Report of the General Meeting of the European Forum for Restorative Justice

Lisbon, Portugal, 10 May 2007, 11.00-13.00[1]

Participating members[2]**:**

Austria: Christa Pelikan; Marianne Hilf; Magdalena Pernerstorfer appointed as representative for this GM by Christoph Koss, representative of Neustart; *Belgium:* Ivo Aertsen; Jolien Willemsens; *Germany:* Michael Kilchling; Frauke Petzold; Gerd Delattre, representative of TOA-Servicebuero; *Hungary:* Borbala Fellegi; Edit Törzs appointed as representative for this GM by Erzsebet Hatvani, representative of the Office of Justice; *Iceland:* Hafsteinn Hafsteinsson; *Ireland*: Anne Crowe and Maria Flynn, representatives of Restorative Justice Services; *Portugal:* Sonia Sousa Pereira; Bruno Caldeira, representative of Associação de Mediadores de Conflitos;
João Lázaro, as individual member and as representative of the Portuguese Association for Victim Services; Frederico Marques; *Serbia:* Dusica Vujacic-Richer; *Slovenia:* Marko Bosnjak; *Spain:* Jaume Martin; Marta Ferrer Puig; *Sweden:* Lars Metelius; Eleonore Lind, representative of National Council of Crime Prevention, Mediation Secretariat; *Turkey:* Galma Jahic; *UK*: Belinda Hopkins; Harriet Bailey, representative of the Restorative Justice Consortium; Catherine McManus; David Miers; Martin Wright; Niall Kearney; Panagiota Papadopoulou; David McKenna, representative of Victim Support Scotland; *Ukraine:* Vira Zemlyanska.

Proxies: *Belgium*: Johan Deklerck to Clara Casado.

Non-members present: *Belgium:* Vicky De Souter; Lifa Ould Chaib; Hans Dominicus; Elke Vanhoof; *Croatia:* Melania Grgic; Jadranka Kos; Davorka Lalic-Lukac; *Finland*: Aarne Kinnunen; *Italy:* Caterina Rotondaro; *Hungary:* Edit Velez; Ireland: Ciáran O'Searcaigh; *Montenegro:* Branka Lakocevic; Nela Krnic; *Poland:* Marzena Kruk; Monika Janiec; *Portugal*: Ludgero Paninho; Maria Joao Machado; Paula Cristina Pinto; Isabel Freitas; Claudia Resende; Tereza Pinho; José Mendes; *Romania:* Valerica Bojian; *Serbia*: Tijana Marinovic; Tajana Rajic; *Turkey:* Özlem Ayata.

Rapporteurs: Leni Sannen and Jolien Willemsens.

This report will also be made available on the Forum's website: http://www.euforumrj.org/Activities/meetings.htm

0. Opening of the General Meeting

Michael Kilchling welcomed everybody to the meeting.

The agenda for the General Meeting was approved.

[1] Approved by the Chair, to be accepted by the next General Meeting.
[2] Applicant members who were accepted during this General Meeting are also included in the list of participating members.

1. Formal issues

1.1. Approval of the report of the previous General Meeting (15 June 2006)

The report was approved.

1.2. Approval of the annual accounts 2006 and the budget 2008

a. Accounts for 2006

João Lázaro, treasurer of the Forum, presented the accounts of 2006. He explained that the AGIS 3 project was not approved yet at the time the budget for 2006 was approved. That is why the numbers concerning this project are highlighted. The year 2006 was closed with a positive result of 13.165,52 Euro.

The accounts of 2006 were approved unanimously.

b. Budget for 2008

João Lázaro, treasurer of the Forum, explained that budgeting for 2008 was a difficult exercise because the Forum does not know yet how much money the European Commission will give concerning the AGIS 3 project. It therefore might be that the financial situation will be very different from the one presented in the budget.

