

## GENERAL ASSEMBLY 2016

The YWPDK General Assembly (GA) 2016 will be held **Friday the 27<sup>th</sup> of May** following the DANVA yearly meeting in Frederiksberg. Come join us at the GA and participate for free in the Friday program of the DANVA yearly meeting. Read more [here!](#)



The overall purpose of the GA is for the YWPDK members to elect their new Country Chapter Steering Committee (CCSC), to approve the audited accounts from the previous year and to adopt the budget for the coming year. This year we have **four seats on the CCSC open for election**, including an alternate position. All YWPDK members are invited to apply! As a CCSC member you will be in charge of maintaining and further developing the network. Learn more about being a CCSC member in [Appx. IV](#) below, or ask us! YWPDK also needs **Regional Representatives (RR)** to help promote the network and organize local events in Copenhagen, Odense, Aarhus and Aalborg. Read more in [Appx. V](#) below. If you are interested in a CCSC seat or a RRs position, send a short motivation to [info@ywp.dk](mailto:info@ywp.dk) by **May 19<sup>th</sup>**. The new CCSC and the RRs will have a team building Thursday-Friday in early June (09.-10.06.16). All members are invited to join the newly elected CCSC for dinner after the GA.

### AGENDA FOR THE DAY:

09.00	DANVA yearly meeting
13.00	Lunch
14.00	<b>IWA 2020</b>
15.00	<b>YWPDK General Assembly</b>
16.00	Networking with beer and snacks
18.00	Dinner with the newly elected CCSC

## GENERAL ASSEMBLY 2016

Agenda May 27<sup>th</sup> at 15.00-16.00

1. Approval of the agenda
2. Approval of minutes from last General Assembly (Appx. I)
3. Presentation of the annual report
4. Presentation of future visions
5. Presentation of the audited annual accounts and adoption of the budget for the coming year (Appx. II & Appx. III)
6. Election of Country Chapter Steering Committee (CCSC) members and alternate
7. Election of auditor
8. Consideration of received proposals

All proposals to be considered at the GA are to be submitted to the current CCSC before May 19<sup>th</sup> to [info@ywp.dk](mailto:info@ywp.dk).

### CONTACT:

You are always welcome to contact us at [info@ywp.dk](mailto:info@ywp.dk), if you have any questions.

• WE LOOK FORWARD TO SEEING YOU IN FREDERIKSBERG •

### REGISTRATION:

Sign up for the GA and the Friday program of the DANVA yearly meeting on our website [ywp.dk](http://ywp.dk). Registration closes Thursday May 19<sup>th</sup>.

### VENUE:

The GA takes place in Frederiksberg at:

**Radisson Blu Falconer Hotel & Conference Center**

Falkoner Allé 9

2000 Frederiksberg



# APPENDIX I

## MINUTES FROM YWPKD GENERAL ASSEMBLY

*Held: May 29<sup>th</sup> 2015 in Odense  
Participants: 19 members present*

1. **Welcome by chair Trine Stausgaard Munk (Rambøll)**
2. **Approval of the agenda**
3. **Approval of the minutes from last General Assembly (GA)**
4. **Presentation of annual report by chair Trine Stausgaard Munk:**
  - Network start-up
  - Activities held in the past year
  - Member status (number and affiliation)
  - Strategies for development and what we have been working on the past year (formalities and practicalities, strategy for member engagement)
  - Articles in magazines and in general strategies to improve the network's visibility
5. **Future visions by chair Trine Stausgaard Munk:**
  - Work on the developed strategies and towards their implementation
  - How to engage members and regional representatives
  - More efficient division of workload
  - Activities to organize more local events so more members can attend
  - YWPKD conference as a yearly event
  - Presence and program contribution in conferences this and next year to increase the network's visibility and our involvement in the organization of these events
6. **Approval of member Søren Larsen as auditor for last year. No comments for the budgets and approval of the audited accounts**
7. **Budget for 2015 approved**
8. **Approval of Søren Larsen as the auditor for next year**
9. **Election for Country Chapter Steering Committee (CCSC):**
  - Candidates for the CCSC: Mariann, Florian, Ditte, Niels
  - All four candidates elected for the four available CCSC positions. Mariann elected as alternate position

# APPENDIX II

## AUDITED ACCOUNTS FOR 2015

Period 1. January 2015 to 31. December 2015

<b>Revenue</b>	<b>2015</b>	<b>2014</b>
Sponsorships	DKK 37.000	DKK 30.000
	- VandCenter Syd	- IWA national committee
	- Rambøll	- Stjernholm
	- Kamstrup	- BIOFOS
	- COWI	
	- IWA national committee	
Conference fees	DKK 9.750	DKK 0
<b>Total Revenue</b>	<b>DKK 46.750</b>	<b>DKK 30.000</b>
<b>Expenses</b>		
Member activity	DKK 15.679,2	DKK 945
- YWPK Conference		
- Bikeride		
- Jule Hygge		
Administration	DKK 731,5	DKK 434
- Bank		
- Webpage		
CCSC international	DKK 20.370,68	DKK 1.281
<b>Total expenses</b>	<b>DKK 36.781,38</b>	<b>DKK 2.659</b>
<b>Result</b>	<b>DKK 9.968,62</b>	<b>DKK 27.341</b>
<b>Liabilities</b>		
Bank deposit – beginning of year	DKK 27.340,94	DKK 0
Result	DKK 9.968,62	DKK 27.341
<b>Total</b>	<b>DKK 37.309,56</b>	<b>DKK 27.341</b>
<b>Assets</b>		
Bank deposit – end of year	<b>DKK 37.309,56</b>	<b>DKK 27.341</b>

