



IFLA EUROPE Delegates
Roles, powers and duties
Updated January 2021

The following notes are an explanation of **IFLA EUROPE** procedures and expectations to assist new **IFLA EUROPE** Delegates. The notes supplement the formal **IFLA EUROPE** Statutes, Regulations and additional documents and policies and strategies approved by the General Assembly of **IFLA EUROPE**.

Table of Contents

I	INTRODUCTION.....	2
II	IFLA EUROPE and IFLA.....	2
III	HISTORY OF IFLA EUROPE	3
	HISTORY OF LANDSCAPE ARCHITECTURE PROFESSION.....	3
IV	IFLA EUROPE - AIMS and OBJECTIVES	5
V	GOVERNANCE AND ADMINISTRATION OF IFLA EUROPE.....	6
VI	IFLA EUROPE MEMBERS' ETHICAL AND PROFESSIONAL CONDUCT	6
VII	IFLA EUROPE ORGANISATIONAL CHART.....	8
VIII	KEY TASKS OF IFLA EUROPE DELEGATES	10
IX	GENERAL ASSEMBLY MEETINGS	12
X	TRAVEL, HOTEL ACCOMMODATION AND REIMBURSEMENTS.....	14
XI	IFLA EUROPE ELECTIONS.....	14
XII	LIST OF KEY DOCUMENTS.....	15
XIII	LIST OF ACRONYMS AND ABBREVIATIONS.....	15



I INTRODUCTION

IFLA Europe - European Region of the International Federation of Landscape Architects (IFLA Europe).

IFLA Europe (formerly the European Foundation for Landscape Architecture, EFLA, founded in 1989) is the largest of the five regions that currently comprise the International Federation of Landscape Architects (IFLA), a global organisation founded in 1946 and recognised by UNESCO as the official body representing and advancing the unique profession of landscape architect.

IFLA Europe is an independently constituted body and established under Belgium Law.

IFLA Europe is formed by **34** countries/National Associations:

Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom.

All members available on www.iflaeurope.eu.

IFLA Europe aims not only at representing and promoting the landscape architecture profession, but also strives to improve the recognition, understanding and importance of the profession in collaboration with the European Union, the Council of Europe and other appropriate organisations.

IFLA Europe is a not-for-profit organisation that supports and promotes the unique and stand-alone profession of landscape architecture across all countries of the Europe Union, the European Economic Community and the Council of Europe, recognising excellence in educational and promoting best practice operations in all member countries.

IFLA Europe's principal resource is human and the IFLA Europe needs therefore to involve all delegates, member associations and volunteers in promoting the profession at European level. In particular, it is expected that Delegates will undertake projects, large or small-which have been identified as priorities for the Federation and member associations for the profession as a whole. Each National Association should look to own Delegate and see what contribution he/she is making to the work, taking into consideration that all the work carried out is on a voluntary basis.

In order to ensure that the IFLA Europe is able to develop its influence with the EU, the Council of Europe and other governmental bodies for the benefit of the profession and the landscape, it is necessary that Delegates, in representing their National Associations, fulfil their duties by contributing to those efforts.

II IFLA EUROPE AND IFLA

Although IFLA EUROPE is the European Region of International Federation of Landscape Architects and we share some common vision and mission objectives, we are two different independent legal entities.

IFLA is the **global organisation** with own By-laws and structure, registered in France and established under French legislation while **IFLA Europe** represents the **European Region** of International Federation of Landscape Architects. **IFLA Europe** is an independently constituted legal body, established under Belgium Law, with its headquarters in Brussels.



It is common that most Delegates are both **IFLA Europe** and **IFLA** Delegates but it is necessary and important to make a clear distinction between the two bodies. Whilst we share most of the objectives and visions, IFLA Europe is a separate legal entity and has own identity. In your correspondence and actions please always refer to **IFLA Europe** especially if you represent IFLA Europe and its policies and objectives in various events.

