

Report of the constituent meeting of the Coordinating Committee of Andante held on 7 and 8 May 2006 in Budapest

(Original: German; A=Appointment; D=Decision; T=Task)

The first part of the meeting started on 7 May at 3:00 PM and closed at 5:45 PM; the second part started on 8 May at 8:30 AM and closed at 12:00 AM.

Marie Bohacova was requested to chair this meeting until a Chair was elected. She welcomed the newly elected members of the Coordinating Committee. In consideration of the tasks specified in Article 7 of the Statutes and in order to define any other tasks, the meeting embarked upon a brainstorming session and on a subsequent prioritisation, with the following result:

1. Election of a chairperson.
2. Drafting of a press release on the establishment of Andante.
3. Dissemination to member organisations of the report of the General Assembly and of information on the first decisions of the Coordinating Committee (election chairperson etc.).
4. Registration of Andante at the 'Amtsgericht' in Düsseldorf.
5. Agreements with respect to communication:
 - a. among the members of the Coordinating Committee;
 - b. between Coordinating Committee and member organisations – website etc.;
 - c. among all member organisations of Andante.
6. Agreement on the way of conducting business:
 - a. among the members of the Coordinating Committee (internal rules);
 - b. vis-à-vis the member organisations.
7. Description and distribution of the tasks of the Coordinating Committee among its members.
8. Agreements about the management and about Andante's Secretariat:
 - a. where should the Secretariat be located?
 - b. how should business be organised?
 - c. which member of the Coordinating Committee will be charged with the liaison and the communication with the Secretariat?
9. Accounting and management of finance (among other things the drawing-up of a scheme for possible venues of the next General Assembly).
10. Coordination of ideas about fundraising.
11. Public Relations (e.g. by using the website).
12. Specification of future themes.
13. Decision about any alliances and cooperation with other organisations.
14. Miscellaneous.

With a focus on these priorities the agenda of the first meeting of the Coordinating Committee is drawn up. It contains the following items:

1. Election of a chairperson

Freda Lambert and Marie-Louise van Wijk-van de Ven were nominated and questioned about their willingness and availability to accept the candidacy, as well as about their ideas about the fulfilment of this office.

- D** An extensive discussion follows. On the proposal of Marie Bohacova, a decision is adjourned for the time being. In the second part of the meeting, Marie-Louise van Wijk-van de Ven was unanimously elected as chairperson of Andante.

2. Drafting of a press release on the establishment of Andante

T **Maria Raucinova** expressed her preparedness to draft as soon as possible a press release about the establishment of Andante and to send it to the members of the Coordinating Committee for comments. Subsequently, the **Secretariat of ACGF** in Paris, which generously continues, for the time being, the secretarial tasks until a definitive decision about the Secretariat of Andante has been taken, will disseminate the release in various languages on the basis of an already existing mailing list.

3. Dissemination to member organisations of the minutes of the General Assembly and of information on the first decisions of the Coordinating Committee

D The following documents will be sent:

1. The minutes of the General Assembly, including the accepted text of the Statutes.

T After having received comments from Magdalena, **Andrea Kett** will send, by 15 May at the latest, the minutes to **Claire Renggli** for translation into French.

A,T Furthermore, **Andrea Kett** will send it as soon as possible to all German speaking members of the Coordinating Committee, and, in English, by 5 June at the latest to all English speaking members.

A,T The members of the Coordinating Committee will send their comments to Andrea by 12 June.

A The **Chair** will be responsible for the final draft, after having consulted **Marie Bohacova** on legal matters.

2. Information on the decisions taken at the constituent meeting of the Coordinating Committee.
3. The legally binding draft of the Statutes.

Since the statutes, as a consequence of the amendments accepted at the constituent meeting, must be examined once again by a notary public, and since they will only will become legally binding after registration at the 'Amtsgericht', there will be presumably two dispatches: one with the report of the Coordinating Committee and one with the text of the certified Statutes.

