer, non for profit association, with headquarters located Effingerstrasse 40, 3001 Berne, Switzerland, represented by Bruno Meili, Director
7. Den Norske Krefftforening, non for profit association, with headquarters located Tullingsgate 2, N-0166 Oslo, Norvège , represented by Anne-Lise Ryel, Director
8. Liga Proti Rakovine SR non for profit association, with headquarters located ul. 21, 812 32 Bratislava, Slovakia, represented by Eva Sirackà, Director
9. Cancer Research UK, Company Limited by Guarantee, with headquarters located 61 Lincoln's Inn Fields, UK-London WC2A 3PX, United Kingdom, represented by Peter Hinchliffe, General Secretary
10. Türk Kanser Araştırma ve Savaş Kurumu, Turkish Association for Cancer, non for profit association, with headquarters Tuna Caddesi Ataç – 1 Sokak, No : 21/1, 06410 Yenışehir/Ankara, Turquie, represented by Tezer Kutluk, President
11. Syöpäjärjestöt, Finnish non for profit association, with headquarters located at Liisandatu 21B, 00170 Helsinki, Finland, represented by Harri Vertio, General Secretary and Matti Rantalahti, Chief Medical Officer and Assistant General Director
12. Cancerfonden, Swedish non for profit association, with headquarters located at David Bagares gate 5, SE-101 55 Stockholm, Sweden, represented by Ursula Tengelin, Director and Göte Langberg, President
13. Hellenic Society of Oncology, non for profit association, with headquarters located at 146 A, Alexandras Ave, GR 114 71 Athens, Greece, represented by Ioannis Garas, President

have agreed to create a non for profit association, ruled by the 27 June 1921 Belgian law on non for profit organizations (« ASBL ») . This association's statutes are as follow:

#### **ARTICLE 1: NAME – FOUNDERS**

The Association is named “Association of European Cancer Leagues” in English and “Association Européenne des Ligues contre le Cancer” in French, abbreviated as ECL in the two languages.

All acts, advertisements, publications, correspondence and other documents produced by the association must mention its name, immediately preceded or followed by its legal form « ASBL » and its address.

The association is formed for an unlimited duration. It may be dissolved at any time, in conformity with the law and the present statutes (Article 9).

#### **ARTICLE 2: REGISTERED OFFICE AND LANGUAGE**

The association is located 1030 Brussels, chaussée de Louvain 479, Belgium. The association is under the judicial power of Brussels. The General Assembly may decide to change the location of the association's headquarters. This change must be published in the Annexes of the “Moniteur belge”, the Belgian Registry for all companies and non for profit organisation.

The ECL 's co-ordination is located at the same place as the registered office.

The working language of ECL is English. The official languages with the Belgian authorities will be French and Dutch.

### **ARTICLE 3: PURPOSE AND ACTIVITIES**

3.1 The objectives of the Association of the European Cancer Leagues shall be to improve communication and to foster collaborative activities between European cancer leagues and organisations which are members of the ECL in order to reduce the growing cancer burden in Europe.

3.2 The ECL is open to Belgian and non-Belgian members. They all develop activities at international, European and national levels.

3.3 The ECL's major fields of activity are, among others:

- (a) cancer prevention
- (b) public education and information
- (c) professional education and information
- (d) assistance, services and rehabilitation for patients and their families and relatives
- (e) fundraising
- (f) tobacco control
- (g) patients'rights
- (h) participation in, and support for, scientific research

The major fields of activity may change in response to developments in health and cancer care, or new social concerns.

To achieve its mission, ECL may organise, manage or develop :

- workshops
- technical meetings
- joint projects with organisations having similar aims
- exchange of information material
- relationships with relevant international organisations, e.g. WHO, EORTC, ESO, ECP, FECS,OECl, UICC as well as with associations with similar aims in other parts of the world where this is deemed to be desirable.
- lobby and advocacy
- working groups to consider and recommend policy positions

ECL may promote and defend public health interests, and the interests of its members, through appropriate legal proceedings.

### **ARTICLE 4: MEMBERSHIP**

4.1. The minimum number of members is 3.

4.2. The ECL is open to Belgian and non-Belgian members. They all develop activities at international, European and national levels.

4.3. Membership shall be open to any cancer league which fulfils the following requirements:

- a cancer league which has objectives and carries out activities in common with the purpose and activities of ECL as set out in article 3
- which is located in countries within the European Region as defined by the World Health Organisation.
- which is legally constituted according to the laws and customs of its country of origin
- which is independent of governments , political parties and commercial interests.

4.4. All cancer Leagues who have acquired full or associate membership of the ECL before October 2003 and have paid their membership dues for 2004 at the former European Cancer Leagues, located at the Swiss League Against le Cancer, Effingerstrasse 40, 3001 Berne, Switzerland shall be members irrespective of the fact that they do not comply with criteria for membership.

4.5 Membership includes the following rights:

- (a) to vote at the General Assembly (article 5)
- (b) to be eligible for service on the Executive Board (article 6)
- (c) to be consulted in connection with the right of the Executive Board to make statements (article 6)
- (d) to propose changes to the statutes (article 9)

4.6 Admission to membership

Membership must be submitted by written application to the President at least 6 weeks prior to the General Assembly.

