



WFTO Europe's Biennial Conference and AGM 2-4 June 2016

Draft Programme

Special guest: Mrs. Basma Barham, President of WFTO Africa and Middle East and Director of International Relations at Holy Land handicraft Cooperative Society in Beit Sahour. Mrs. Barham will attend the entire WFTO-Europe Biennial Conference and Annual General Meeting (AGM).

Day 1, Thursday, June 2

10.00-12:00 **Registration and check-in of participants**

Participants are asked to arrive before lunch and register at the conference welcome desk before 13:00.

12.30-14:00 *Lunch*

14:00-14.30 **Opening of the Conference and Welcoming Speech**

Aim: opening of the Conference, Program presentation, and current key Fair Trade issues from WFTO-Europe perspective.

14:30-14.50 **WFTO-E network 1: state of current affairs (membership, office situation, working areas)**

Aim: to get a better view on who we are as WFTO-Europe office and Board before starting the discussion on the Conference issues.

14:50-15.40 **WFTO-E network 2: our identity**

Aim: to introduce each other, who is part of the network and why.

15.40-16.10 *Coffee break*

16:10-17:15 **Plenary Session 1:**

- Challenges and expectations towards WFTO and WFTO-E according to members' perspectives (50')

Aim: in preparation to the following session: to brainstorm with the participants regarding the current challenges that FT actors are facing, and consequently the role of WFTO Global and Europe.

- Short presentation of the WFTO-Europe and Global Strategic Plan process/timing (15')

17:15-18:45 **Workshops Session 1: Members expectations regarding WFTO-Europe's goals and vision**

Aim: based on the plenary session 1 and the main topics that will be discussed in the following day: to let members share what are the main challenges they face per area as well as their expectations towards WFTO-Europe.

19:00-20.00 *Dinner*

20:00-22.00 **Networking and "Side events"**

Aim: to give the opportunity to the participants to do networking or to deepen some specific topics in self-organised groups.(All the members are invited to communicate beforehand



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whether they want to organise a side event. New Members are particularly encouraged to present their own organisation.)

Day 2, Friday, June 3

07:00-08:15 Breakfast

08:15-08:45 Transfer to GEPA Office, Wuppertal (*with the bus shuttle*)

09:00-09:45 **Welcome from GEPA and visit to GEPA's showroom**

09:45-10:30 **Plenary Session 2: The Fair Trade movement in Germany** (Presentation of GEPA and German FTOs/networks)
Aim: to share with the participants the experiences and "best practices" of Fair Trade actors in Germany

10:30-13:00 **Plenary Session 3: WFTO Global main topics**
Aim: WFTO Global President, WFTO-Europe representative in the Global Board and WFTO Chief Executive to present and debate the draft WFTO Global Strategic Plan, as well as the current key issues and related 'Global' documents/topics (e.g. Charter of FT Principles, Guarantee System implementation, Committees/Working Groups...)

Coffee Break included

13:00-14:00 *Lunch*

14:00-14:45 **Plenary Session 4: Fair Trade Visions from Africa and Middle East, by President WFTO Africa & Middle East**

14:45-16:15 **Workshop session 2: WFTO-Europe and Global Strategic plan (deepening some "strategic issues")**
Aim: bearing in mind the discussion in the plenary session 2, members will be invited to choose between the 3 following workshops focused on key European and Global strategic topics and to collect proposals/feedback on how to improve the European and Global strategic plan:

Workshop A: Advocacy and Campaigning + Fair Trade Towns Campaign (FTTC)

Workshop B: Charter of FT principles

Workshop C: Global topics (Global WG and Committee)

Format: members will be invited to choose among 3 workshops and to report in plenary in the last 30 minutes.

16.15-16.30 Coffee break

16:30-18:00 **Workshop session 3: WFTO-Europe and Global Strategic plan (deepening some "strategic issues")**
Aim & Format: as above



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Workshop A: Guarantee System
Workshop B: Domestic FT
Workshop C: Fair trade Retailers Standard

18:00-18:45 Transfer to Conference venue

19:00-20:00 *Dinner*

Evening **Free** (participants will be free to visit Wuppertal)

Day 3, Saturday, June 4

07:00-09:00 Breakfast

09:00-10:30 **Plenary Session 6: Towards a more representative WFTO-Europe strategic plan**

Aim: to check possible convergences or disagreements regarding the topics discussed the previous days (and particularly on the 2nd day Workshop sessions), and how to include/consider them to "update/change" the draft WFTO-E Strategic Plan.

10:30-11:00 Coffee Break/ **Opening of the AGM Registration desk**

11:00-13:00 **Plenary Session 7: The WFTO-Europe 2016/18 Strategic Plan (to be adopted in the 2016 following AGM) and feedback on the WFTO Global Strategic plan**

Aim: to wrap up the discussion of the previous session, by agreeing on some amendments to the draft WFTO-Europe strategic plan to be presented and voted in the following AGM. To agree on eventual amendments to present to WFTO regarding the WFTO Global strategic plan.

13:00-14:00 *Lunch*

14:00-14:45 **Opening of the AGM**

14:45 17:00 **AGM discussion and voting (see specific Agenda)**

Aim: to present, debate and vote all important issues regarding WFTO-Europe, including minutes from previous AGM, Accounts 2015, budget, Strategic Plan 2016-18 and others.

17:00-17:30 **Closing of the AGM** (if possible also before)

18:30-19:30 *Dinner*

Day 4, Sunday, June 5

07:30-09:00 Breakfast

Before 10:00 Check-out of participants (return room keys)



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Conference Fee and Registration

The normal registration fee is **480€ per participant**. A special fee of **440€** will be offered to participants registering early (that is, those who register and pay his/her fee until the 28th of March). Deadline for registration is **28th of April**, 12:00 CET (Central European Time).