III HISTORY OF IFLA EUROPE

IFLA Europe, European Region of International Federation of Landscape Architects - was established on **4 April 1989** as European Foundation for Landscape Architecture as an independent body separate from IFLA in order to assist in the process of harmonising education and professional practice within the framework of the European Union. It represented by the 12 National Associations of the countries which were members of the European Union at that time – Belgium, Denmark, France, Germany, Greece, Italy, Ireland, Luxembourg, The Netherlands, Portugal, Spain, and the United Kingdom. Since its establishment, the Foundation has gradually grown, expanding its membership, representing a wider range of countries than those within the European Union. When IFLA was restructured it became appropriate for the organisation to adapt and join, representing the European Region, and at the same time, improving its relationship with the Council of Europe which now represents 47 countries.

HISTORY OF LANDSCAPE ARCHITECTURE PROFESSION

1900 – 1939

This period characterises the initial development of professional bodies representing the emerging profession of Landscape Architects in many European countries and non-European countries. Many of these bodies introduced structures and controls for the education and practice of the profession. A close relationship was subsequently built up between the professional bodies and education establishments which at that time were mostly associated with universities.

1948 The International Federation of Landscape Architects (IFLA)

In 1948 the International Federation of Landscape Architects (IFLA) was founded in Cambridge, England with Sir Geoffrey Jellicoe as its first President. It represented 15 states from Europe and North America. Later, in 1978, the IFLA's headquarters were established in Versailles, France. The present headquarters of IFLA are in France. IFLA currently represents 77 members - professional associations from Africa, the Americas, Europe, Middle East and Asia Pacific.

1965 – 2012 Recognition of the profession by the United Nations Education, Scientific and Cultural Organisation (UNESCO)

In 1965, IFLA was first admitted to "Category C" of the United Nations Education, Scientific and Cultural Organisation (UNESCO).[1] In 1970 IFLA advanced to "Category B". Finally, in 1987, after many years of discussion with UNESCO and after intensive collaboration, especially with the Division of Cultural Heritage, IFLA was admitted to "Category A", thus achieving an important landmark for the profession.

In July 2012 the IFLA/UNESCO Charter was agreed for landscape architecture education. It expressed the wish to:

- improve the quality of life for communities and all the inhabitants and users;
- recognise and nurture cultural diversity and biodiversity;
- add social and cultural value to sites and outdoor public spaces;



- promote an approach to landscape planning and design interventions which enhances social sustainability, cultural and aesthetic needs, and the physical requirements of people;
- employ an ecological approach to land use planning, design and landscape generation that ensures sustainable development of the built environment through the appropriate integration of biological, land, water and atmospheric systems;
- recognise the role of public realm landscape as a place for social and cultural expression interchange and make these accessible to all individuals and communities;
- promote equity through work with disadvantaged groups or communities and the development of solutions that are affordable and accessible to the broad population.

This charter has helped establish the professional scope of landscape architects and the objectives of their training. These include the interdisciplinary nature of landscape architecture, which encompasses the humanities, natural and social sciences, technology and the creative arts, without forgetting the context of public, social and environmental policies, which help to establish an ethical framework for professional decision making.

1968 Recognition of the profession by the International Labour Organisation (ILO)

In some states, the profession is still very closely associated with the study of architecture. Paradoxically though, as is the case in France, Italy and Spain, architects still dispute the use of the title of landscape architect. However, 50 years ago, in 1968, the profession of landscape architect, having by then already existed in Europe for 50 or so years and a hundred years elsewhere, was officially recognised by the International Labour Organisation (ILO) in Geneva in a chapter entitled “Architects and Town Planners”. In the most recent edition of ISCO 08, the International Standard Classification of Occupations published by the ILO (2012), landscape architects are classed in group 2162, next to Building Architects in group 2161. On 29 August 1987, the International Federation of Landscape Architects (IFLA) was admitted by UNESCO as a non-governmental organisation (NGO) with an official working relationship with UNESCO.