Application should incorporate:

- official copy of the statutes of the organisation
- description of administrative structure of organisation
- last annual report and accounts

The President is entitled to obtain further information from the applicant.

Membership is to be decided by the General Assembly.

The decision of the General Assembly is final, whether it be to approve, reject or exclude organisations from membership.

4.7 Obligations of the members

Members shall pay annual fees as determined by the General Assembly based on objective criteria proposed by the Executive Board.

The maximum membership due shall be 50 000 Euro.

4.8 Members will be excluded if they do not pay the annual fees while they have been notified and given an additional delay of one month to execute the payment. The exclusion will enter into effect with the official vote by the General Assembly.

4.9 Membership requires active participation in ECL activities through regular correspondence, by attending meetings and contributing fully to the ECL's actions and initiatives.

4.10 The members cannot, in any way, be held liable for undertakings or debts of the Association.

4.11 Continued membership of ECL is dependant on the members refraining from fundraising within the countries of other ECL members, unless they have received prior written consent. However members are entitled to receive unsolicited donations from other countries and to assist other members in their activities.

4.12 Loss of membership

Each member has the right to withdraw from the association at any time, but subject to the obligation to pay the total fee due until the end of the financial year, by addressing a written letter of resignation to the President.

4.13 Any member infringing the provisions of these statutes may be excluded from membership by the General Assembly upon the basis of recommendation from the Executive Board. The recommendation of the Executive Board concerning possible exclusion shall include a total assessment of the member's activities.

Such members may exercise their right to be heard by the General assembly but may not participate in the vote. Any exclusion procedure shall be the first item on the agenda.

4.14 Founding members are part of the General Assembly

## **ARTICLE 5: GENERAL ASSEMBLY**

5.1. The General Assembly is the supreme governing body of the ECL. The General Assembly is composed of the representatives of the members.

5.2. Each member appoints one delegate to represent the league in ECL matters. In order to ensure the competence of ECL, the authority to represent their cancer leagues in ECL matters shall be vested in the delegates who, to the greatest extent possible, represent the League's governing body.

5.3. The General Assembly shall:

- (a) decide on the transfer and the new location of the registered seat of the association
- (b) elect and dismiss the President, the Vice-President, the Treasurer and the other members of the Executive Board. The applications must be received, in writing, by the President not later than 30 days before the General Assembly. These nominations must be sent from the President to the members not later than 14 days before the General Assembly.
- (c) consider and approve applications for membership
- (d) terminate the membership of an organisation and vote the exclusion of the member which did not pay the annual fees
- (e) approve the proposed ECL's statements and their changes coming from the Executive Board
- (f) approve the strategy, priorities and targets of ECL and the determination of its policy proposed by the Executive Board
- (g) propose the location of the ordinary annual conference and of the General Assembly
- (h) select a professional independent company from a list proposed by the Executive Board to audit the annual accounts of ECL
- (i) approve the report of the professional independent company auditing the ECL's annual accounts
- (j) approve the financial reports (accounts) and the budget prepared by the Executive Board
- (k) determine the amount of the membership fee based on criteria proposed by the Executive Board
- (l) approve the annual report of ECL written and presented by the Executive Board
- (m) approve the annual report of activities presented by the coordinator
- (n) approve any decision to initiate legal proceedings
- (o) modify the statutes
- (p) adopt and modify the internal rules (if and where they exist)
- (q) dissolve the association
- (r) have the residual powers not allocated to the Executive Board by these statutes or the law

5.4. The General Assembly shall meet once a year. The meeting shall be held at the hour, on the date and at the venue determined by the President and the meeting shall be chaired by the President of the Association or the Vice-President in case of the President is unable.

5.5. The notice of the General Assembly will be sent to all members by ordinary post at least 60 days prior to the meeting and shall include the agenda of the items to be considered.

5.6. A General Assembly shall be deemed properly constituted when at least one half of the members are present or represented at the meeting. Members may be represented at a General Assembly meeting by proxy; each proxyholder may hold a maximum of two proxies for absent members.

Should this quorum not be reached, a second General Assembly may be convened for the same day, provided that this procedure is announced in the calling notice, and may deliberate validly irrespective of the number present or represented.

5.7. An extraordinary meeting of the General Assembly may be convened at ninety days notice at the request of the Executive Board or at the request of one fifth of the members of the General Assembly.

5.8. Except where otherwise indicated, decisions of the General Assembly shall be determined by a simple majority of votes of those present and represented.

5.9. The proceedings and decisions of the General Assembly shall be recorded in a minute book, kept at the registered office of the Association and made available for consultation by the members.

5.10. The proceedings and decisions of the General assembly will be validly signed by the President, the Vice-President or the Secretary and be submitted to the approval of the next meeting of the General Assembly.

5.11. In exceptional cases and only when the urgency of the matter so requires, the General Assembly may take decisions by a written procedure according to the internal rules. In such case, the members shall be informed in writing about the matters on which a decision is to be made by means of a written procedure and of the reasons justifying the use of this procedure.