It is estimated that the Forum will have 27.102,11 Euro too little (now shown under "other income") to balance its budget in 2008. This amount is now part on the income-side under "other income" income to balance the budget. If this money is not found by 2008, the Forum will have to close the Secretariat after the AGIS 3 project is finalised (in June 2008).

The budget for 2008 was approved.

1.3. Approval of the annual report

Compared to the draft annual report that was sent out to the membership a few months ago, two changes were made: the letter from the accountant was included and the financial report was adopted slightly to reflect the findings of the accountant.The final version was handed out before the start of the AGM.

The annual report of 2006 was approved.

1.4. Membership matters

a. Resignations from membership (see membership matters document in attachment)

4 members resigned from membership.

The General Meeting took notice of these resignations.

b. Termination of membership

The membership of 16 members was terminated due to failure to pay their fees.

According to the internal regulations adopted at the General Meeting of 2001, failure to pay the membership fee in any given year is a reason to terminate membership.

Belinda Hopkins asked what the Forum does to encourage people to pay their membership fee, since it is mostly an oversight without the intention of leaving the

Forum. Jolien Willemsens answered that three reminders are being sent out each year, therefore people are aware of the non-payment.

Martin Wright suggested that the national promoters could contact the members in their own country who have not paid their fees to encourage them to regularise their membership status. The Board thought this was a good idea and will keep it in mind.

c. New membership applications

There were 12 applications for full membership status and 3 for associate membership status. All these applications were approved.

1.5. Report of the activities of the Board

It was pointed out that there were three Board meetings in 2006, each of them organised together with other events to minimise the costs for the Forum.

Activities included:

- the preparation of the conference in Barcelona;
- a seminar for legal practitioners in February 2007 which served as a follow-up of the AGIS 1 project;
- cooperation with the European Union continued. The Forum organised a seminar to bring together civil servants from all EU member states around the issue of creating a more structured exchange of information and cooperation between policy makers in Europe. The Austrian Presidency has agreed to help in this respect. At the end of June, a seminar to promote restorative justice amongst policy makers and civil servants was organised in Vienna, together with ERA and the Austrian Ministry of Justice. The Finnish EU Council Presidency organised a follow-up seminar in December 2006;
- continuation of contacts with the UN, Council of Europe and EU.

Michael Kilchling asked for suggestions concerning activities in the coming years. No suggestions were made.

1.6. Report of the activities of the Secretariat

Jolien Willemsens informed the AGM that currently three full-time and one 60% staff members are based at the Secretariat. Three of the staff members work on the AGIS 3 project and one works on the project concerning assistance to victims of terrorism. It is a strange situation since there currently is no specific staff member to take care of the administrative work for the organisation. This is now being done by the project staff, next to their ‘normal’ duties.

No comments were made.

1.7. Report on the activities of the Committees

a. Practice and Training Committee

Frauke Petzold mentioned that concerning the pool of trainers, all documents about the conditions and procedures for becoming a member of the pool are ready and will be made available on the website soon.

This year's summer school will take place from 27 June till 1 July in Riga, Latvia and is called 'On Moving Forward'. All documents can be found on the website.

Ivo Aertsen furthermore commented that another group has been targeted the past year, namely prosecutors and judges. A small seminar was held on training for legal practitioners in February. He also suggested making a subcommittee concerning this group of legal practitioners. This idea also arose at the seminar itself. All interested persons should contact Jolien Willemsens. Another result of this small seminar was that the modules for the training of legal practitioners in restorative justice, that were developed in the AGIS 1 project, will be put on the website for use.

b. Communication Committee

Christa Pelikan mentioned that the committee has been mainly concerned with the preparation of the conference programme. A report from the conference will be published on the website, as it was done for the previous conferences. This document gives a good overview of the topics dealt with during the conference.

