

Section Consultation Guidelines

1. Introduction

The Section Consultation Guidelines is a mandatory aspect of decision-making in ESN on all levels. ESN Finland and the rest of the National Organisations have to show how the sections have been consulted about the matters discussed in the General Assembly (GA). Also the local level must be able to do the same. These guidelines should help to smoothen the process of consultation. This document will respond the following aspects:

1. Who should be consulted, and by whom.
2. What topics should Sections be consulted about.
3. When the consultation should happen.
4. How should the consultation take place.

The following guidelines are built on the basis of similar proposals made by other countries, particularly of the SCG working group of the CNR, ESN The Netherlands, ESN Norway and the insights of ESN Finland's National Board (NB). This document should serve as an inspiration for the Sections to establish their own consultation procedures.

2. Agenda and documents

According to the Standing Orders and the Events Policy Paper of ESN International, the General Assembly Coordinating Team has to send a provisional agenda and all documents to be discussed at the event within 30 days before the start of the event. From this moment on, the NB can begin preparing topics to inform the sections.

3. Informing the Sections

After the agenda has been received, the NB has two weeks to inform the Sections of the topics and the documents via email and Slack. At the same time, they will call to order a pre-GA Meeting. Along with the meeting call, the NB asks Sections to indicate which topics from the list of GA topics they would like to further discuss and give their input on. The Section Board has the duty to show that this information has been shared and discussed within their Section.

4. Pre-GA Meeting

The point of the Pre-GA Meeting is to allow Sections and the NB space where they can present topics, discuss, and answer questions related to the topics which will be discussed at the GA. The meeting shall be held online no less than one week prior to the GA. While it is open for all Section members, the Section President is by default in charge of ensuring that the Section is being duly represented at this meeting. Every Section has the duty and the right to be represented by at least one member. This requirement shall be reflected in the Statutes or established procedures of the Sections. The pre-GA meeting can be held during a CLR.

5. Discussion period

After the documents have been sent to Sections, the discussion of the raised topics will continue in Slack or other adequately represented communication channels. Here, Sections can give their opinions and ask for clarifications. By default, the President of ESN Finland is responsible for casting ESN Finland's vote at the GA based on the consultation, decisions of the NB and their own experience. In situations where no general consensus can be made, the NB may call for an opinion poll regarding the topic. The poll will end at the end of the discussion period. On topics deemed of the particular importance of the Sections, the Sections may themselves call for a poll to be made. It is nevertheless the role of the NB to arrange the poll. Note: A non-binding Section Consultation vote can also be called network-wide by the International Board (IB) and the GA CT (ESN AISBL Standing Orders art. 47). In case this happens, the results of the vote on a country's Sections will be made available to the country's latest 10 days before the GA. These results could potentially be

taken as a replacement for the national vote. The discussion period ends on the day before the GA.

6. Regional Platforms / Erasmus Generation Meeting

As per the calendar of ESN International, the Regional Platforms (Northern European Platform in our case) and the Erasmus Generation Meeting will be organised relatively shortly before the GAs. At these events, ESN International will take the chance to consult the attending Sections on topics that are relevant to them, in the way this previously happened at NEP and AGM as well. The NB is not directly involved in how the IB conducts its consultation during such events.

7. General Assembly

During the GA, the Finnish delegation is responsible for bringing the general opinions of the Sections of ESN Finland to the international level. The vote of the country must represent the interest of ESN Finland and its Sections, and should, therefore, take into account the input of the Sections. If specified through a binding Section vote, the country vote must represent the Sections' opinion. The Sections may call at any time for insight into the votes cast by the representatives of ESN Finland at the GA. The sections may request an explanation for the cast vote.

List of Abbreviations

AGM – Annual General Meeting	NMEC – National Mov'in Europe Coordinator
AISBL – Association Internationale Sans But Lucratif	NP – National Platform
AP – Action Plan	NR – National Representative
BFC – Business and Finance Conference/Community	NSEC – National SocialErasmus Coordinator
CI – Corporate Identity	NTC – National Training Coordinator
CLR – Council of Local Representatives	OC – Organising Committee
CND – Council of National Delegates	PF – Participation Fee
CNR – Council of National Representatives	PoBS – Pirates of the Baltic Sea
CoC – Code of Conduct	PRH – Finnish Patent and Registration Office
CoE – Council of Europe	RC – Regional Coordinator
ComCom – Communication Committee	RP – Regional Platform / Responsible Party
CT – Chairing Team	SE – SocialErasmus
EA – ExchangeAbility	SI – Social Inclusion
E+ – Erasmus+	SIS – Section information sheet
EO – Education Officer	SitS – Section in the Spotlight
EPP – Event Policy Paper	SIW – Social Inclusion Weekend
ERS – Event Registration System	SO – Standing Orders
ESAA – Erasmus+ Student and Alumni Alliance	SOS – Statutes and Standing Orders
FICO – Finance Committee	SQ – Section Questionnaire
FinAl – ESN Finland Alumni Network	TEET – Timetravels-ESN Educational Trip
GF – General Fund	TSO – Training Session Outline
GL – Group Leader	TT – Timetravels
HEI – Higher Education Institution	WG – Working Group
IB – International Board	VIM – Visual Identity Manual
ICE – International Committee for Education	WPA – Web Project Administrator
IEG – International Erasmus Games	
INET - Internal National Events Team	
ITcom – IT Committee	
LO – Liaison Officer	
ME – Mov'in Europe	
ML – Mailing List	
MYC – Meet Your Colleagues	
NA – National Assembly / National Agency	
NB – National Board	
NBC – National Boards' Coordinator	
NBM – National Boards' Meeting	
NC – National Coordinator	
NCT – Network Care Team	
ND – National Delegate	
NEAC – National ExchangeAbility Coordinator	
NEC – Network Committee	
NEP – Northern European Platform	
NETx – Network Exchange Forum	
NEvCo – (ESN Finland) National Events Committee	