5.12 The voting procedures of the General Assembly shall be as follows:

- (a) each member shall be entitled to one vote
- (b) voting shall normally be by show of hands, and the decision taken by simple majority. If needed the President has the casting vote. If requested, voting may be by secret ballot.
- (c) a postal ballot can be organised in certain situations by the decision of the Executive Board

## **ARTICLE 6: EXECUTIVE BOARD**

6.1. The Executive Board shall be elected by member organizations and is composed as follows:

- the President who shall chair the meetings of the General Assembly and the Executive Board
- the Vice-President who shall chair meetings in the absence of the President
- six members (including one treasurer)

6.2. The Executive Board can only deliberate if at least half of its members are present or represented, unless otherwise specified in the statutes or in legal texts

6.3. Decisions are taken with a simple majority of voices from Board members present or represented, unless otherwise indicated by the law or in the statutes.

6.4. All Executive Board members can be represented at the Executive Board discussions and votes by providing a proxy to another Executive Board member. However, an Executive Board member can only hold a maximum of two proxies.

6.5. Members of the Executive Board shall serve for a period of two years. The members may be re-elected for one further term of office. At the end of the first term if they apply for a re-election they will be presented for election before any other candidate coming from outside the Executive Board.

6.6. All elections to the Executive Board are personal. If a member of the Executive Board ceases to represent the organisation indicated at the time of election to the Executive Board, the office held will fall vacant unless otherwise determined by the General Assembly. If an Executive Board member resigns during his/her term of office a new member shall be elected at the next General Assembly to complete the remaining term of office.

6.7. All acts that involve the association in legal or extra-legal actions must be signed by two Executive Board members, including the President, unless a specific delegation mentioned in the next paragraph is provided to a third party.

6.8. The Board may delegate specific powers of representation of the association for legal or extra-legal actions to a named Executive Board member, deciding that he or she may act solely or in cooperation with another Executive Board member.

6.9. The standard correspondence and the daily management decisions of the association are signed by the President and the Vice President, unless a specific delegation mentioned in the next paragraph is provided to a third party.

6.10 The Board may delegate the daily management of the association and/or the signature of the standard correspondence to one or more person of its choice, Board member or not, and has to mention if she or he may act solely or jointly with another person.

The end of this persons' functions will respond to the same conditions to that of any Board member.

6.11 A Board member facing a conflict of interest will inform under his/her own initiative the President and in case the latter is not available, the Vice-President, of the conflict. He/she will take part neither in the Board deliberation nor in votes related to the deliberation. Its declaration stating the conflict of interest will be included in the proceedings/minutes of the meeting, as an annex.

6.12 Board members are revocable at any time by a vote of the majority of three fourth of the Executive Board members present at the meeting, or if a minimum of three fourth of the Board members are present or represented. The concerned Board member will not take part in the deliberations but will have the possibility of being heard prior to the deliberations.

6.13 Board members may at any time present their resignation, by registered letter addressed to the President or the Vice-President. The resignation will be effective once the acknowledgement of receipt of the registered letter has been signed by the President or the Vice-President, shall the latter not be available.

## **ARTICLE 7: POWERS OF THE EXECUTIVE BOARD AND OF PEOPLE IN CHARGE OF THE DAILY MANAGEMENT AND REPRESENTATION OF THE ASSOCIATION**

The Executive Board shall be empowered to carry out all actions that are necessary or of used to the achievements of the association's goals. Including:

- (a) propose and amend the ECL's statements (including mission statement) and action plan which must be approved by the General Assembly
- (b) plan the strategy, priorities and targets of ECL as well as determine the policy of ECL which must be approved by the General Assembly
- (c) set out the annual work programme of the organisation and assume its follow-up
- (d) propose names of professional independent companies to audit the annual accounts of ECL
- (e) decide in certain circumstances on the organisation of a fax, email, or postal ballot of the General Assembly
- (f) delegate some of its powers , especially the powers of daily management to one or more member(s) of the Board or to a third party who shall be entitled to bind ECL with regard to such powers
- (g) appoint and dismiss the coordinator and other ECL staff
- (h) determine and overview the work of the staff
- (i) approve the report presented by the coordinator on the management including the management of ECL offices, structural and activity reports
- (j) select the venue for the annual conference and the ordinary General Assembly
- (k) establish "Working Groups" to carry out specific tasks and fix their mission statement and competencies.
- (l) prepare the General Assembly and the annual accounts and the mid-term budgetary planning to be submitted to the General Assembly for approval
- (m) propose the objective criteria to determine the annual membership fees
- (n) propose the transfer and the new location of the registered office to any other location in Belgium
- (o) hire and lay off the personnel of the association, under conditions defined by the Board, respecting the Belgian law.

## **ARTICLE 8: SIGNATURE**

All acts that commit the association are, unless specific mandate, signed by two Executive Board Members at least, that will not have to justify the powers they were allocated for this purpose to third parties.

