



ENEP Executive Committee (ExCo) Nomination Form

Please complete one form for each nomination

**Elections for the ENEP ExCo will take place at the General Assembly
on Friday, 18 October 2013 in Rome, Italy**

Please read the notes attached at the bottom of this nomination form before completing and submitting the form to the ENEP Co-ordinator (coordinator@efaep.org) by Sunday, 8 September 2013.

The information provided below will be presented to the General Assembly to facilitate member organisations making an informed decision when voting.

Title:	Environmental Verifier
Forename:	Matthias
Surname:	Friebel
Member organisation:	VNU e.V.
Address:	Rother Weingartenweg 36B, 65812 Bad Soden, Germany
Phone:	0049 6196 24448
Fax:	0049 6196 28294
E-mail:	Matthias.Friebel@t-online.de
Position you wish to stand for:	<input checked="" type="checkbox"/> President (1 vacancy) <input type="checkbox"/> Vice-President (3 vacancies)
Involvement with ENEP to present, including dates (max 250 words):	Co-Founder in Düsseldorf 2002 Attend every GA as President of VNU
Involvement with the ExCo to present, including dates (max 250 words):	Vice President and "Foreign Minister" 4 Years Chairman ENEP Working Group EMS Experts since 2004 (Lyon)

Experience relevant to the role you wish to stand for (max 250 words):	Board-member of IdU 1994 - 2000 President of VNU since 2000
Your vision for ENEP for the next four years (max 250 words):	I do have a plan in my head, how to modernise ENEP, how to better connect the associations by the ENEP-Top-Management (not only through GA's) and also to alter some of the present office- and work-organisation for a better and more efficient support. But as You can assume, this is not detailed now with 2 hours to go for candidacy. And I know, that I would like very much to work together with the colleagues of the upcoming composition of the Board as a team!

I declare that I have the endorsement of my organisation to stand as a candidate for the above position on the ENEP Executive Committee.

Please return this form to the ENEP Co-ordinator by Sunday, 8 September 2013.

E-mail: coordinator@efaep.org

NOTES:

The current Executive Committee (ExCo)

President

- Jan Karel Mak (VVM, Netherlands) was elected to his second term as President at the London General Assembly in September 2009.
- This position is currently up for election.

Vice-Presidents

- Kristof De Smet (VMD, Belgium) and Bruno Weinzaepfel (AFITE, France) were both elected to their first term as a Vice-President at the London General Assembly in September 2009.
- These positions are both up for election. However since both Vice-Presidents will have served only one term they will both be eligible for re-election should they wish.

Treasurer

- Herman Jan Wijnants (VVM, Netherlands) was elected to his first term as Treasurer at the Brussels General Assembly in April 2013.
- This position will be up for election no later than spring 2017.

General Secretary

- Elisa Vignaga (AIAT, Italy) was elected to her first term as Secretary at the Den Bosch General Assembly in October 2011.
- This position will be up for election no later than autumn 2015.

Expectations of elected members of the ExCo

- To usually serve a term of four (4) years.
- To attend Executive Committee meetings, usually eight (8) per year:
 - four (4) physical meetings (usually in Brussels and starting at 10:00 and ending at 16:00), and
 - four (4) teleconference meetings lasting around one (1) hour each.
- To attend the General Assemblies – two (2) per year, usually in the spring and autumn.
- To perform any additional tasks agreed by the Executive Committee or General Assembly.

Preferred profile of personality and skill set for prospective ExCo members

General – for each candidate

- Profound understanding and sharing of ENEP Mission and Statutes.
- Excellent team skills:
 - Capable of co-operating with ExCo colleagues in an international team.
 - Flexible enough to assume tasks and roles as needed.
 - Proper combination of initiative and restraint within team.

- Able and willing to contribute as required:
 - Willing and able to sacrifice time and effort to get things done.
 - Used to keeping appointments and fulfilling agreed assignments.
 - Capable of funding his/her own travel and lodging cost for meetings, teleconference, internet cost.
- Well-rooted in, and a well-respected, undisputed and experienced member of, a Member Association - supported whole -heartedly by its Board.
- Fluent in English.