1989 The European Foundation for Landscape Architecture (EFLA) and the European Region of the International Federation of Landscape Architects (IFLA Europe)

In the same year, 1987, the European Commission decided that sectoral directives in distinct professions were no longer viable; the process of achieving them had been too lengthy and hugely inefficient. This resulted in Directive 89/48/EEC being issued on a general system for the recognition of higher-education diplomas awarded on completion of professional education and training of at least three years’ duration. The national professional associations representing the 12 member states of the European Economic Community at that time recognised the immediate need to come together more formally, to harmonise both professional training and practice in the field of landscape architecture. The result was the **establishment of the European Foundation for Landscape Architecture (EFLA) in April 1989.**

Other organisations rapidly formed around EFLA, including affiliated professional bodies representing landscape architects from European states that are not members of the European Union, as well as other organisations, bringing together both students and schools. The European Council of Landscape Architecture Schools (ECLAS) was convened by the Berlin Technical University in 1989. In the same year, the European Landscape Architecture Students’ Association (ELASA) was formed, the principal objective of which was “to increase the possibilities for collaboration and exchange between students of landscape architecture throughout Europe, by means of improving the circulation of information and ideas”.

One of the principal objectives of EFLA was to establish a common base for the mainstream professional training of landscape architects and to support this with a network of recognised schools throughout Europe. This was assisted by a Schools Recognition Panel which was established to both help with the



development of schools of landscape architecture and to regulate their performance and adherence to the standards set by EFLA.

Finally, at the beginning of the **2000s**, the world international body, the International Federation of Landscape Architects (IFLA), underwent several important structural changes and **EFLA became the European Region of the International Federation of Landscape Architects (IFLA Europe)**. This succeeding organisation effectively inherited the statutes, regulations and legal status of EFLA as a non-profit making organisation registered under Belgian law.

2018 Charter of European Landscape Architect (CELA)

Charter was agreed and adopted by IFLA Europe's General Assembly in London on 9 September 2018. This Charter not only brings together in a single document the details of the organisation and the governance of the body, but also the core requirements for professional training, including reference to the School Recognition Panel, public and private practice, the responsibilities of liberal professionals, intellectual property, professional independence and probity, and also states the organisation's close reference to the objectives of the [European Landscape Convention](#) .

Importantly, it defines a landscape architect as “a professionally qualified person recognised by an IFLA EUROPE registered professional association (or otherwise, as regulated by national law) operating in the field of landscape architecture”.

Landscape architecture is defined as “the profession that applies aesthetic and scientific principles to the analysis, planning and management of both natural and built environments” (as it is also defined by the European Landscape Convention).

IV IFLA EUROPE - AIMS AND OBJECTIVES

As per Article 7.1 of its Statutes, IFLA Europe has the following objectives ¹:

- a) to promote educational study and research and the exchange of knowledge and technical information in relation to landscape and landscape architecture;
- b) to encourage the development of landscape architecture study courses and professional practice in the *European Union*, the *European Economic Area* and the *Council of Europe*, and to monitor and review their compatibility with the aims and objectives of IFLA EUROPE;
- c) to represent all IFLA EUROPE members within the *European Union*, the *European Economic Area* and the *Council of Europe* in all matters relating to the landscape;
- d) to consult and collaborate with the *European Union*, the *Council of Europe* and other appropriate organisations in the planning, preparation, promotion, instigation, monitoring and assessment of all programmes, directives and accords relating to the natural, semi-natural and man-made landscape and environment;
- e) to stimulate and promote educational exchanges among member countries of the *European Union*, the *European Economic Area* and the *Council of Europe* and all IFLA EUROPE members;
- f) to promote and coordinate professional best-practice operations and exchanges among the member countries of the *European Union*, the *European Economic Area* and the *Council of Europe* and all IFLA EUROPE members;

¹ Article 7.1 IFLA Europe Statutes, Oslo 2014



- g) to promote landscape architecture and the recognition of the professional title of landscape architect as an acknowledged independent profession throughout the *European Union*, the *European Economic Area* and the *Council of Europe*;
- h) to maintain an appropriate governance structure necessarily efficient and effective to properly fulfil its aims and objectives;
- i) to function as the European Region of the *International Federation of Landscape Architects* (IFLA);
- j) to represent and defend the interest of all IFLA EUROPE members without prejudice to the principals of the scientific, educational, professional, learning and artistic aims and nature of IFLA EUROPE;

V GOVERNANCE AND ADMINISTRATION OF IFLA EUROPE

IFLA Europe is governed by [IFLA Europe Statutes](#) and [IFLA Europe Regulations](#) which are approved by the **IFLA Europe's** General Assembly and registered in the Official gazette of Belgium - Moniteur Belge. The **General Assembly** (GA) of **IFLA Europe** shall comprise the Executive Council, the eligible voting representatives of Effective members, and the representatives or individuals of the other membership categories. The GA has full powers to act to realise the aims and objectives of **IFLA Europe**.

