

EuCheMS General Assembly

Roma, 27-28 September 2017

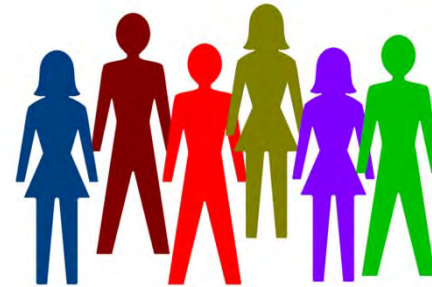
Nineta Hrastelj
General Secretary



Rome, September 2017

A short overview from management point

2011



2017



Secretariat

Nineta Hrastelj, GS
Bruno Vilela, Policy
Marta Kucza, Admin

General Assembly

Ordinary Members –
Member Societies (41)
Supporting Members (6)

Executive Board

Presiding Council (3)
Elected Members (9)
Appointed Members (5)

Task Groups

Divisions (13)

Working Parties (4)

EYCN

EuCheMS Divisions' Budget Lines within EuCheMS account

Acronym	Name	Income budget line	Expense budget line
DAC	Division of Analytical Chemistry	966	760
DivCEd	Division of Chemical Education	968	780
DCE	Division of Chemistry and Environment	967	770
DCLS	Division of Chemistry in Life Sciences	963	730
DCTC	Division of Computational and Theoretical Chemistry	965	750
DGSC	Division of Green and Sustainable Chemistry	964	740
DOM	Division of Organometallic Chemistry	960	700
DPC	Division of Physical Chemistry	969	790
DSSM	Division of Solid State and Materials Chemistry	962	720
EYCN	European Young Chemists' Network	950	600

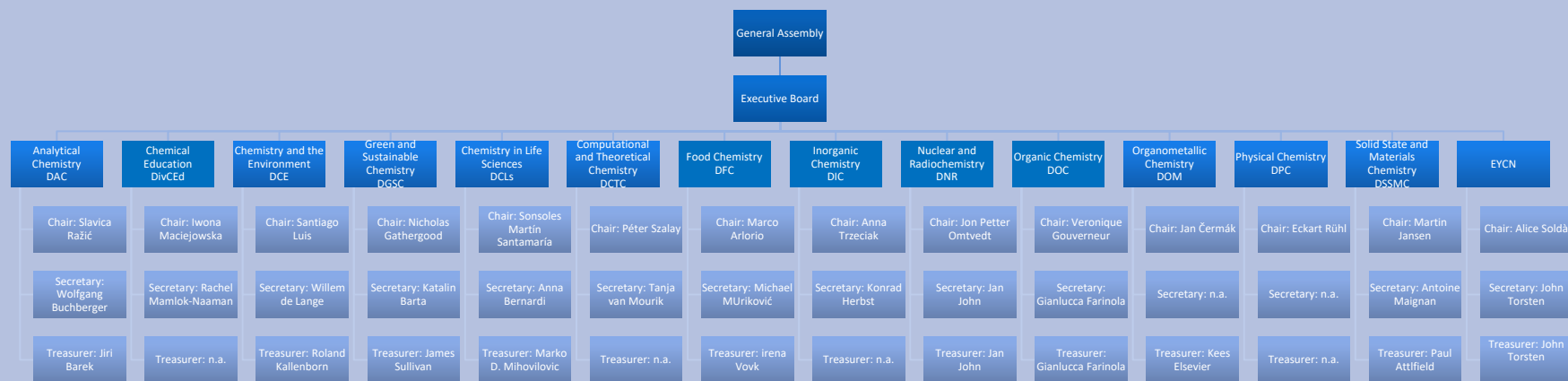
P-003-EuCheMS Divisions Guidelines

P-006-EuCheMS Divisions' Budget

Rome, September 2017

Secretariat

EuCheMS Divisions' Management



EuCheMS legal and quality management system documents

Constitution

Approved by GA and the notary,
published in the Belgian Gazette (in French)

Bylaws

Approved by the General
Assembly (GA)

