



EUROPEAN NETWORK AGAINST RACISM
The voice of the anti-racist movement in Europe

16TH - 18TH SEPTEMBER 2021

EXTRA-ORDINARY GENERAL ASSEMBLY

Racial Justice in a New Era
The Power of the Movement

INFO SHEET



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INFO SHEET

1. Logistics:

Where? The Extraordinary GA will take place both physically and online as a Hybrid event. The physical part of the meeting will take place at the Double Tree by Hilton, Gineste street 3, 1210 Brussels.

When? Please arrive on the 16th September in the evening or the 17th September early in the morning, so we can start at 8:30am. We will close the GA around 4PM on Saturday 18th September.

Registration? REGISTER [HERE](#) NOW!

Please note that only ENAR members organisations who have paid their 2021 membership fees will have the chance to participate. Also ENAR can only cover the flights, local transport costs and hotel room for one representative per member organisation. If you wish to be more, it is possible but at your own cost.

Hotel room? ENAR secretariat will book your hotel room using the information you give us on the registration form.

Plane/Train ticket? Please book your transport ticket yourself as soon as you can. ENAR will reimburse your travel costs after the General Assembly. We strongly suggest you to book an evening flight on Saturday 18th September. ENAR will cover the Saturday night at the Hotel only if there are no flights in the evening.

Documentation? All the information and papers relating to the General Assembly will be available [HERE](#).

DIRECTIONS TO THE VENUE

By train from Brussels Airport

Every 15 minutes, a train leaves from Brussels Airport, direction Brussels. To get to the hotel, take the train from Brussels airport until Brussels North Station (Gare du Nord, Noordstation), take the exist 'Centre/Rogier' and walk down the Rue du Progres until you reach Place Rogier and the hotel. Check out www.belgianrail.be for tickets and timetables.



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By international train services

International train services arrive and leave at Brussels South Station (Gare du Midi or Zuid Station). To get to the hotel, you can either:

- Use the national train services to Brussels North Station (Gare du Nord, Noordstation), next to the hotel.
- You can take tram lines 25, 55, 3, 4, 32, and 31 until the Rogier stop, next to the hotel.
- You can take metro lines 2 or 6 to Rogier, next to the hotel.

WHAT DOES ENAR COVER?

ENAR pays for participants to travel to Brussels, for 2 or exceptionally 3 nights of accommodation and catering during the General Assembly meeting. All other expenses such as phone calls, emails, mini-bar, extra meals, laundry, etc. will be charged by the hotel directly to the participants. At your arrival, the hotel receptionist may ask your credit card number as guarantee. ENAR will cover the travel, accommodation and food costs for one person per member organisation, with the exception of Board members. ENAR does not pay for travel if the person did not participate at the meeting

Please note, ENAR will reimburse a maximum amount of 25€ for dinner on Thursday 16th September upon receiving your expense claim forms and dinner receipt.

ENAR members (given they have paid their 2021 membership fee) will be reimbursed for their flight or train, and for local public transport costs in their country of departure and in Belgium.

According to European Commission rules, we are only able to reimburse the most direct and economic travel route. Air travel is allowed only for distances above 400 km one way and is limited to special airfares, such as Apex tariffs. We cannot reimburse tickets that were not used.

To calculate the exchange rate, you must use the rate as publicized on the EC website: <http://ec.europa.eu/budget/inforeuro/>

For those travelling by train, please note that only 2nd class train tickets can be reimbursed. Travel costs will be reimbursed upon completion of an expense claim form which will be made available online, with the other documents and upon presentation of original receipts (train or plane ticket with indication of the price and boarding passes). All documents must be sent by registered post but this is not required if the tickets are electronic ones. A printout can be emailed.



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Excess travel costs, for which the Secretariat did not receive a request in advance, will not be reimbursed. ALSO taxi receipts are not eligible. Please note that only local transport metro, tram or bus tickets will be reimbursed by ENAR.

The use of a private car is reimbursed per car and not per person in the car to the value of a 2nd class return train ticket from point of departure to the meeting venue. ENAR does not pay parking costs in Brussels.