4. Registration of Andante at the 'Amtsgericht'

T For this procedure three persons must deposit their signature in Düsseldorf. Possibly, a certificate issued by the police, stating that the holder has no criminal record, or a personal confirmation issued by a public notary are necessary. **Andrea Kett** is asked to inquire which concrete steps must be taken. For practical reasons, the three persons living nearest to Düsseldorf are assigned as authorised to sign: Andrea Kett, Agnès Manesse and the Chair, Marie-Louise van Wijk-van de Ven.

Probably, these three people must also give their signature for the opening of an account, in which case the execution of ordinary banking transactions can be delegated.

5. Agreements with respect to communication

a) **among the members of the Coordinating Committee**

b) **between Coordinating Committee and member organisations – website etc.**

c) **among all member organisations of ANDANTE**

Presently generally binding arrangements with respect to communication are not yet made, but thoughts are given to various possibilities.

T Members of the Coordinating Committee communicate with each other primarily by means of e-mail or make use of the internal Forum of the website. For this purpose, **Claire** will call the web designer to obtain the passwords for getting access to the restricted part of the website, and she will communicate these passwords to the members of the Coordinating Committee.

b) + c) Basis for communication will also be the website. News and topical information concerning the member organisations could be presented there.

Moreover, the idea of a 'monitoring of topics project' is discussed. Starting point of this project would be the preparedness of member organisations, that have already worked on a specific topic, to share the results and their material. A task of the Coordinating Committee in this respect could be to inform other organisations of existing activities and to incite them to engage themselves too in these topics, to bring together the general results and to present the whole issue in a European context, e.g. with respect to forced prostitution: ANDANTE might write to UEFA etc.; e.g. issues related to bioethics: Mary McHugh.

T **Freda Lambert** will send to all members of the Coordinating Committee the letter sent by NBCW to UEFA etc.

T Member organisations will be requested to describe their priorities of action.

T Moreover, member organisations that presented their work on the topic of 'inter-religious dialogue' on Friday evening will be reminded to send their contributions to the Secretariat in order to be posted on the website.

6. Agreement on the way of conducting business

a) **among the members of the Coordinating Committee (internal rules)**

b) **vis-à-vis the member organisations**

Generally binding agreements as to the way of conducting business were not yet made. However, the tasks to be performed in the coming period were planned in a number of steps.

7. Description and distribution of the tasks of the Coordinating Committee among its members

For the moment, the tasks of the Coordinating Committee could only be distributed in a summary and preliminary way. See also topics 1, 8, 9, 10 and 11.

For the time being, Andrea Kett is prepared to draft the reports of future meetings and to translate them to English.

A description of the areas of action in accordance with the Statutes as well as a definitive distribution is still to be accomplished.

8. Agreements about the management and about Andante's secretariat

a) **where should the secretariat be located?**

b) **how should its business be organised?**

c) **which member of the Coordinating Committee will be charged with the responsibility for, the liaison and communication with the secretariat?**

T,A For the time being, ACGF will continue performing the secretarial tasks. A working party comprising **Freda Lambert**, **Marie-Louise van Wijk-van de Ven**, **Agnès Manesse** and **Marie Bohacova**, will elaborate proposals, taking into account the actual situation in the UKZ office in Prague (if necessary with a visit to the office), who have offered to take charge of the secretarial activities. The working party will convey their conclusions by e-mail to the other members of the Coordinating Committee for decision.

9. Accounting and management of finance

For the time being, Claire Renggli is prepared to take charge of accounting. She would, however, not insist on becoming the Treasurer of Andante.

T As one of her first responsibilities, **Claire** considers the drawing-up of a scheme of proposals/ cost calculations for the organisations that have offered to host the next General Assembly,

a) to inform them about the conditions that have to be taken into account for their invitation;

b) to offer a better opportunity to the Coordinating Committee to compare the offers.