The Rome conference is still in the process of being shaped. The main conference theme will be restorative justice in Europe. Both subjects of the AGIS 3 project, 'Going South' and 'EU regulation', will be presented plus there will be a third focus: the relation between research, policy, practice and communication with the public. The conference will rely on the active participation of all members.

c. Research Committee

A network of researchers interested in restorative justice was created, reported Borbala Fellegi. Nowadays the network contains about 30 researchers all over the world. E-mail exchange takes place. Every month a newsflash is being sent out announcing publications, events, news. Everybody is invited to join the e-mail list in order to be informed about recent research.

Martin Wright wondered why he had never heard of this network and whether it is possible to take part in it. Borbala Fellegi answered that anyone who is interested, could of course join the mailing list. You would just need to provide her with your e-mail address. Furthermore, Borbala noted that she was not sure what the best way of spreading information was. If the Board could find another way to promote this committee, she welcomed all ideas.

d. Newsletter Editorial Board

Vira Zemlyanska is still coordinating the Editorial Board. The Board continued to prepare the newsletter three times a year. At the moment, the Board has two vacancies. Vira warmly invited the persons that were interested to contact her. Everybody was encouraged to provide her with information for the newsletter (interesting books, actions, RJ announcements, etc.).

e. Restorative approaches in schools

Belinda Hopkins informed the AGM about the change of name of this working group/committee. Since they are about whole scale reform of the punitive system in schools, they prefer the name 'restorative approaches or practices in schools'.

She sent out e-mails regularly, but there was never a response. Belinda made a warm request to everybody who would like to join the group, who is interested in working in schools.

f. Information Committee

Ivo Aertsen made a comment that there is no news on the information committee, since they do not have a chair anymore. Therefore it would be great to have a coordinator. The Forum really needs a system to receive information about everything. The Board should take a lead in this.

1.8. Appointment of three (new) members for the Selection Committee

Three members were proposed for the Selection Committee: Sonia Sousa Pereira, Christa Pelikan and Gerd Delattre. The three candidates were approved.

2. The functioning of the Forum, evaluation and activities

2.1. Project activities

AGIS 3

a) "Going South"

Panagiota Papadopoulou asked a question about how information is being gathered concerning Greece. It was said that one of the purposes of this seminar is to open up information channels. There was some concern that for certain countries not enough information had been captured up till now.

b) "EU regulation"

It is important that the Forum is playing a role in the further development of restorative justice on the European and supranational level.

Martin Wright questioned the way of publishing of the two former AGIS projects. They have not yet been published. He mentioned that putting them on the website is not good enough, they will not reach the audience that it is intended for. Why can it not be published? Jolien Willemsens referred to the financial side of it; it is expensive to publish a book. Furthermore, as concerns AGIS 2, over 100 copies were made already. Regarding AGIS 1, it is not widely spread. The modules for the training of legal practitioners will be put on the website, but the other parts are internal documents (reports from meetings). AGIS 3 however will have two publications, but the budget needs to be consulted to see what is possible. Galma Jahic suggested looking into publishing in other countries. Jolien already made that exercise and mentioned that the difference is minimal because of the high cost for shipping the publications to the Secretariat.

Other

a) Assistance to research project in Turkey "Promoting the practice of VOM"

The Forum assisted the Turkish researchers in organising study visits to SACRO in Edinburgh (UK) and Suggnomè in Leuven (Belgium). Furthermore, a seminar and conference will be held in September and a series of small events will take place in the fall. The small events serve as victim-offender awareness raising projects. The Forum was also asked to write a report on best practices on implementing mediation.

b) Research project: "Developing standards for assistance to victims of terrorism"

It is a project carried out by four partners: the Forum, Slachtofferhulp Nederland, InterVICT and St. Andrews University. More information can be found on the website. For the Forum, Ines Staiger takes care of the research part.

2.2. Associated activities

a) COST Action A21: Final results and new developments in the field of RJ-research developments

Th COST Action has ended. Some publications can be expected now.

b) Research application "European Network on Restorative Justice Data Recording and Analysis"

A group of researchers has applied for a project on data collection in the field of restorative justice. They are still awaiting news about whether they are successful or not.