President

- Good team leadership skills:
 - Able to let team members perform using their best talents; to delegate, achieve progress and meet predetermined team goals as a team.
 - Keen understanding of priorities, opportunities and risks to ENEP; the required analytical skill and strategic insight for this.
 - Capable of putting his/her own personality in the background, but also to act decisively and clearly when needed; able to manage conflict.
- Good skills at chairing meetings:
 - Sensitive to different needs, backgrounds and viewpoints of different members and able to respect these.
 - Capable of letting everyone be heard and arrive at a jointly shared outcome.
 - Able to set agenda, to stick to agenda within time restraints and to the major issues, to arrive upon shared outcomes, and to clearly summarise conclusions.
- Good representational skills:
 - Internally, make all ENEP members feel welcome, heard and respected.
 - Externally, represent ENEP properly vis-à-vis representatives of EC and other institutions.
 - Rising above the real or perceived interests of one or a subset of member organisations.

Vice-President

- If possible, representing or having a specialised knowledge and understanding of, the topic of a Working Group or Committee within ENEP – whilst being able to rise above that group's special interests and maintain an overall ENEP viewpoint.
- Equipped with enough of the required skills of the President to be able to replace him/her in his/her absence and potentially succeed him/her.

General Secretary

- Good insight in and understanding of the workings of Associations' secretariats and bureaus.
- Good sense of priorities and deadlines in ExCo tasks and obligations; accurate knowledge of ENEP Statutes and Byelaws.
- Accuracy in keeping records of meetings and in internal and external correspondence.

Treasurer

- Enough financial experience to perform basic book-keeping tasks, prepare Balance Sheet and P/L Accounts and assure year-round liquidity.
- Capable of assuring timely payments of membership fees by members.
- Accuracy in maintaining precise insight in expenses and a keen eye for, and strictness in, preventing unnecessary or unwarranted ones.

From the Statutes (as approved in Essen, Germany on 4 December 2007):

PART V. EXECUTIVE COMMITTEE	
Article 11. Executive Committee Powers	
11	EFAEP shall be administered by an Executive Committee. It has full powers to undertake all matters not reserved to the General Assembly unless stated otherwise. Specifically it undertakes the following:
11.1	to determine the dates and locations of the General Assemblies;
11.2	to propose the annual budget;
11.3	to propose membership fees;
11.4	to implement the priorities for EFAEP as agreed by the General Assembly;
11.5	to consider applications for membership and submit these with a recommendation to the General Assembly;
11.6	to devise and submit internal regulations or byelaws considered to be useful for approval at the General Assembly;
11.7	to consider requests from members and to take appropriate action including referral to the General Assembly;
11.8	to delegate specific and limited powers and/or the daily management to one or more people, whether or not a Member of the Executive Committee or a Member of EFAEP and whether paid or not;
11.9	to represent and bind EFAEP without supplementary authorization of the General Assembly, for all legal and extra legal purposes;
11.10	to undertake all management and administration which are not assigned by law or the constitution to the General Assembly.
Article 12. Executive Committee - Composition – Representation	
12.1	The Executive Committee comprises at least three (3) persons. It consists of the President, up to four (4) Vice Presidents, the General Secretary and the Treasurer elected by the General Assembly and revocable at any time.
12.2	Members of the Committee are chosen by the General Assembly by simple majority for a period of four (4) consecutive years. This mandate is renewable only once, unless a two thirds majority of the General Assembly decides otherwise.
12.3	The responsibilities of the Executive Committee will cease in case of death, resignation, legal disqualification, bankruptcy, or should the mandate be revoked or expire.
12.4	The Membership of the Executive Committee may be revoked by the General Assembly on the basis of a two-thirds majority of voting Members present or represented.