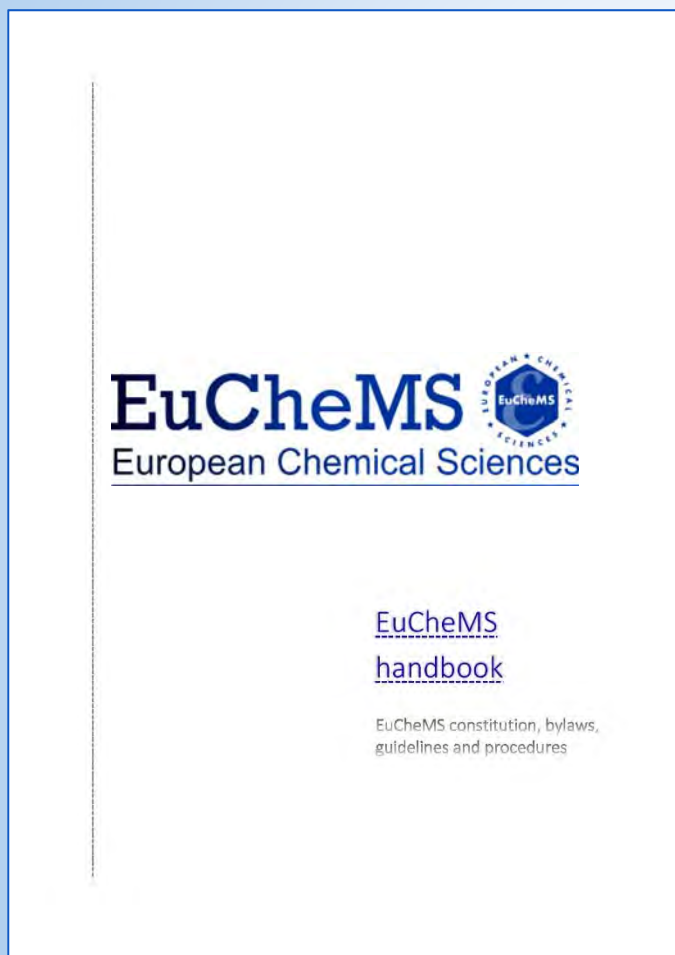
Procedures

Approved by the Executive Board

Internal Working Procedures

Rome, September 2017

EuCheMS Handbook



- EuCheMS Constitution (ENG+FR)
- EuCheMS Bylaws

P-001 EuCheMS Award for Service

P-002 EuCheMS Lecture Award

P-003 EuCheMS Divisions Guidelines

P-004 EuCheMS Interpretation of voting rules

P-005 EuCheMS Recognition of events

P-006 EuCheMS Divisions' budget

P-007 EuCheMS Congresses specification for bids

P-008 EuCheMS Nominating and voting procedure for candidates proposed by EuCheMS Divisions/WPs for appointed members of the EuCheMS Executive Board

P-009 EuCheMS Chemistry Congresses (ECCs)

P-010 European Chemistry Gold Medal

P-011 EuCheMS Landmarks

F-001 EuCheMS expense claim

<https://www.euchems.eu/forum/attachment.php?aid=1124>

EuCheMS Internal Working Procedures

- W-001 Outgoing invoices procedure
- W-002 Financial flow
- W-003 Payment procedure
- W-004 Backup of Financial Data and Recovering Files
- W-005 Securex procedure
- W-006 Teleconference instructions
- W-007 BNU publishing
- W-008 Conference organization
- W-009 Currency exchange rates
- W-010 Procedure for the EuCheMS Newsletter
- W-011 Procedure in case of a work accident



Outsourced services



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EuCheMS Chemistry Congress (ECC) bidding process (1)

Executive Board takes a decision to invite all Member Societies (MS) to consider bidding for an ECC

- This decision is usually taken four to five years before the concerned ECC i.e. in 2017 or 2018 for the ECC 2022.

EuCheMS General Secretary (GS) invites all MS to consider sending an expression of interest (EoI) for an ECC

- Deadline is indicated by when EoI shall be submitted
- Deadline is indicated by when EuCheMS will respond to all who sent EoI

EuCheMS GS invites all MSs which has sent their EoI to submit an offer

- P-007-EuCheMS Congresses specification for bids is attached to this email.
- Deadline by when the offer shall be submitted is given.
- Deadline by when EuCheMS will confirm its receipt is given.
- Those who expressed EoI receive a list of all expressed EoIs.

All MSs which has sent an offer to host ECC are invited to present it at the Executive Board meeting

- For each MS, two representatives are invited to present the offer.

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EuCheMS Chemistry Congress (ECC) bidding process (2)

The Executive Board takes a decision at the meeting at which the offers were presented.

- For decision making process see the Constitution and the Bylaws

All who were bidding are informed about the decision immediately after the Executive Board meeting.



EuCheMS GS sends a draft Cooperation Agreement to the winner.

- The Cooperation Agreement is signed by the President of the Member Society which will host the ECC and the EuCheMS President.

The Cooperation Agreement between the MS and EuCheMS for hosting ECC is signed when agreed by both parties.

- The Agreement shall be signed as soon as possible after the decision was taken, but no later than before preceding ECC.

For details, please see the EuCheMS Handbook, especially, P-007 and P-008

Rome, September 2017

	2011	2012	2013	2014	2015	2016	2017
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President	Luis Oro	Ulrich Schubert			David Cole-Hamilton		
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Treasurer	Franco De Angelis					E. Rühl	
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Vice-President		Luis Oro	D. Cole-Hamilton	Ulrich Schubert	P. Goya		
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EuChemS Secretariat	GS	Nineta Hrastelj					
	Policy		Sofia Minero				
	Policy				Bruno Vilela		
	Admin					I. Simioni	
	Admin						M. Kucza

2020 – 50th EuCheMS anniversary



1970

- FECS established in Prague, 15 societies signed

2004

- New constitution agreed in Bucharest

2006

- Registered as legal entity in Brussels, 23 societies signed

2011

- Secretariat operational in Brussels

2017

- 41+6 member organisations