TRAVEL SCHEDULE AND HOTEL BOOKING CHANGES AND CANCELLATIONS

Following your registration to attend the GA, hotel booking changes, cancellations and non-shows will be charged to the participant. ENAR does not cover any costs related to flight or train ticket changes and cancellations, also when the member missed his/her flight or train.

SECURITY AND CONDUCT DURING MEETINGS

By registering to this ENAR meeting, you reconfirm your agreement with ENAR's code of conduct at ENAR meetings and any evening events linked to ENAR meetings (including individual/group visits to downtown pubs/bars).

We ask all members in attendance to respect our Code of Conduct, which can be found in the papers. We have also appointed online and in-person safety officers for during the meeting, but if at any point you feel unsafe you can always send an e-mail to conduct@enar-eu.org. Also some safety officers will be appointed during the meeting.

ENAR members or any participants at ENAR meetings are expected to contribute to an atmosphere of positive and constructive friendliness and respect for each other during the meetings and debates, including during the breaks and evening events. Insulting, abusing, offending or intimidating behaviours will not be allowed. During the meetings, name calling, violent or excessively aggressive language, racist, sexist or any other kind of discriminatory remarks, behaviour including harassment or language, shall be sanctioned by the Chair of the session according to ENAR's procedures.

Sexual and mental harassment occurred during ENAR meetings and evening events (including individual/group visits to pubs/bars), will be sanctioned by the Board by excluding the perpetrator(s) from all future ENAR meetings organised by the ENAR secretariat.



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Board Members, staff members, interns and any other individual or collective member of ENAR, who feel insulted, defamed or harassed by any other has a right to call for protection of her/his dignity according to procedures established in ENAR's internal manual.

To ensure the participants security, may we kindly remind you to not post on public and social media where the meeting will take place.

2.Content and members-led workshops

We have four slots for you, our Network, to design and lead on workshops from home or from Brussels. We are looking for members to lead workshops on the following topics: Solidarity and Movement Building, Press and Media training, Advocacy training, and NAPAR. We also welcome proposals for workshops on the different thematic areas you are working on. We are hoping that this will be an opportunity for members to show solidarity, and to exchange important knowledge to strengthen our movement.

If you are interested in contributing, please contact nadia@enar-eu.org by 20th August. The ENAR Board, staff and myself are very much looking forward to welcoming you in Brussels in September!

3.Board elections

We will hold elections to fill three vacancies on ENAR's Board: Vice-chair, Treasurer and one Ordinary Board Member. Candidates nominated for the election can be found [HERE](#).

All Board members are elected for a full three year term and they may serve maximum six years. Please note that according to ENAR Operating Manual we can only have one member per country, therefore candidates from France, the United Kingdom, Spain, Italy, Ireland, Sweden, Hungary, Netherlands and Germany are not eligible to be elected this year.

Voting for the Vice-Chair position will be open from 2nd-7th September. Voting for the Ordinary Board member and Treasurer position will be open from 8th-13th September. [Links to vote will be provided when you have registered for the GA.](#)



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COVID SAFETY (IN PERSON- BRUSSELS/TRAVELING OUTSIDE BELGIUM)

If you are traveling from outside Belgium, please make sure to check the following websites for important travel information and forms in order to comply with all the travel requirements to enter Belgium.

<https://www.info-coronavirus.be/en/travels/>

https://diplomatie.belgium.be/en/services/travelling_abroad/travel_advice_by_country

<https://diplomatie.belgium.be/en>

Please ensure you check and implement all the procedures necessary to enter Brussels and return to your own country, for example required vaccinations, proof of tests and quarantine rules.

We encourage all participants to feel free to take precautions to ensure safety during the meetings in person such as social distancing and wearing masks.

CONTACT

DO NOT HESITATE TO CONTACT US!

ENAR SECRETARIAT

INFO@ENAR-EU.ORG; NADIA@ENAR-EU.ORG

0032 2 229 3570 OR 0032 488469816

RUE DUCALE, 67, 1000 BRUSSELS



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Voting for the Vice-Chair position will be open from 1st-4th September. You can vote for your favorite Vice-Chair candidate using [THIS LINK](#). Voting for the Ordinary Board member and Treasurer position will be open from 5th-10th September and you can vote for your favourite candidates using [THIS LINK](#).

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