## **ARTICLE 9: EXECUTIVE BOARD MEETINGS AND SUMMONS**

- 9.1. The Executive Board shall hold meetings under the initiative of the President and the Vice-President in case the former is not available. It meets at least twice a year, or more frequently if, in the opinion of the President or of three members of the Board, it is in the interest of ECL to do so.
- 9.2. Executive Board members who cannot attend a meeting may be represented by another Executive Board member by proxy; however, a member of the Executive Board may hold no more than two proxies for absent members.
- 9.3. Decisions of the Executive Board are taken by a simple majority of the Executive Board members present or represented. In the event of a tied vote, the President has a second, casting, vote. A meeting of the Executive Board shall be validly composed even if all or certain of its members are not physically present, but participate in the deliberations by means of modern telecommunications which allow the members to directly hear one another and directly speak to one another, such as through telephone or video conferences. In such case the members are deemed present.
- 9.4. The proceedings of the Executive Board shall be kept in a minute book, held at the registered office of the Association and made available to the members.

## **ARTICLE 10: THE COORDINATOR**

- 10.1 The Executive Board can appoint a coordinator.
- 10.2 The coordinator is empowered to undertake the daily management of ECL. His/her mandate will not exceed the implementation of the decisions of the Executive Board. S/he will serve in support of the activities of the Executive Board and the General Assembly. The coordinator will report to the Executive Board every 3 months and present to the General Assembly an annual report of his/her activities. The coordinator will write the annual report of the association.

10.3 The coordinator will among others things be responsible for the organisation of the annual conference.

#### **ARTICLE 11: FINANCIAL MANAGEMENT BUDGET AND ACCOUNTS**

11.1 The annual fee for members for the coming year shall be determined by the General Assembly based on objective criteria proposed by the Executive Board. The accounting year corresponds to the calendar year.

11.2 The annual fee of the members contributes to the expenses related to the usual functioning and the travels of ECL including the President, the coordinator and the staff.

11.3 The association to which the President belongs contributes also to the usual functioning and the travels of ECL including the President, the coordinator and the staff. The expenses for delegates to the General Assembly, meetings of the Executive Board and meetings of the working groups are to be met by the organisation which they represent.

11.4 Neither the President, the Executive Board, working groups nor the General Assembly shall have the right to enter into expenditure on behalf of the ECL, except for administrative expenses undertaken at the request of the Executive Board.

11.5 The Executive Board shall submit the accounts of the past financial year and the mid-term budgetary planning to the General Assembly for approval.

11.6 An annual external audit will take place and be made by a professional independent company proposed by the Executive Board and agreed by the General Assembly.

11.7 The ECL may accept gifts and loans in line with its current sponsorship guidelines and without prejudice to the Belgian Law. The Executive Board shall decide on their use and the General Assembly must be informed on the donation and the use made of it.

#### **ARTICLE 12: DISOLUTION AND CHANGES OF STATUTES**

12.1 The quorum of attendance at the General Assembly required for the dissolution of the ECL or changes in the statutes is at least three quarters of the members present in person or voting by mail or proxy.

12.2 The quorum for voting is three quarters of the delegates present or represented. If the quorum for attendance is not achieved, the General Assembly shall be reconvened fifteen days later and may then validly decide on the subject regardless of the number of delegates present in person or voting by proxy or by mail.

12.3 If the dissolution is voted, the General Assembly shall appoint liquidator(s), shall decide on their powers and shall indicate the allocation of the Association's net assets. Any beneficiary/ies must pursue non-profit aims similar to those of the Association.

12.4 members may propose changes in the statutes and these shall be sent to the President by registered mail and communicated by the President to all member organisations ninety days prior to the General Assembly.

#### **ARTICLE 13: INTERNAL RULES**

Internal rules shall be drawn up to facilitate the regulation and management of the association. The internal rules shall be available to all members and may be amended by a simple majority of the members present or represented at the General Assembly.

#### **ARTICLE 14: MISCELLANEOUS**

Anything not provided for in these statutes shall be regulated according to the provisions of the Belgian law.

Approved by the General Assembly in Athens, 16 October 2004.

## 10.2 Template Organization of ECL GA; contract

### Agreement 24<sup>th</sup> ECL Conference and General Assembly 15 – 17 October 2004

#### Heads of Agreement

The following Heads of Agreement have been entered into by and between:

Hellenic Cancer Society, Greece (referred to as the Host Society)  
Association of European Cancer Leagues (ECL)

Whereas the parties by this agreement want to establish the contractual relationship and specify the main provisions for the organising of the 24<sup>th</sup> ECL Conference and General Assembly in Athens 2004.

Whereas the parties could foresee the need for additional clarifications or specifications in further provisions however always within the framework of the spirit of the Agreement.

The parties have agreed as follows:

#### 1. Appointment

The ECL appoints the Hellenic Cancer Society, Greece hereby accepts the appointment to arrange the 24<sup>th</sup> ECL Conference and General Assembly on the terms and conditions set forth in this agreement and the enclosed ECL Conference Guidelines.