12.5	Members of the Executive Committee may resign by notice in writing to the President of EFAEP. The resignation will come into effect three (3) months from the date of such notification.
12.6	The Executive Committee may replace any vacancy by co-option until the time of the subsequent General Assembly.
12.7	Documentation - the following documents are required to be deposited with the Court of Commerce where the seat of EFAEP is located: <ul style="list-style-type: none"> • the Statutes; • the names of the Executive Committee; • a copy of the register of members.
12.8	Members of the Executive Committee may not receive a salary in that capacity. Rules regulating payment of travel and representation expenses incurred by the Members of the Executive Committee and others must be presented to the General Assembly for approval.
12.9	EFAEP is validly represented towards third-parties with the signature of the President, with the exception of:
12.9.1	judicial and extra-judicial acts, for which the signatures of both the President and the General Secretary or another Member of the Executive Committee, appointed by the President and approved by the Executive Committee are required;
12.9.2	everyday management, for which the sole signature of General Secretary is required.
Article 13. Executive Committee – Meetings	
13.1	The Executive Committee meets as often as necessary for the proper execution of EFAEP activities; the Committee shall meet at the request of its President or two (2) of its Members. Meetings may take place by members being physically present or remotely so.
13.2	To be valid, any meeting of the Executive Committee must have at least half of its Members present.
13.3	Resolutions of the Executive Committee are taken on the basis of a simple majority of the voting Members present or represented. In the case of a tie, the President has a casting vote.
13.4	Minutes are made of each meeting of the Executive Committee. They are signed by the President or his/her representative and provided to the Members, within one (1) month from the meeting of the Executive Committee. Signed copies of the Minutes are kept at the registered Office of EFAEP.
13.5	In emergencies or when the minor importance of the point under consideration does not justify calling a meeting of the Executive Committee, the President or the General Secretary is authorized to act as necessary and report such actions to the next meeting of the Executive Committee.

13.6	All Members of EFAEP may direct a question to the General Secretary or to the President of the Association in order to put an item on the agenda of the next meeting of the Executive Committee. The Executive Committee shall notify the Member of its decision.
Article 14. President	
14.1	With the exception made for article 12.10, the President represents EFAEP internally and externally. He/she presides at the meetings of the Executive Committee and is responsible for its proper functioning. In case of unavailability of the President, one of the Vice Presidents shall be elected by the Executive Committee to act on his/her behalf.
Article 15. General Secretary	
15.1	The General Secretary shall be in charge of the General Secretariat of EFAEP. He/she is responsible for the everyday management of EFAEP. These responsibilities include drafting the minutes of meetings of EFAEP, as well as their entry in registers kept for this purpose and ensuring compliance with the Statutes.
Article 16. Treasurer	
16.1	The Treasurer is responsible for managing the finances. He/she is in particular responsible for keeping the accounts for which he/she is answerable to the General Assembly. Details of financial management and authorizations are covered in the byelaws.

From the Byelaws (as approved in Brussels on 7 September 2012):

2.	Election of Executive Committee Members
2.1.	Membership of the Executive Committee is decided by the General Assembly.
2.2.	Elections shall be organised by the Permanent Secretariat.
2.3.	The Executive Committee will publish any vacancies in the Executive Committee no less than 60 days before the General Assembly.
2.4.	Candidates shall declare their interest in writing or by electronic mail to the Permanent Secretariat no later than 40 days before the General Assembly.
2.5.	If, after 40 days, no candidates are put forward, the Executive Committee will nominate a candidate.
2.6.	Candidates must be endorsed representatives of a member organization.
2.7.	The list of candidates with brief biographic details shall be circulated with the Agenda for the General Assembly.
2.8.	Candidates may be asked to give a presentation at a General Assembly explaining their suitability for the post.

2.9.	Where there is only one candidate, the election of the candidate shall be approved by the General Assembly.
2.10.	If the candidate is not approved, a further election will be held at the following General Assembly with the same procedure.
2.11.	Where there is more than one candidate for a post, an election shall be held. This will be conducted through ballot papers issued at the General Assembly or through a proxy vote. The result shall be determined by the candidates who have received the most votes.
2.12.	The ballot shall be secret and the results shall be made public.
2.13.	No more than two members from the same organisation may be elected to the Executive Committee, but no organisation will have a majority representation.