In undertaking its duties, the General Assembly is responsible for receiving, scrutinising and approving the activities, decisions and actions of the Executive Council, the Committees and Working Groups as well as ensuring the proper financial management of the organisation in accordance with its Statutes and Regulations.

IFLA Europe Regulations complement the approved Statutes of **IFLA Europe** in terms of administration and operational procedures in the conduct of its regular everyday functions and business. They provide guidance and assistance for the efficient, effective and economic operations of IFLA Europe.

IFLA Europe is administered by an Executive Council (ExCo) that is elected by the General Assembly. The members of the Executive Council are elected from the nominated **IFLA Europe** eligible voting members that comprise the GA. The Executive Council is comprised of six officers whose term of office lasts a minimum period of two years, effective, from the GA when they were elected, with the exception that the office of the Treasurer lasts a minimum period of two years, effective from the 1st January of the year immediately following the GA.

All voting relating to the election of Executive Council officers or other individuals is conducted by secret ballot. The terms of office of the President and the Secretary General shall be arranged in order to ensure that the two sets of elections do not coincide. ² Where exceptional or extraordinary circumstances dictate, the election of the President or the Secretary General may be extended, prior to the end of their particular term and with the approval of the GA, to a maximum further period of twelve months.

VI IFLA EUROPE MEMBERS' ETHICAL AND PROFESSIONAL CONDUCT

All members of any IFLA EUROPE association, whatever their category of membership, must behave in accordance with the standards of professional conduct and practice laid down by the IFLA EUROPE

² Article 11, IFLA Europe Statutes



IFLA EUROPE

INTERNATIONAL FEDERATION
OF LANDSCAPE ARCHITECTS

[IFLA Europe Code of Ethics and Professional Conduct](#). Members are expected to be guided in their professional conduct and work as much by the spirit of the Code as by its express terms.