#### 2. Functions / Responsibilities

##### 2.1. ECL - Functions / Responsibilities

1. Invite and contract all speakers
2. Contact the speakers regarding requested technical equipment and forward the list of requested technical equipment to the Host Society
3. Co-ordinate abstracts and print the abstract book.
4. Prepare the documents for the ECL Board Meeting and ECL General Assembly.
5. Provide the Host Society with updated list of ECL Conference and General Assembly participants (when required).
6. Distribute information about the ECL Conference to potential participants, speakers and invited observers.
7. Co-ordinate hotel accommodation for the participants and invited observers.
8. Administrate participants registrations (for ECL Conference, General Assembly and Social Programme)

The ECL Coordinator will be the contact person at the ECL.

##### 2.2. Host Society - Functions / Responsibilities

1. Book meeting rooms / facilities for the ECL Conference, ECL General Assembly, ECL Board Meeting and working groups.
2. Book technical equipment and technician(s).
3. Produce printed matters like name badges for all the participants and the table signs for the speakers.
4. Book lunches, coffee breaks and dinners for all the participants.

Please see the enclosed Conference Guidelines for further information about the functions / responsibilities.

### 3. Financial responsibility

The Host Society will cover the following costs:

1. Rental of meeting rooms / facilities for the ECL Board Meeting, ECL Conference and ECL General Assembly.
2. Technical equipment and technician(s) for the ECL Board Meeting, ECL Conference, ECL General Assembly and working groups.
3. Printed matters: Name badges for all the participants, table signs for the speakers.
4. Social activities: All lunches, coffee breaks and dinners.

The participants, speakers, accompanying persons and invited observers will cover their travel expenses and hotel accommodation costs.

### 4. Disputes and Governing Law

In the event there should arise a dispute that cannot be resolved amicably between the parties such dispute shall finally be referred to arbitration in accordance with Greek Law. ECL General Assembly shall govern such dispute.

This agreement has been drawn up in the English language in duplicate, one for each party.

Signed in two copies:

On behalf of the Hellenic Cancer Society

On behalf of the ECL

\_\_\_\_\_  
Prof. George Delides

\_\_\_\_\_  
President Mr. Bruno Meili

Place: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Guidelines ECL Conferences and General Assemblies

## 1. Introduction

An annual ECL Conference is organised in connection with the ECL General Assembly meeting. It is normally a 1,5 day Conference from Friday noon till Saturday evening, and ECL General Assembly on Sunday. Normally the event takes place in September or October.

The ECL members and the Host Society have been asked to suggest topics and to submit abstracts on the chosen topics. The speakers have mainly been representatives of the ECL members. The ECL Board decides upon the Final Programme.

Participation to the ECL Conference is open for ECL members and invited observers only .

## 2. Meeting rooms / facilities

Preferred set-up styles:

- Classroom style for the ECL Conference, approx 80 persons. Podium for 3-4 persons in the front (more seats are often needed during a panel discussion, often all speakers are asked to the front at the end of the session for discussion and to answer possible questions: varying number).
- U-shape for the General Assembly, approx 60 persons. Podium for 3-4 persons in the front.
- Boardroom set-up for the ECL Board Meeting, approx 15 persons.
- As an option, a hall for the exhibition posters, approx 20 posters. This is to be decided by the host society.

## 3. Technical equipment and technician(s)

Preferred technical equipment at the ECL Conference, ECL General Assembly and ECL Board Meeting:

- Some moveable microphones in meeting room
- Two or three table microphones at the podium
- Screen, laser pointer, slide projector and overhead projector
- Computer and video projector for PowerPoint presentations
- Technician(s) present in the meeting rooms both before (the technical equipment must be available for the speakers for testing in advance) and during the meetings

A technician is only required at the beginning of the ECL Board Meeting. Microphones and slide projector are not required at the ECL Board Meeting.

Please ensure that a photocopier and a computer are on hand during the conference for the ECL coordinator. If the host society's office is close to the Conference Centre it can be used, otherwise it would be a good idea to make a deal with the hotel.

## 4. Printed matters

- Approx. 100 name badges (incl. ECL logo in colours on the name badges + holder and string / clip)
- Approx 30 table signs for the speakers.
- Approx 30 country table signs.
- The host is kindly requested to write a "nice welcome form the host society" so that the ECL Coordinator can mail it with the first announcement and the registration form to the ECL members (approx. 10 months before the Conference starts).
- The host is kindly requested to write a paper of practical information (approx. 5 months before the Conference starts) to be included in the final mailing to the participants. The information may include e.g. information about conference centre, currency, transportation, how to get to the conference centre from the airport, weather.

The Host Society must ensure that all publicity material carries the ECL logo.

## 5. Social activities

- Lunches for all participants, 3 days.
- Dinners for all participants, 2 days.
- Coffee breaks for all participants, 1-3 per day for 3 days.

- As an option, a Post Conference Tour for the participants and accompanying persons. This is to be decided by the host society.
- As an option, accompanying person's programme. This is to be decided by the host society.