2.3. Financial concerns and fundraising

Last year three possible sources of income were presented: public and private sources and own income generation.

Concerning the public source, the Forum applied to get structural funding from the European Union. This kind of funding is only given to organisations that hold a monopoly position in a certain field. There was some opposition from the financial department, but another attempt is being made.

Concerning the private sources, the Forum should look into charity, foundations, companies, et cetera. The Board would also like to ask the members to think about how to get funding, of any kind.

Galma Jahic mentioned that the European Commission occasionally looks for consultants. If the Forum has not yet been approached by them, it might be interesting to explore and see which consultancy work within the field of justice.

Martin Wright commented that the Forum has been very creative in looking for funding. Nevertheless, what is being done with the follow-up of Vienna and Helsinki? There seem to be logistical problems, since Ivo drafted letters, but they have never been sent. Could we perhaps employ somebody to find out the people to write the letters to, to write the letters, translate them and process the results? Is it possible to ask the Secretariat to make up a business plan for this? Ivo Aertsen reacted on this point by saying that the letters will be sent out, but that is not enough. In every country we need a very dedicated person who is working with the government and who keeps the topic warm. A person with active participation in the country in order to do some lobbying is needed. But now we do not have these persons, furthermore, we cannot do everything from the small secretariat in Leuven.
In this respect Bruno Caldeira continued that the resources in every country should be used. People should be organised, say the same thing. When there is only one idea to sell, it will sell better than when all people say a different thing. That is a problem within the Forum.

Concerning the own income generation, David Miers suggested increasing the membership fees. The Board said that the membership fees were increased last year, so we should not increase them again.

A suggestion was made to start up a fundraising committee whose task would be to look for money.

Belinda Hopkins reacted that most people are busy looking for funding for their own organisation. If we would help the Forum in looking for money, this entails that money for our own projects is gone. This should not be forgotten.

Martin Wright asked the approval of the AGM to ask the Board to spend money on a consultant to look for a good funding strategy. It might be money well spent.

Michael Kilchling was hesitant on this point and put it on the agenda for the next Board meeting in order to make a proposal to present in Rome.

2.4. Policy work and the relation to the European Union

a) Seminars in Vienna and Helsinki

These seminars aimed to assess the need for and the possibility to create a network of European policy makers in the field of restorative justice. Because participants felt that it would be difficult to create yet another organisation, it was suggested that the European Forum could host such a network or group of people. It was also mentioned that the policy makers in the different countries should support the European Forum in obtaining structural funding from the European Union.

2.5. Contact and cooperation with other international organisations

a) UN, handbook on RJ

The Forum is in touch with the UN. A number of members were invited to a meeting where a handbook on restorative justice was discussed. This handbook has now been published. However, up till now, the Forum did not succeed to get consultative status with the UN. New efforts to that effect will be undertaken.

b) Council of Europe

The Council of Europe is willing to cooperate with the Forum. However, no concrete actions were undertaken yet.

c) EU

The Forum established contacts on the level of the European Union. Nevertheless, no concrete plans were made. The approval of the AGIS 3 project however shows an interest of the EU in the Forum.

3. Proposals

3.1. Nomination and election procedures: how to balance the criteria for a representative Board

The Board proposed an Annex 1 to the Code of Internal Regulations of the European Forum for Restorative Justice v.z.w. concerning the ‘Selection, nomination and election of candidates of the Board’. The proposal consists out of three parts: composition and

appointment of the selection committee, tasks of the selection committee and elections. In attachment to this document you can find the annex. The proposal was approved.

3.2. Organisational structure for committees and working groups

It was agreed to postpone this topic until Rome. It will then be put higher on the agenda in order to have time for discussion.

4. 2008 Conference and General Meeting: location and topics

The 2008 conference will be the final conference of the AGIS 3 project and will take place in Rome, Italy on 17-19 April 2008. Both subjects of the project, 'Going South' and 'EU regulation', will be presented plus there will be a third focus: the relation between research, policy, practice and communications with the public.