VII IFLA EUROPE ORGANISATIONAL CHART

Executive Council 2019 - 2021



Karin Helms, President
FFP, France



Darija Perkovic, Vice President
Communications, HDKA, Croatia



Diana Culescu, Secretary General
ASoP Romania



Margarida Cancela d'Abreu, Vice
President Education, APAP, Portugal



Hermann Georg Gunnlaugsson, Treasurer
FILA, Iceland



Katerina Gkoltsiou, Vice President
Professional Practice, PHALA, Greece



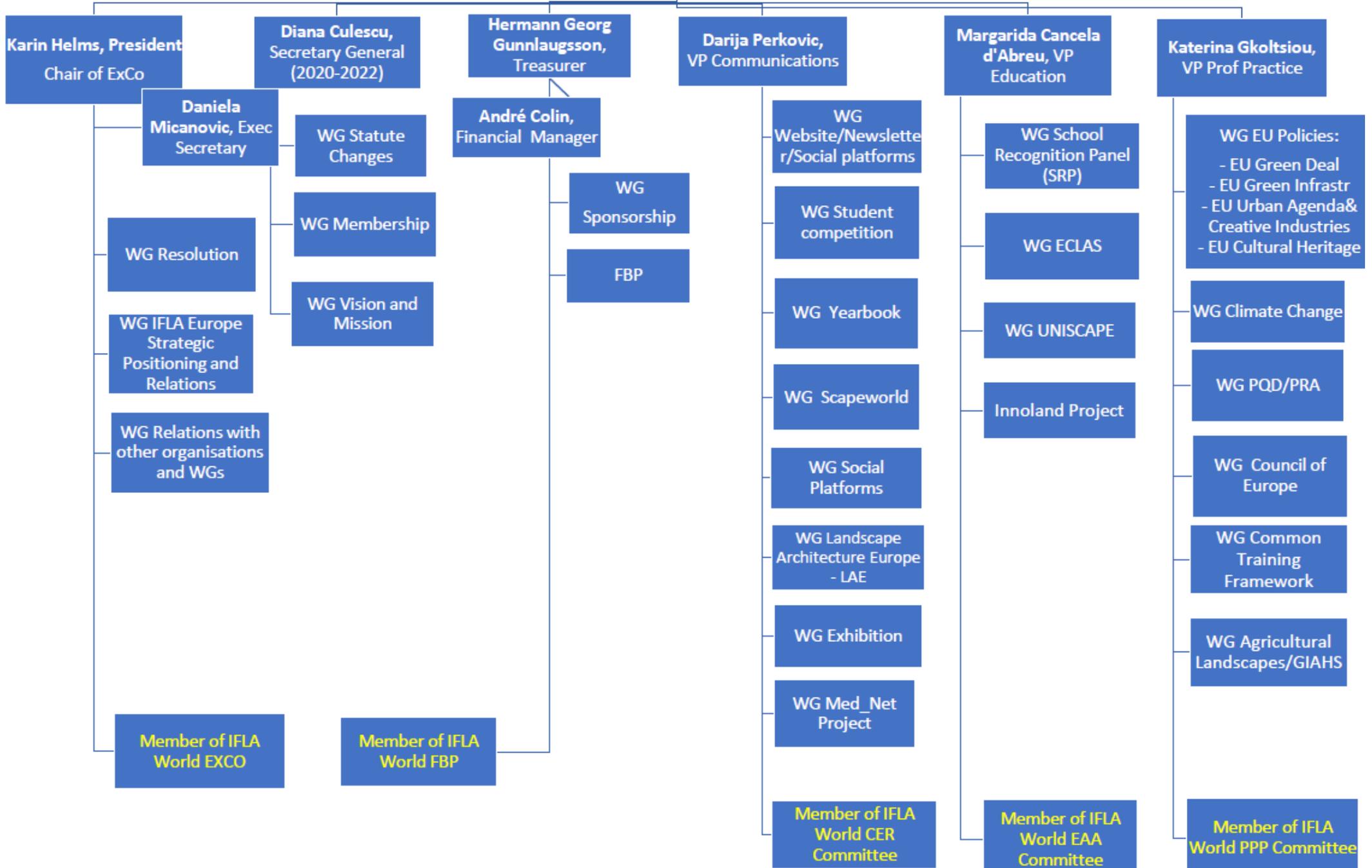
André Colin, Financial Manager, Belgium



Daniela Micanovic, Executive Secretary,
Belgium/Bosnia and Herzegovina



**IFLA EUROPE Executive
Council
2019-2021**





IFLA Europe Executive Council 2019 - 2021

Karin Helms, President

president@iflaeurope.eu

Hermann G. Gunnlaugsson Treasurer

treasurer@iflaeurope.eu

Darija Perkovic, Vice President Communications

vpcommunication@iflaeurope.eu

Margarida Cancela d'Abreu, Vice President Education

vpeducation@iflaeurope.eu

Katerina Gkoltsiou, Vice President Professional Practice

vppractice@iflaeurope.eu

Diana Culescu, Secretary General **2020-2022**

sgeneral@iflaeurope.eu

André Colin, Financial Manager

finance@iflaeurope.eu

Daniela Micanovic, Executive Secretary

secretariat@iflaeurope.eu

VIII KEY TASKS OF IFLA EUROPE DELEGATES

IFLA Europe Delegates, definition, powers and duties are regulated by Article 3 of - [IFLA Europe Regulations](#).