This **fee already includes**: the conference registration fee (human resources, organisational costs, conference venue and materials, etc.), accommodation for 3 nights (check-in on the 2nd of June; check-out on the 5th of June) in a double room (shared or not, as you wish and according to availability), meals during 3 days (breakfast, lunch and dinner) and coffee breaks.

It does **not include** transportation costs (namely from/to nearest train station); drinks at the bar; extra nights; or other costs not explicitly indicated as included.

ADDITIONAL COSTS: WORLDSHOPS ASSOCIATIONS MEETING (2nd of June, 9.00-12.00)

In addition to the Conference topics mentioned in the programme above, the WFTO-Europe Committee on Retailers and Worldshops will organise a side meeting in the morning on the 2nd of June from 9.00 to 12.00. Although this meeting is particularly dedicated to worldshops and Retailers National Networks or organisations, everyone is welcome to attend as well.

The additional costs for the participation in this meeting is of **80€ per participant**. *As you can see in the table below*, this cost will cover the accommodation and meals for the extra night (the 1st of June). *Please note that the extra sum has to be paid together with the registration fees.*

Wednesday, June 1	Afternoon: Check-in World shops Associations representatives 18:00–19:30 Dinner
Thursday, June 2	07.00-09.00 Breakfast 09.00-12:00 Worldshops Associations meeting 10:00-11:00 Coffee break

FYI: If you plan to stay less than 3 nights, please consider the following additional fees options:

Number of Days/Nights	Registration Fees	Deadline to register and pay
1 day without accommodation	120€ (per day)	28th of April, 12:00 CET
2 days/1 night	320€	28th of April, 12:00 CET
3 days /2 nights	440€	28th of April, 12:00 CET

For administrative reasons the complete registration fee has to be paid in advance.

Your registration is confirmed only after receiving your advance payment.

(For short-term cancellations you may be requested to cover the costs of cancellation).

Advance payment has to be sent to the following bank account (please, where possible indicate as reference '**AGM**' plus the **last name of the person(s)** for which you are paying the fee; ex: 'AGM Smith'):

WFTO-Europe Bank details

Name of account holder: WFTO-Europe asbl
Bank: TRIODOS Bank
Address: Rue Haute 139/3, 1000 Brussels, Belgium.
Account nr: 523-0440132-21
BIC/SWIFT code: TRIOBEBB
IBAN nr: BE17 5230 4401 3221



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Note: This Conference information package will be updated as necessary ahead of the Conference. We will send all registered participants the updated version.

To register for WFTO E's Conference & AGM 2016, click: <http://goo.gl/forms/nCHBSNnx3b>

Conference venue

The conference venue is the **International Evangelical Conference Centre**, located in Wuppertal-Barmen (Germany). The full address and general contacts for the Centre are:

Internationales Evangelisches Tagungszentrum Wuppertal GmbH

Missionsstraße 9

42285 Wuppertal

Germany

Tel: +49 (0) (2 02) 28 36 3-0

Email: info@aufdemheiligenberg.de

Website : www.aufdemheiligenberg.de

How to arrive

A map is available here: <http://bit.do/bLh5y>. The information below is intended to help you arrive at Wuppertal, but please bear in mind that it is your responsibility to verify journey times and prices.

By plane	(from Airport Düsseldorf):	<ul style="list-style-type: none"> • Take a taxi to Wuppertal, Missionsstraße 9 or • Take the train (S-Bahn) S7 direction Solingen Ohligs, get out at Düsseldorf Main Station (HBF – Hauptbahnhof), there you have to take RE 8121 direction Hamm Main-Station or any train type S, RE or RB direction Wuppertal, Hagen, Hamm or Dortmund, get out at Wuppertal Main Station (HBF), there you could take a taxi to Missionsstraße 9 or the bus (look after point 1). Find your timetable at http://www.db.de/ > English.
	(from Köln airport):	<ul style="list-style-type: none"> • Look up your train connection on www.db.de > English Start: "Flughafen Köln/Bonn Terminal 1/2" Destination: "Wuppertal Hbf" • You have to change trains in "Köln Hbf" or "Köln Messe/Deutz"
By train/bus	(from Wuppertal Elberfeld, Hauptbahnhof, Main-station):	<ul style="list-style-type: none"> • From platform 1 section F (not section A), follow the yellow "city" signs and take the new provisional pedestrian bridge to the city center Elberfeld. After taking the stairs or the elevator down, turn left onto "Schlossbleiche", follow for 100m and turn right onto "Wall". After 200m, you find the bus station on the right side, take bus line no. 643 "Kirchliche Hochschule" to the final stop. On weekdays, the bus runs from ca. 6 am to ca. 9 pm every 20 minutes. The final stop is located on the premises of the Tagungshaus.
By car		<ul style="list-style-type: none"> • Motorway A 46, Exit 34 Elberfeld. Coming from Düsseldorf, turn right after taking exit. Coming from intersection Wuppertal-Nord, turn left after taking the exit. Direction: Elberfeld. Take the left lane immediately, turn left at the traffic light and again left at the next traffic light to "Schwesterstraße". Follow the street passing a gas station on your right and turn left at the traffic light to "Rudolfstraße". Go straight at the following traffic light, then turn right to "Gottfried-Gurland-Straße" (signpost "Internationales Evangelisches Tagungszentrum Wuppertal"). Follow the street up and take the sharp turn right. You search the parking lot after ca. 300m.