The next General Meeting will take place 17 April 2008 in Rome, just before the final conference of the AGIS 3 project.

5. Communications

Michael Kilchling thanked everybody for coming.

The AGM was closed at 13.30 pm.

General Meeting

10 May 2007 in Lisbon

MEMBERSHIP MATTERS

New membership applications – to be approved

Full membership status:

1. Isabel Cunha Gil, Portugal
2. Marta Ferrer Puig, Spain
3. Eva Fahlström, Sweden
4. Joan Sendra Montes, Spain
5. Laima Zemene, Latvia
6. Maija Gellin, Finland
7. Catherine McManus, UK
8. Leonardo Carpentieri, France
9. Instituto de Mediaçao e Arbitragem de Portugal, Portugal
10. Federico Reggio, Italy
11. The probation service, Ireland
12. Lieve Bradt, Belgium

Associate membership status:

1. Dennis Cichon, USA
2. Janny Dierx, Argentina
3. Anamaria Szabo, Romania

Resignations from membership – to be acknowledged

1. Lieve Bradt, resigns from associate status and re-applies as member with full voting rights
2. Judith Leest, The Netherlands (associate)
3. Hanne Andersson, Denmark (full)
4. Mary Burke, Ireland (associate)

Memberships to be terminated due to failure to pay the membership fee

1. Thames Valley Police, UK
2. Marisa Hontoria, Spain
3. Jozica Trost-Krusec, Slovenia
4. Else Gjoen, Norway
5. Anne Brita Normann, Norway
6. Bernd-Uwe Gütling, Germany
7. Pat Patfoort, Belgium
8. Family, Child, Youth Association, Hungary
9. Center of Social Rehabilitation, Estonia
10. Ana Paula Marques Grifo Santos, Portugal
11. Rita Amado, Portugal
12. Marta Lopes, Portugal
13. Gabriela Cunha, Portugal
14. Pedro Morais Martin, Portugal
15. Reverend Gavin Jacobs, UK
16. Anastasia Jacobs, UK

BUDGET - RESULT 2006

	Budget 2006 as approved by GM	Result 2006
COSTS		
Postage	20.000 for all running costs	1.957,45 €
Copies		160,65 €
Travel, accommodation		3.122,90 €
Office supplies		886,97 €
Documentation		13,56 €
Computer supplies		0,00 €
Other		459,53 €
Software		157,30 €
Website		877,25 €
Accountancy		992,20 €
Newsletter		846,14 €
Publications		653,63 €
Membership		95,00 €
Financial		338,50 €
Representation		185,65 €
Meetings		0,00 €
Summer school	0,00 €	0,00 €
Personnel	27.500,00 €	10.440,93 €
Vacation provision	0,00 €	3.225,57 €
Provision personnel	-10.000,00 €	0,00 €
Provision computer supplies	0,00 €	0,00 €
Advance tax payment	0,00 €	56,20 €
Memberships not paid	0,00 €	385,00 €
Overhead KULeuven	0,00 €	867,25 €
Conf. Organisation	22.000,00 €	1.120,00 €
Agis 3 staff	0,00 €	40.472,88 €
Agis 3 travel	0,00 €	2.709,62 €
Agis 3 equipment	0,00 €	692,89 €
Agis 3 consumables	0,00 €	146,84 €
Agis 3 conferences	0,00 €	35.826,57 €
Agis 3 publications	0,00 €	865,89 €
Agis 3 overhead	0,00 €	738,98 €
Terrorism	0,00 €	0,00 €
Totals	**59.500,00 €**	**108.295,35 €**