1. Delegates are expected to function as effective *liaisons* between IFLA EUROPE and their National Associations and to that purpose should ensure that the proceedings and decisions made at the General Assembly will be fully and properly reported to and understood by the relevant people within their own National Association. They should be fully briefed by their professional body in order to represent the views of the National Association at any specific Working Groups or IFLA EUROPE meetings or General Assemblies.
2. Delegates are expected to participate actively in the work of **IFLA Europe General Assembly**. Each member/National Association has two votes: one vote for Delegate and one vote for a President of a National Association. In case a Delegate is not able to participate in the General Assembly, he/she can give its proxy duly signed by the National Association to another participating IFLA Europe Delegate. In voting for IFLA Europe issues, each Delegate can carry only one more vote/proxy of a Delegate who is not able to participate in the physical General Assembly.
3. Prior to **General Assembly** meetings the Delegates should ensure that they are fully briefed by their National Association or previous Delegate to represent the Association or the appropriate committee of the Association so that its views shall be properly represented. All documents and Executive Council officers' reports for the General Assembly must be provided 2 months in advance and Delegates are kindly asked to read them and send any questions they might have one month in advance of the General Assembly. All documents are available in designated Dropbox for that year's General Assembly.
4. Delegates are expected to assist in the regular distribution of IFLA EUROPE News and other correspondence to association members, allied professional associations and other interested



groups. These can be circulated through your association's database or personally. They will be expected to ensure that any **publications and activities** of IFLA EUROPE throughout the year are disseminated within the Associations they represent. Delegates will be expected to **promote** IFLA EUROPE on their website, on their social media platforms and other means of communications and to regularly update their National Associations about IFLA Europe activities.

5. Delegates are expected to **provide information** to the Secretariat related to their activities and provide information and materials for IFLA Europe Newsletter, website and other communication channels and disseminate IFLA Europe news among members and update IFLA EUROPE on developments and priorities of your Member Association that can be used and promoted in on IFLA Europe website <https://iflaeurope.eu/index.php/site/news> in monthly IFLA Europe Newsletter <https://iflaeurope.eu/index.php/site/newsletters> or on IFLA Europe social media platforms:

[IFLA Europe Facebook](#)

[IFLA Europe LinkedIn](#)

[IFLA Europe Instagram](#)

[IFLA Europe Twitter](#)

[IFLA Europe Youtube](#)

Delegates shall distribute other IFLA EUROPE information for the benefit of particular sectors of the profession to their colleagues in practice, so that all association members are aware of IFLA EUROPE activities and can participate.

6. Delegates are expected to participate in **Working for All events** on behalf of IFLA Europe and own National Association. **Working for All** protocol was initiated to strategically activate our member representatives across Europe to make our Federation more dynamic and participative. If possible, attendance should be provided by a member of the National Association who is geographically close to the event and familiar with the issues being discussed. Upon completion of event, NA/IFLA Europe representative is kindly required to prepare a short report back so that we know what has happened and their personal opinion of it. This report will be a part of annual Working for All protocol report that is disseminated among the National associations and will be presented to the General Assembly. This is a very important part of the function of the national associations and ensures we are visible at many events that we would otherwise not be able to attend due to the constraints of both time and cost.
7. Delegates are expected to **promote IFLA Europe Student and Young Professionals' Competition** among their members, Universities and other organisations and encourage participation.
8. Delegates are expected to commit themselves to serve on the Assembly for not less than three (3) years other than in exceptional circumstances, as by experience it takes a certain time to become sufficiently acquainted with issues and proceedings of the Federation to become fully effective.
9. Delegates are expected to **participate actively in the work** of IFLA EUROPE. This may involve additional meetings, but is more likely to be achieved by electronic communication. The Executive Council and the Working groups will identify and elaborate projects and action. Each Delegate is expected to participate, and if necessary, lead such actions and projects throughout their period of office. All Working Groups in which Delegates may participate are noted in IFLA Europe Organigramme (page 7).