Hereby approved by

Accountant Søren Larsen

Trine Munk

Niels Askjær

Karolina Tatari

Steering Committee

# APPENDIX III

## PROPOSED BUDGET 2016

### EXPENSES

#### Member activity

- YWPKD Conference
- Bikeride
- Jule Hygge DKK 20000

#### Administration

- Bank
- Webpage
- Etc. DKK 1500

#### Bank

DKK 500

#### CCSC International

DKK 10000

#### GA, meetings etc.

DKK 10000

#### IWA 2020

DKK 5000

### **TOTAL EXPENSES**

**DKK 47.000**

### REVENUE

#### 1. Sponsorships

DKK 40.000

#### 2. Conference fee

DKK 12.000

### **TOTAL REVENUE**

**DKK 42.000**

**SURPLUS FROM PREVIOUS YEAR** DKK  
**37.309,56**

**RESULT** DKK  
**42.309,56**

# APPENDIX IV

## CCSC MEMBERS

### BEING A CCSC MEMBER

The overall vision and mission of YWPK is guided by the Country Chapter Steering Committee (CCSC). The committee consists of 5 members and 1 alternate. Being a CCSC member means committing, engaging and contributing to the work of the committee in maintaining and further developing the network. All CCSC members are expected to put in the necessary hours for the network to run successfully, even in busy times. As CCSC member, you have to be (become) an IWA member, either individual or corporate, i.e. via your organization. It is also crucial that your employer/organization supports your commitment in YWPK.

### BECOMING A CCSC MEMBER

The CCSC members are elected at the YWPK General Assembly (GA). At the constituting CCSC meeting following the GA, the new committee will divide the roles among them. The committee consists of the following profiles:

- **CHAIR**  
In charge of the direct communication with IWA Denmark, IWA Headquarters and other YWP and IWA organizations. Participation in the Danish IWA national committee meetings.
- **SECRETARY**  
In charge of CCSC meetings (gathering material, preparing pptx, sending out agendas, taking minutes, etc.)
- **TREASURER**  
In charge of the sponsorship agreements, budgets, payments, etc.
- **COMMUNICATION OFFICER**  
In charge of maintaining communication material and overall responsibility of the website, LinkedIn, etc., overview of conferences and deadlines for abstracts etc.
- **EVENT AND VOLUNTEER OFFICER**  
In charge of overall organization of events and volunteers on national level. Direct contact person for regional representatives.

### REPRESENTING YWPK

As a CCSC member you will represent YWPK at national and international events. It is important that you respect the values and visions of the network and become familiar with the challenges and opportunities in the water sector in general and within the network. Although the position as CCSC will offer new opportunities for you as individual, your main responsibility as YWPK representative is to seek and develop opportunities for the network as a whole. Remember, you represent all our members and our primary mission as CCSC is to create opportunities for them!

You can read more about the CCSC and election procedures in the [YWPK articles of association](#)

# APPENDIX V

## REGIONAL REPRESENTATIVE

*YWPDK is looking for engaged members to become more involved in the organization and contribute to activate the network across Denmark. We seek area representatives - one for each of the major cities in Denmark: Copenhagen, Aarhus, Aalborg and Odense.*

### ROLE

As a Regional Representative of YWPDK you will be the connection between the Country Chapter Steering Committee (CCSC) and the members in your area. YWPDK's ambition is to activate the network all over Denmark, and therefore we need you to keep the members in your area informed and proactive. YWPDK also needs you to communicate information from your area to the CCSC. You will contribute in bringing in the members' ideas, opinions, doubts or ambitions that will help the CCSC to shape the network and adapt it to the needs of the members.

We expect that you will be involved in the organization of 2-3 regional events per year. Among them, one will be the annual YWPDK bike ride (see [ywp.dk](http://ywp.dk) for information about last year's bike ride in Copenhagen). The expected workload will vary throughout the year, with peaks during the event organization.

### RESPONSIBILITIES

- Keep yourself informed about the network activities, events, conferences, assemblies, etc. Spread the word among the members of your area about the latest updates
- Arrange local events in collaboration with the CCSC, and YWPDK volunteers. You will get help and information about how to organize an event from the CCSC event coordinator.
- Represent YWPDK in local activities such as university or job fairs, conferences etc. together with other active YWPDK members in your area.
- Encourage the participation of members in your area also in activities taking place elsewhere, to help strengthen the links between members across the country.
- Promote the participation of members in your area in national events organized by YWPDK, such as the annual General Assembly, conferences, etc.

### WHAT'S IN IT FOR YOU?

- a strong network within the water sector across Denmark
- direct involvement in the overall planning of the YWPDK visions, missions and activities
- a chance to define the role of YWPDK in your region
- a platform to grow your leadership and organizing skills

We need to ensure that YWPDK is attractive for members all around Denmark and we need your help to ensure our local anchoring! If this sounds like a task for you, please send us a short motivation letter to [info@YWP.dk](mailto:info@YWP.dk). We look forward to hearing from you!