



ANNUAL GENERAL ASSEMBLY (AGA) OF PIANC 2016

Agreement between the Belgian National Section and the General Secretariat of PIANC

*The host country for the year 2016 the Belgian National Section, represented by Eng. Alfons Moens,
Chairman*

and

the General Secretariat of PIANC represented by Eng. Louis Van Schel, Secretary-General

agree that the AGA 2016 will be organised by the Belgian National Section according to the following provisions :

- Art.1. The host country provides fully equipped meeting rooms for the meetings of the AGA and ExCom, respecting the time schedule joined as annex 1.
- Art. 2. From May 18 until May 20 2016, the host country makes available to the General Secretariat a working office, not accessible for non-staff members, equipped as listed in annex 2.
- Art. 3. The travel expenses and the hotel accommodation during the AGA (3 days) for two staff members will be covered by the host country.
- Art. 4. The AGA is organised at no cost for the General Secretariat. The host country will charge a participation fee to the delegates and the accompanying persons to cover (part of) the costs for the social part of the program. These fees amount not more than 200 € per delegate and per accompanying person.
- Art. 6. The General Secretariat is responsible for mailing the invitations. Registration will be organized electronically by the Belgian National Section.

Signed on May 31, 2013 at San Francisco, USA,

For the Belgian National Section,

*Eng. Alfons Moens,
Chairman Belgian Section*

For the General Secretariat,

*Eng. Louis Van Schel,
Secretary-General*



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ANNEX 1: AGA Time Schedule (proposal)

	Day 0 Monday May 17	Day 1 Tuesday May 18	Day 2 Wednesday May 19	Day 3 Thursday May 20
am	Arrival HQ Setting up HQ's office	ExCom	AGA	Technical visit
pm	Meeting with organizing committee	ExCom	AGA	Technical visit
Evening		ExCom dinner	Banquet	

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Arrangements Secretariat/meeting rooms/ ExCom dinner AGA 16

1. Secretariat

- 3 desks with internet access (HQ will bring its own laptops)
- Colour printer (possible to print from the 3 laptops)
- Meeting table for +/- 8 pers
- Extra table for papers
- Copier
- Standard stationary

2. ExCom meeting

- Meeting room for 20 pers
- Square
- Projector
- Coffee and soft drinks
- Lunch

3. AGA meeting

- Meeting room around 120 pers
- 1 main table on a stage – 6 pers – microphones (when they are with their back to the screens, please provide screens on the table so they are able to follow the presentations)
- 1 speakers desk + microphone + screen (when back to the screens)
- 2 screens (and 2 projectors)
- 2 wireless microphones (+2 pers to carry them around during the meeting)
- 1 table HQ
- 1 table at the entrance
- Coffee & soft drinks
- Lunch