10. Each Delegate should according to IFLA Europe Regulations be a member of at least one of the **IFLA Europe Committees** (Communication, Education and Professional Practice) and participate in at least in one **Working Group** or project identified within the Strategy and Action Plan. Delegate should encourage all members within their National Associations to become involved and engaged with the effective and efficient implementation of **IFLA Europe** projects identified within the Strategic and associated Action Plan(s).
11. In addition to their own participation in Working Groups, Delegates will be asked to recommend and **encourage colleagues from their own National Associations** who have special expertise or interests to become involved in the work of the Federation as co-opted members of the committees or working groups. This might alternatively be with a view to providing a succession of representatives. Some associations have indicated the availability of material assistance by the associations themselves and a delegate might be the most appropriate person to co-ordinate this. As per IFLA Europe Statutes, any other member of the National Association can be a member of IFLA Europe Working Group.
12. Delegates are expected to **bring to the attention** of the Secretariat, the Executive Council and the General Assembly **any specific problems relating to education and practice that affect their National Associations and its members**. Where appropriate, the help of the IFLA Europe should be requested to help resolve these problems.
13. Delegates are expected to contribute and promote to **IFLA Europe** activities, aims and objectives and act as an ambassador for **IFLA Europe** and the profession. Help define, establish, contribute to, reinforce and promote all **IFLA Europe** policies identified within the **Strategic and associated Action Plan(s)**;
14. Each year there is a specific **topic for the annual General Assembly, IFLA Europe Resolution, Pecha Kucha, Youth Competition and the Yearbook**. Delegates are expected to prepare Pecha Kucha and Abstract for the General Assembly in which they will present in a form of ppt slides (pecha kucha – Japanese ‘chit-chat’) expressing their views, experiences or examples related to the current General Assembly topic. Pecha Kuchas are presented at the beginning of General Assembly and together with the abstract are used for **IFLA Europe Yearbook**. Previous editions of Pecha Kucha can be found on **IFLA Europe** website <https://iflaeurope.eu/index.php/site/pecha-kucha-page/C27> together with **IFLA Europe** Yearbook https://www.iflaeurope.eu/assets/docs/ifla_print.pdf.
15. Each Delegate **must** ensure that **IFLA Europe fees** are paid in a timely manner by their National Association.
16. Delegates are expected to encourage appropriately established landscape schools to apply for **IFLA EUROPE recognition of their landscape architectural courses**. Please note that there is only **IFLA EUROPE recognition** at the European level and not IFLA recognition at global level.

IX GENERAL ASSEMBLY MEETINGS

Delegates are expected to attend the annual **IFLA Europe General Assembly** meeting as a representative of their National Association.



In case of Delegates not being able to attend the General Assembly, he/she should forward their apologies to the Secretariat and give their proxy to the Delegate of another member of his/her Association who will be attending the General Assembly to help ensure a quorum and to represent the issues of non-participating National Association. Please ensure that you give clear instructions to your proxy on how the voting should be done or what issues if any need to be raised. A Delegate cannot give his/her vote to any member of the Executive Council.

Presidents of National Association can participate in the General Assembly meeting and can have one vote. A President of any IFLA Europe member Association can be represented in the General Assembly by a member of the Executive Council or by another representative, personally designated, of the association in question.

In the above cases, written instruments of **proxy**, signed by the President or an authorised representative of the member associations in question, are to be received either before or at the start of the meeting. Each Delegate **can hold only a single instrument of proxy**. Any instrument of proxy is valid only for a single meeting. Each voting member is allowed one vote each.

Each Delegate is allowed only one additional proxy vote – meaning each Delegate can only represent one additional non-participating Delegate.

An association may send an Observer or Observers – the same Declaration form is to be used. The Observer does not have voting rights. Approval of the attendance of Observers is granted by the General Assembly at the start of the meeting. Observers do not have speaking rights unless specifically invited to do so.

Delegates should register for the General Assembly meeting promptly in order to help Executive Secretary plan for expected attendance and make necessary accommodation arrangements.

General Assembly papers are circulated, along with the agenda **two months before the General Assembly meeting**. Delegates are expected to read all material, to discuss any relevant matters with their association, send request for information or clarification (if any) **one month** before the General Assembly. The decisions of the General Assembly will be recorded in the form of draft written minutes taken at the time of the meeting and circulated electronically no later than two months following the meeting to all IFLA Europe members for review and comments.

General Assembly meetings should always take place over two days and are organised every **3rd weekend of October** (as agreed at the General assembly in Oslo 2014), also to coincide with the Council of Europe **International Landscape Day** and the signature of the European Landscape Convention.

If Delegates have any special dietary needs, they should let the IFLA Europe Executive Secretary know in advance of the meeting so that necessary provisions can be made.