## **6. Miscellaneous**

- The host is kindly requested to give a short presentation at the ECL Board Meeting about the Conference and the social activities.
- The President and coordinator of ECL should meet the Host Society at least once before the Conference starts in order to advise on customs of the ECL.

Berne, 5 January 2004

**10.3 FBCC and ECL agreement****CONTRAT DE MISE A DISPOSITION A TITRE GRATUIT**

Entre

**La Fondation contre le Cancer**, Fondation d'Utilité Publique, dont le siège social est établi chaussée de Louvain, 479 à 1030 Bruxelles, ici représentée par Monsieur Paul Jacquet de Haveskercke, Directeur Général

ci-après dénommée «**la Fondation**»,

et

**l'Association of European Cancer Leagues**, Association sans but lucratif, dont le siège social est établi chaussée de Louvain, 479 à 1030 Bruxelles, ici représentée par Monsieur Bruno Meili, Président

ci-après dénommée «**l'ECL**»,

**IL A ETE CONVENU CE QUI SUIT :****Article 1 : Objet du contrat**

La Fondation met à disposition de l'ECL, qui accepte, à titre gratuit, une partie du rez-de-chaussée, aile gauche, de l'immeuble sis à 1030 Bruxelles, 479/493 chaussée de Louvain. L'espace comporte un lieu de travail et une salle de réunion ; le tout entièrement équipé en mobilier de bureau et matériel informatique et de télécommunication.

L'espace porte la référence 0-01 et 0-02 sur le plan de l'immeuble.

L'ECL ne pourra ni mettre l'espace, en tout ou en partie, à titre gratuit ou non, à disposition d'un tiers, ni céder ses droits à un tiers.

L'ECL ne pourra mettre à disposition d'un tiers, en tout ou en partie, à titre gratuit ou non, sur place ou ailleurs, les biens d'équipement qui lui sont fournis.

L'ECL pourra librement avoir accès aux parties communes, notamment la cuisine et les sanitaires.

L'ECL ne disposera d'aucun emplacement de parking réservé à l'arrière de l'immeuble et ses visiteurs ne pourront en aucun cas y accéder.

L'ECL respectera les règlements d'ordre intérieur en vigueur au sein de la Fondation.

**Article 2 : Destination**

Les lieux sont destinés exclusivement à usage de bureaux.

L'ECL s'interdit d'exercer une activité commerciale tombant sous l'application de la loi sur les baux du 30/04/1951.

**Article 3 : Etat des lieux**

Les parties procéderont à un état des lieux d'entrée.

A l'expiration du présent contrat, l'ECL devra remettre le bien dans l'état où il l'a trouvé à son entrée.

Les parties procéderont à un état des lieux de sortie.

Le constat de l'état des lieux de sortie sera établi au plus tard le dernier jour de mise à disposition, après que l'ECL ait entièrement libéré les lieux.

**Article 4 : Modification du bien**

Tous les travaux, embellissements, améliorations, transformations du bien mis à disposition, ne pourront être effectués qu'avec l'accord écrit préalable de la Fondation.



Sauf convention contraire ils seront acquis sans indemnité à la Fondation qui conservera toutefois la faculté d'exiger la remise des lieux dans leur état primitif.

#### **Article 5 : Equipements et Consommations**

Tous les équipements y compris le matériel informatique et de télécommunication existant au jour de la création de l'ECL sont mis gratuitement à disposition de l'ECL. Ils seront inventoriés par la Fondation. Ceux-ci restent la pleine propriété de la Fondation et sont assurés par celle-ci.

L'ECL utilisera gratuitement les photocopieuses et fax de la Fondation dans des limites raisonnables.

Les abonnements aux distributions d'eau, gaz, électricité, téléphone, chauffage central ainsi que tous les frais y relatifs tels que location des compteurs, coût des consommations sont pris en charge par la Fondation.

#### **Article 6 : Téléphonie et télécommunications**

L'ECL se charge, à ses frais, de s'abonner auprès d'un opérateur de téléphonie et d'accès à Internet. L'ECL devra disposer de ses propres lignes téléphoniques et de numéros indépendants de ceux de la Fondation.

L'ECL s'engage à avoir recours à un spécialiste indépendant de la Fondation pour toute question d'installation et de maintenance de son équipement de téléphonie et de télécommunication.

La Fondation hébergera à titre gratuit le site Internet de l'ECL dans le respect du cadre et des fonctionnalités existants. Toute demande spécifique supplémentaire ne sera pas prise en charge par la Fondation.

#### **Article 7 : Assurances**

L'ECL assurera à leur valeur de remplacement ses meubles et autres objets se trouvant dans les lieux, auprès d'une compagnie agréée par la Fondation.

Il souscrira auprès de la même compagnie une police d'assurances du type « assurance intégrale incendie », recouvrant notamment les risques envers la Fondation, le recours des voisins, les dégâts des eaux. L'ECL devra pouvoir justifier du paiement des primes à toute demande de la Fondation.

#### **Article 8 : Recours**

L'ECL ne pourra exercer aucun recours contre la Fondation en cas d'arrêt accidentel ou de mauvais fonctionnement des services et appareils desservant les lieux mis à disposition.