Income		
Norway	12.000,00 €	12.478,26 €
Summer school	0,00 €	0,00 €
Conference	27.000,00 €	0,00 €
Membership	10.000,00 €	18.437,50 €
Books, newsletter	400,00 €	712,00 €
Financial	0,00 €	374,70 €
Other	10.100,00 €	1.963,41 €
AGIS 3	0,00 €	38.000,00 €
AGIS 3 related income	0,00 €	49.495,00 €
Totals	**59.500,00 €**	**121.460,87 €**

Result	**0,00 €**	**13.165,52 €**

BUDGET 2008

COSTS		Income	
Postage	2,500.00 €	Norway	0.00 €
Copies	400.00 €	Summer school	0.00 €
Travel, accommodation	3,000.00 €	Conference	0.00 €
Office supplies	500.00 €	Membership	15,000.00 €
Documentation	0.00 €	Books, newsletter	200.00 €
Computer supplies	300.00 €	Financial	400.00 €
Other	400.00 €	Other	27,102.11 €
Software	200.00 €	AGIS 3	81,382.25 €
Website	1,000.00 €	AGIS 3 related income	49,000.00 €
Accountancy	1,050.00 €	Terrorism	72,115.88 €
Newsletter	1,300.00 €	Terrorism income	26,000.00 €
Publications	1,000.00 €	**Totals**	**271,200.24 €**
Membership	100.00 €		
Financial	500.00 €	**Result**	**0.00 €**
Representation	500.00 €		
Meetings	250.00 €		
Summer school	0.00 €		
Personnel	35,000.00 €		
Vacation provision	0.00 €		
Provision personnel	0.00 €		
Provision computer supplies	0.00 €		
Advance tax payment	0.00 €		
Memberships not paid	700.00 €		
Overhead KULeuven	1,750.00 €		
Conf. Organisation	0.00 €		
Agis 3 staff	60,050.00 €		
Agis 3 travel	0.00 €		
Agis 3 equipment	497.25 €		
Agis 3 consumables	150.00 €		
Agis 3 conferences	59,140.00 €		
Agis 3 publications	3,175.00 €		
Agis 3 other (overhead)	2,000.00 €		
Terrorism staff	57,374.99 €		
Terrorism books	50.00 €		
Terrorism conferences	33,468.00 €		
Terrorism publications	1,575.00 €		
Terrorism overhead	3,270.00 €		
Totals	**271,200.24 €**		

Nomination and selection committee

Annex 1 to the Code of Internal Regulations of the European Forum for Restorative Justice v.z.w.

Selection, nomination and election of candidates to the Board

A. Composition and appointment of the selection committee

A.1. Article 29 of the Constitution states that: "The General Meeting will appoint a selection committee to make nominations for the next election of the Board". This means a selection committee shall be composed at the General Meeting a year prior to the General Meeting in which elections to the Board shall be held.

A.2. The selection committee shall consist of three full members of the European Forum, coming from different countries, and preferably from different regions of Europe. As far as possible, the members of the selection committee should represent different target groups of the European Forum. The selection committee will be appointed by the General Meeting.

A.3. When sending out the draft agenda for the General Meeting, the Chair of the European Forum will invite the members to declare their willingness to act as a member of the selection committee. If one month before the date of the General Meeting the Chair has not received enough candidatures to fill in the positions on the selection committee, he or she will actively approach potential candidates.

A.4. At the General Meeting, all the candidates for a position on the selection committee will be presented. Should there be more than three candidates for a position on the selection committee, the three members of the committee will be elected by simple majority vote of the full members present or represented.

B. Tasks of the selection committee

B.1. The selection committee's task is to seek and approve nominations for the next elections to the Board.

B.2. The members of the selection committee shall decide amongst themselves who will act as chair of the committee.