10. Coordination of ideas about fundraising

Several ideas are put forward:

- T** **Maria Raucinova** is prepared to contact Anna Zaborska (member of the European Parliament for Slovakia and Chair of the Committee on Equal Opportunities for Women), who has experiences with fundraising. She wants, however, a determination of concrete projects and visions in order to be able to act consistently. Maria will ask Anna which special promotion programmes exist, after which the members of the Coordinating Committee may investigate whether our activities fit into these programmes and what we could offer in exchange. Marie-Louise van Wijk-van de Ven repeated her proposal made to the General Assembly to organise concrete educational events, conferences etc., for the financing of which subsidies would be available.
- T** **Andrea Kett** suggests to contact aksb (Association of Catholic Social Educational Organisations) and FEECA (European Association for Adult Education), which both promote educational activities at the European level. She will collect further information.
- T, A** **All** members of the Coordinating Committee are requested:
- to examine from what sources Andante could obtain money: possibilities, cost, criteria etc.
 - what kind of projects are suited to fundraising; and
 - to present concrete proposals to the Coordinating Committee by 8 June, i.e. to send them to their colleagues of the CC.
- As a first well suited topic for fund raising, the members of the Coordinating Committee consider the recently started project of NBCW (The portrayal of women, religions etc. in the Media), especially in the context of the 'European Year of Intercultural Dialogue' 2008. The following course of action is considered/suggested:
- T** **Freda Lambert** will send a summary of the NBCW project to all members of the Coordinating Committee. She will ask the support from the professional Catholic Media Association 'Signis', with which the NBCW cooperates.
- T** With the summary of this project **all** members of the Coordinating Committee will address potential sponsors.
- T** Moreover, **Freda** will contact the European Commission on the subject of intercultural dialogue and asks information on possibilities for promoting this issue.
- T** **Freda** accepts the responsibility for the coordination of this project, including the fundraising for it. **Maria Raucinova** says to be prepared to support this action and will also ask Anna Kolkova to join.

11. Public Relations (e.g. by using the website)

Website

- T** For the present, **Claire Renggli-Enderle** takes charge of the continuation of work on the website, in cooperation with the web designer, who in fact must be paid for her work. She will make inquiries about passwords for the restricted area ('Forum', provisionally only accessible to the members of the Coordinating Committee) to enable them to get into contact with each other by means of the Forum, which is preferable to exchanging e-mails. This requires daily use and practice by **all**!
- D** Anything posted on the website in the name of ANDANTE should go through the Secretariat, to ensure that the Coordinating Committee or the Chair know what is going on

12. Specification of future themes

- D** For the present, there will be efforts, within the framework of fundraising, to extend the successful UK project "Portrayal of women and religions in the media" to Andante and interested member organisations (see item 10). Due to lack of time further themes could not be decided. Further discussion will be based on the list of themes gathered at the General Assembly.

13. Decision about any alliances and cooperation with other organisations

Due to lack of time this item could not be discussed.

14. Miscellaneous

Letter to Bishop Grab

First, the members of the Coordinating Committee are given full information on the preliminaries (history) of the letter (29 March: meeting in Chur with Bishop Grab in his function of Chair of the Council of European Bishops' Conferences (CCEE) who, at the end, said he would contact the Pontifical Council for the Laity in support of ANDANTE; at his advise: appointment by telephone with the Secretary General of CCEE, Aldo Giordano. Abolishment of the appointment by means of a letter sent on 10 April by Giordano, probably as a result of a letter from the WUCWO president, which had been sent to various organisations and bishops' conferences. Letter drafted by Claire, which at first was intended to be sent by the participants of the meeting with Bishop Grab, but which ultimately, on the proposal of Freda, will be sent in the name of the Coordinating Committee.)

- T ,A** The discussion results in the decision to delete the last-but-one paragraph and to give a positive extension to the last sentence. **Claire** is requested to revise the letter and to send it to **all** members of the Coordinating Committee. These will have two days to give their comments, subsequently the letter will be sent to Bishop Grab.

Time and location of the next meeting of the Coordinating Committee

- D,A,T** The next meeting will take place on 12 and 13 October 2006 in Dusseldorf to use, if possible, the opportunity to carry out the registration at the 'Amtsgericht'. **Andrea Kett** was asked to oversee the material preparation of the meeting (venue, accommodation etc.) and to liaise with the notary public / Amtsgericht.

Aachen, 11 May 2006
Minutes: Andrea Kett