

Annual Report 2019

CECA's Administrative Affairs

Anne-Marie Émond

Here is an update of my tasks for the period 2018-2019.

1. I was responsible for writing the minutes of the 2018 General Assembly in Tbilisi which were later posted on the CECA website after the approval by the Board and provided a copy for the CECA archives along with the agenda of the General Assembly of 2018.
2. I was responsible for writing the minutes of all three Board meetings in Tbilisi. A copy was sent for the CECA archives after the approval by Board members.
3. The regional reports and all other reports provided by Board members concerning the 2018 Tbilisi Conference were sent to the website coordinator in order to have them posted on CECA website.
4. I was part of the CECA Election 2019 working team in support to the Head of Elections.
5. In collaboration with the President, I prepared the agenda of the 2019 General Assembly and the agenda for the Board meeting in Kyoto.
6. Board members were asked to provide their 2019 reports before the Kyoto Conference in order to have them posted on the CECA website in time for the General Assembly.