The meeting is chaired by the **IFLA Europe President and the members of the Executive Council**. Each Delegate has speaking rights. The length of time a Delegate may speak may need to be restricted to, for example, 3 minutes, to permit time for all Delegates to participate.

Minutes of the meeting are taken by Executive Secretary and forwarded to Delegates after the meeting, for their approval or modification if needed, within two months as specified in the Statutes.

New Delegates are encouraged to contact other Delegates and liaise with previous Delegates where relevant so that they are comfortable and informed when they take part in the meeting. ³

X TRAVEL, HOTEL ACCOMMODATION AND REIMBURSEMENTS

The Secretariat shall make hotel reservations prior to the General Assembly in order to secure financially beneficial rates and plan for attendance expectancy based upon estimated numbers of elected officers and other eligible members (or their representatives) attending the General Assembly.

Delegates need to confirm participation and purchase travel tickets at least 3 months in advance in order to obtain optimal prices. Each Delegate is entitled to a reimbursement of return flight ticket from their NA place of residence in economy class.

Each Delegate is entitled to **reimbursement of 2 nights' hotel accommodation (bed and breakfast)** at the hotel pre-determined by IFLA Europe after discussion between the National Association organising it and the Executive Council. Delegate may look for alternative accommodation at her/his own choice in the vicinity of the General Assembly venue but the price cannot exceed the amount predetermined by IFLA Europe Secretariat.

Delegates (or their representatives) choosing to stay elsewhere other than the selected hotel choice will be reimbursed to a maximum of the cost per night of the chosen hotel following the submission of the electronic copies of paid receipts accompanied by the appropriately completed electronic '**IFLA Europe Expenses Claim Form**' (available from Secretariat and in the General Assembly Dropbox).

XI IFLA EUROPE ELECTIONS

Rules regarding the elections are dealt with in Section V - Governance and Administration. In addition, it should be noted that the Executive Council officers cannot be voting representatives in office of **IFLA Europe** members.

Members of the Executive Council shall be eligible for re-election to the same mandate for a maximum of one further two-year term of office. Members of the Executive Council no longer in force in accordance with Article 21.6 are eligible for election to any other office on the Executive Council.

Executive Council Officer	Elected period	New Election due
Secretary General	2020-2022	2022

³ Section X, IFLA Europe Statutes, Functioning of the General Assembly



Executive Council Officer	Elected period	New Election due
President	2019-2021	2021
Treasurer	2019-2021	2021
VP Communications	2019-2021	2021
VP Education	2019-2021	2021
VP Professional Practice	2019-2021	2021

XII LIST OF KEY DOCUMENTS

(available from Executive Secretary and /or on IFLA Europe website)

1. [IFLA Europe Statutes](#)
2. [IFLA Europe Regulations](#)
3. [IFLA Europe Code of Ethics and Professional Conduct.](#)
4. [IFLA Europe Charter on European Landscape Architect](#)
5. Corporate Social Responsibility
6. Financial and travel regulations for IFLA EUROPE Executive Council Officers and members of Working Groups
7. [IFLA Europe Resolutions](#)
8. General Assembly Declaration and Proxy Form: Provided annually prior to the General Assembly
9. Working for ALL Report back template
10. IFLA Europe letterhead
11. IFLA Europe Power Point Presentation Template
12. Agenda of the Year

XIII LIST OF ACRONYMS AND ABBREVIATIONS

ACE	Architects' Council of Europe
BGI	Blue Green Infrastructure
CoE	Council of Europe
CDCPP	Steering Committee for Culture, Heritage and Landscape CoE
HEREIN	European Cultural Heritage Information Network CoE
EC	European Commission
EU	European Union
ECLAS	European Council of Landscape Architecture Schools
ELASA	European Landscape Architecture Student Association
ECTP	European Council of Spatial Planners
ELC	European Landscape Convention
ExCO	IFLA Europe Executive Council
ENQA	European Association for Quality Assurance in Higher Education
GI	Green Infrastructure
GA	General Assembly
ILO	International Labour Organisation
LAE	Landscape Architecture Europe
NA	National Association
UNESCO	United Nations Education, Scientific and Cultural Organisation
WHO	World Health Organisation
WG	Working Group