B.3. Within three months of its appointment, the selection committee shall invite the members of the European Forum to nominate candidates to the Board. This invitation shall consist of the following elements:

B.3.1. an overview of the members of the Board that are leaving the Board

B.3.2. an overview of the members of the Board that are staying in office

B.3.3. the establishment of a profile for the candidates sought and explanation thereof

B.3.4. detailed explanation of the procedure to be followed when nominating a candidate for election to the Board

B.3.5. the deadline for making nominations, which shall be 4 months before the General Meeting at which the elections will be held

B.4. After inviting the members of the European Forum to nominate candidates to the Board, the selection committee shall actively approach potential candidates. This will be done by comparing the profile which they drew up with the list of members with full voting rights which they will obtain from the Secretariat of the European Forum.

B.5. In drawing up the profile for the candidates, the selection committee will take into account that:

B.5.1. the members from the Board have to come from at least 6 different countries

B.5.2. there can be no more than two Board members from the same country

B.5.3. the members of the Board should represent, as much as possible, the different regions of Europe

B.5.4. the members of the Board should represent, as much as possible, the different target groups of the European Forum

B.5.5. a balance should be sought in gender.

B.6. A nomination shall consist of following documents:

B.6.1. the name and email or postal address of the proposer;

B.6.2. the name and email or postal address of the seconder;

B.6.3. the name and email or postal address of the candidate;

B.6.4. the written consent of the candidate;

B.6.5. the date on which the nomination is made;

B.6.6. a 50-word summary of the candidates' restorative justice background / contribution to the Forum.

B.7. Within one month of receipt of a nomination, the members of the selection committee shall acknowledge receipt of the nomination and inform the candidate and the persons proposing the candidate whether the nomination fulfils the formal criteria. These criteria are the following:

B.7.1. the candidate being proposed is a full member of the European Forum (art. 28 Constitution)

B.7.2. the persons acting as proposer and seconder are full members of the European Forum (art. 29 Constitution)

B.7.3. if an organisation is nominated for election to the Board, it must name its prospective representative before the election (Internal Regulations)

B.7.4. the proposer must send the nomination to the chair of the selection committee before expiry of the deadline to make nominations

B.7.5. the proposal contains all documents mentioned in B.6.

B.8.

B.8.1. If the nomination does not fulfill one or more of the formal criteria, the nomination is rejected.

B.8.2. If the nomination does fulfill the formal criteria, the nomination is approved.

B.8.3. The candidate and the persons proposing the candidate shall be informed of the decision taken by the selection committee within one month.

B.9. Three months before the General Meeting at which elections will be held, and together with the draft agenda of the General Meeting, the members of the Forum shall be informed of:

B.9.1. the names of the candidates to the Board who have been nominated

B.9.2. the names of the two full members of the Forum who support the nomination

B.9.3. a 50-word summary of the candidates' restorative justice background / contribution to the Forum

B.9.4. a detailed explanation of the voting procedure, including how to vote by proxy.

C. Elections

C.1. During the General Meeting, the chair of the selection committee, or another member of the selection committee if the chair is not present, will present a short report on the work done by the committee since its appointment. He or she will also describe the procedure to be followed in the election.

C.2. The candidates for election to the Board are invited to present themselves briefly. If the candidates are unable to attend the meeting, they may ask one of the people who support their nomination to do so in their stead.

C.3. Any full member can express his or her support for a candidate or candidates, or express any other opinion on the election.

C.4. An election committee will be composed by the General Meeting, consisting of one staff member of the European Forum and two full members attending the General Meeting. None of these people can be a candidate for election, or act as a proposer or seconder for a candidate.

C.5. The task of the election committee is to supervise the election procedure, to count the votes and to announce the results of the election.

C.6. Voting will be done by secret voting ballot.

C.7. Full members of the European Forum who have received (a) proxy vote(s) from (an)other full member(s) will receive a number of voting ballots equal to the number of proxies they hold on top of their own voting ballot.

C.8. The voting ballots will contain the names of the candidates for election. The chair of the selection committee, or his/her replacement, will clearly explain how many candidates to vote for and how.

C.9. The voting ballots will be collected by the members of the election committee. They will count the votes and present the General Meeting with the results of the vote.