#### **Article 9 : Visites**

Pendant toute la durée du présent contrat, la Fondation pourra visiter les lieux moyennant rendez-vous.

#### **Article 10 : Ventes publiques**

Il est interdit à l'ECL de procéder ou de faire procéder à des ventes publiques de meubles, marchandises, etc. dans l'immeuble mis à disposition, pour quelle que cause que ce soit.

#### **Article 11 : Règlement d'ordre intérieur**

L'ECL s'oblige à respecter les règlements d'ordre intérieur, ainsi que toutes les modifications qui y seraient apportées, et à en assurer l'exécution.

#### **Article 12 : Conditions particulières**

L'ECL pourra à tout moment être contacté par écrit à l'adresse des lieux faisant l'objet de la présente convention.

#### **Article 13 : Durée**

La mise à disposition est consentie pour un terme de deux ans, prenant cours le 01 janvier 2005. Elle pourra être renouvelée à la demande expresse de l'ECL adressée à la Fondation au moins trois mois avant l'échéance du présent contrat et moyennant l'accord écrit de la Fondation.

Les parties peuvent mettre fin à la présente convention à tout moment moyennant un préavis de six mois communiqué par courrier recommandé.

**Article 14 : Exécution de bonne foi**

Les parties s'engagent à exécuter la présente convention de bonne foi, dans le respect réciproque de leurs intérêts.

**Article 15 : Législation applicable et tribunaux compétents**

La législation belge est seule applicable à la présente convention.

En cas de litige et à défaut d'arrangement amiable, les parties s'engagent à soumettre leur différend aux tribunaux de l'arrondissement judiciaire de Bruxelles.

Fait à Bruxelles, en deux exemplaires, chacune des parties reconnaissant avoir reçu le sien

(signatures précédées de la mention « Lu et approuvé »)

Fondation Belge contre le Cancer,

Association of European Cancer Leagues

Paul Jacquet de Haveskercke  
Directeur Général

Bruno Meili  
Président

**Association Européenne des Ligues Contre le Cancer, ASBL, N° d'entreprise : 867170595**

Le conseil d'administration de l' Association Européenne des Ligues Contre le Cancer (ECL) ayant donné délégation à son Président et Vice- Président, décide ce jour de l'ouverture d'un compte en banque en €, à Bruxelles, auprès de la Fortis banque et donne pouvoir de signature comme suit :

1. Pour toute dépense inférieure à 1500 Euro, à :  
Madame Catherine Hartmann, coordinatrice d'ECL, domiciliée Rue Philippe le Bon, 56, à B-1000 Bruxelles, ou Monsieur Paul Jacquet de Haveskercke, Vice-Président d'ECL, domicilié Chemin Goffin 1 à 1320 Tourinnes-la-Grosse, seul€ ;
2. Pour toute dépense supérieure à 1500 Euro et jusqu'à 5000 Euro, à  
Madame Catherine Hartmann, domiciliée Rue Philippe le Bon, 56, à B-1000 Bruxelles, coordinatrice d'ECL, Monsieur Paul Jacquet de Haveskercke, Vice-Président d'ECL, domicilié Chemin Goffin 1 à 1320 Tourinnes-la-Grosse, Madame Cora Honing, trésorière d'ECL, domiciliée 1 't Laantje à 2421 LW Nieuwkoop, Pays-Bas, Monsieur Bruno Meili, Président d'ECL, domicilié 97 Winterthurstrasse à 8006 Zurich, Suisse, deux à deux ;
3. Pour toute dépense supérieure à 5000 Euro et au-delà :  
Monsieur Bruno Meili, Président d'ECL, domicilié 97 Winterthurstrasse à 8006 Zurich, Suisse, et Monsieur Paul Jacquet de Haveskercke, Vice-Président d'ECL, domicilié Chemin Goffin 1 à 1320 Tourinnes-la-Grosse , deux à deux.

Le paiement des salaires des salariés fait l'objet d'une procuration donnée par le Président et le Vice-Président au secrétariat social d'ECL, Parthéna.

Fait à Bruxelles, le 23 septembre 2004

Le Président  
Bruno Meili

Le Vice-Président  
Paul Jacquet de Haveskercke

La trésorière  
Cora Honing

La coordinatrice  
Catherine Hartmann

## 10.5 Staff job descriptions

### **JOB DESCRIPTION: COORDINATOR**

#### **Description of ECL**

The Association of European Cancer Leagues (ECL) is a non-profit, non-political and non-sectarian association. It is a proactive organisation with the intention to promote health, to improve prevention of malignant disease, to support cancer research, to provide information about current evidence-based treatments and to be responsive to the needs of cancer patients and their families. ECL counts 34 members, spread all over Europe. Capacity building to its members and lobby towards the E.U. authorities are ECL's aims.

#### **Description of the job**

The overall mandate of the Coordinator is to administer and co-ordinate ECL affairs and activities as defined by the Executive Board and in line with the policies and directions given by the General Assembly. The Coordinator will report to the Executive Board

More specifically, the Coordinator holds the following responsibilities:

1. Fulfilling and implementing the action plan as prepared and decided by the board and according to the priorities set by the board. The Coordinator will monitor the progress of the activities and programmes as indicated by the board.
2. Supporting the meetings of the Executive Board and other meetings to take place on-line or by teleconference.
3. Supporting the Working groups.
4. Monitoring the annual budget and follow up all expenses. He/she will manage costs and expenditure efficiently and within the budget, the available resources and the procedures.
5. Organising and maintaining all legally required administrative documents and bookkeeping up to date as well as all other requested administrative affairs and taxes.
6. Monitoring the payment of membership fees.
7. Interfacing between the association and the members to ensure that the needs of the members are served effectively and efficiently. To do so, the Coordinator will develop and implement internal communications strategy to ensure members, staff and stakeholders are informed, involved and able to take actions.
8. Providing the Executive Board with quarterly financial reports.

#### **Qualifications and skills**

1. Appropriate administrative experience.
2. Networking co-ordinating experience at international level (3 - 5 years).
3. English is the working and official language of the organisation and the Secretariat. Good knowledge of French or Dutch is required.

## **JOB DESCRIPTION: ADVOCACY OFFICER**

### **Job Objectives:**

With responsibility to the Board to monitor and report to the ECL members relevant EU activities, on public health issues especially on prevention/tobacco and patient issues

To advise on and implement lobbying where appropriate, working closely with the ECL Coordinator and Tobacco Control Officer

To promote the cancer agenda to EU institutions, members of the EP, Commission officials and other relevant organisations; and to brief them and enlist their support on priority cancer policy areas

### **Main Responsibilities:**

1. To identify and sustain a network of support among key decision makers
2. To work closely with the Tobacco Control Officer and the Coordinator in carrying forward the strategic aims and the agreed activities of the ECL
3. To monitor activities at EU level which have a bearing on ECL areas of interest e.g. patient issues, public health and tobacco (approximately half of the time on tobacco)
4. To provide information on these via email and website to members in collaboration with the ECL Coordinator.
5. To prepare policy analyses in simple language (with technical annexes), and easy to implement 'calls to action' on major EU activities relevant to the ECL
6. To assist Working Groups in developing and implementing their own pro-active advocacy strategy for their respective areas
7. To develop, gain support for and implement lobbying activities in key areas
8. To report on work quarterly to the Board and annually to the members at the AGM

### **Person Specification:**

#### Essential

- Good interpersonal and negotiating skills, preferably practised at senior level Experience of political advocacy and media work
- Experience of policy analysis and presentation
- Ability to consult widely and negotiate 'buy in' to campaign objectives and strategies
- Good knowledge of EU institutions
- Experience of work with coalitions or networks
- Independent and self-motivated worker, but also good team player

#### Desirable:

- Knowledge of public health/tobacco and patient issues.
- Graduate or other relevant higher education qualification
- Two or more EU languages including English
- Good I.T skills using a range of applications
- Knowledge of EU data sources; ability to identify and extract relevant information

**JOB DESCRIPTION: ADVOCACY OFFICER (TOBACCO CONTROL)**

**Job Objectives:**

With responsibility to the board via the ECL Tobacco Working Group, to monitor and report to ECL members all tobacco-related EU activities; to develop policy and advise on and implement lobbying where appropriate, working closely with the ECL Advocacy Officer, Coordinator and the other EU tobacco strategy partners To promote the tobacco control agenda to EU institutions, members of the EP, Commission officials and other relevant organisations; and to brief them and enlist their support on priority tobacco policy areas

**Main Responsibilities:**

- 1 To identify and sustain a network of support for tobacco control among key decision makers
- 2 To work closely with the ECL team on communication and campaigns
- 3 To monitor activities at EU level on all aspects of tobacco.
- 4 To implement the tobacco working group strategy and work programme
- 5 To assist the tobacco working group in fundraising for its activities
- 6 To actively lobby and coordinate lobbying activities in collaboration with the TC lobbyist in agreed policy areas
- 7 To work in close collaboration with other members of the EU Tobacco Strategy Group (EHN, ENSP, ERS etc) in agreeing prioritise and key policy issues
- 8 To communicate the above via the Working Group, to the Board and to members liaising with the Coordinator
- 9 To prepare policy analysis (with technical annexes), and easy to implement 'calls to action' for members on major EU activities relevant to the ECL
- 10 To report on work quarterly to the Board and annually to the members at the AGM

**Person Specification:**

Essential

- Good interpersonal and negotiating skills, preferably practiced at senior level Experience of political advocacy and media work
- Experience of policy analysis and presentation
- Ability to consult widely and negotiate 'buy in' to campaign objectives and strategies
- Good knowledge of EU institutions
- Experience of work with coalitions or networks
- Independent and self-motivated worker, but also good team player

Desirable:

- Knowledge of public health/tobacco.
- Graduate or other relevant higher education qualification
- Two or more EU languages (English and French)
- Good I.T skills using a range of applications
- Knowledge of EU data sources; ability to identify and extract relevant information