

## MINUTES

prepared at the General Assembly meeting of the **Central European Service for Cross-Border Initiatives** (CESCI).

Venue of the Assembly: online, agenda proposals initiated from the CESCI-office (Újpesti rakpart. 5. III/12.)

Starting date of the Assembly: 14 September, 2020. 10.30 a.m.

Participants of the online Assembly: see list of attendees attached at the end of the minutes.

**Online identification of attendees for the meeting took place between 10.00 and 10.30.**

Dr. Tamás Tóth, Chairman opened the session at 10.30 a.m., welcomed the participants, and stated that the number of Assembly members present online and duly represented was **29** at the time of the opening (*3 additional members had joined the online meeting up until the first vote*), thus the General Assembly had a quorum. The Chairman then outlined the main rules of the online meeting:

- according to the relevant legislation, the minutes of the online meeting are signed by the presiding officer (Chairman), therefore no keeper of minutes and attestor of minutes are elected;
- the General Assembly decides by an open vote or by simple majority, except for the election of office-holders, when a three-quarters majority of the members present is required, with votes being cast openly for members of the Board and secretly for members of the SB;
- after the presentation of agenda items, voting on all draft proposals listed in the agenda will happen using the e-voting forms which are accessible through links provided by CESCI.

Afterwards, the Chairman outlined the proposed agenda items, and as there were no amendments or comments, he asked the members to vote.

### Result of voting:

Yes: 32

No: 0

Abstained: 0

### **General Assembly Resolution No. 1/2020 (IX. 14.)**

**The General Assembly of Central European Service for Cross-Border Initiatives approves the following agenda:**

- 1. Annual reports**
  - 1.1 2019 report of CESCI
  - 1.2 2019 report of the Board
  - 1.3 2019 report of the Supervisory Board
- 2. Membership and office-holder matters**
  - 2.1 Departure of a member
  - 2.2 Admission of new members
  - 2.3 Election of new office-holders
- 3. Amendment of regulations**
- 4. Approval of the work plan and budget for 2020**
  - 4.1 Work plan
  - 4.2 Budget
- 5. Joining the European Cross-Border Citizens' Alliance**
- 6. AOB (Chair's honorarium)**

**Deadline: effective immediately**

**Responsible: Chairman**

*(Note by the presiding Chairman, who edited the minutes, on the number of participants in the votes: From the opening and till the closing of the General Assembly, the 29 identified members and member representatives were joined by 5 more members during the online General Assembly, including Zoltán Szögi, a new member (he only became eligible to vote from the 3rd agenda item). **Due to technical problems experienced by several participants**, not all members who joined the meeting were able to vote on all agenda items, therefore the number of voters varied for each item, but the number of "Yes" votes required to adopt the resolutions was obtained in every case).*

### **Agenda Item No. 1: Annual reports**

#### *1.1 Annual report (CESCI), (submitted by: Gyula Ocskay, Secretary General)*

The Chairman asked the Secretary General to put forward the proposal.

The Secretary General welcomed the participants. He noted that the online meeting was not the most suitable solution to accommodate the General Assembly and he hopes the next meeting will be held in person again. Regarding the distributed material, his report only dealt with the most significant developments, which were the following:

- one of the highlights of last year was the 10th anniversary of CESCI, commemorated by a two-day celebration that attracted more than 150 visitors from all over Europe, even from Japan, to Budapest, and CESCI was honoured by the presence of renowned experts, high quality presentations, and high level professional discussions;
- the last two years have seen significant progress on the issue of Eastern partnership, partly due to the support of CESCI Carpathia, as follows:
  - a) the launch of the Košice Platform: the cooperation of experts working on the Eastern Partnership has begun thanks to the platform, and their joint proposal has already been incorporated into the new EU policy documents on the future of the Eastern Partnership;
  - b) strengthening the cooperation: targeting Ukraine and the Caucasus region. In Ukraine, assistance was provided at local level through a leadership training academy organised in cooperation with the Tisza EGTC (with alternating training locations in Transcarpathia and Hungary), involving Ukrainian local municipality leaders from Ukraine; and furthermore, an international conference and a book presentation took place in Berehovo (the volume covers the legal framework for cross-border cooperation, and does it so well that a strategic cooperation agreement was signed between the National Academy of Sciences of Ukraine, the Faculty of Law of the Uzhgorod National University, and CESCI);
  - c) European dimension: under the leadership of MOT, CESCI has been involved in the preparation of a study (the EIB asked for expert input on how to financially support developments in border areas);
  - d) legal accessibility: identifying and analysing legal obstacles concerning the border area, taking part in the implementation and evaluation of B-Solutions projects;
  - e) macro-regional dimension: active role in the Danube Strategy; in this part of Europe there is a complex network of borders due to the small size of the countries, a source of conflict, which CESCI has proposed to resolve:
    - regarding the V4, a legal accessibility handbook (taking into account the Nordic Council model) was written last year, and a Czech-Slovak-Polish ambassadorial meeting on the subject is expected to take place this year, in cooperation with the Ministry of Foreign Affairs and Trade;
    - a new tool was introduced in the Slovak-Hungarian INTERREG programme (Territorial Action Plan for Employment, TAPE), which allows applicants to apply with several project plans as a package; nine action plans were selected, and only four of them will receive professional support from CESCI;
  - f) national dimension: the first tangible results of the legal accessibility project launched in 2016 can be seen in the cooperation between rescue services: we can expect a cooperation between Hungary and Austria and between Hungary and Slovakia, based on the existing model already in place at the Czech-Austrian border;

- g) cross-border public procurement: almost all legal problems in cross-border cooperation are due to differences in the content of public procurement procedures between the countries concerned; we have made proposals regarding this issue with the help of an expert;
- h) supporting the Hungarian EGTCs: providing legal advice, preparing thematic maps, participating in the organisation of EGTC workshops, and currently developing an information e-base on Hungarian EGTCs;

Details of the projects can be found on CESCO's website.

The needs of members remain important, and they were supposed to be visited by the Secretary General in the first quarter of this year (to discuss future cooperation), but only two such visits were possible due to the virus outbreak.

From a financial point of view, the association earned an exceptionally high income last year, although much of it came in the form of state subsidies or tenders, and only a lesser degree was commercial income. On the expenditure side, we managed to keep costs low, thus equity increased. Our goal in the future is to become independent of budgetary subsidies as soon as possible.

No questions were raised on the report. The Chairman indicated that the passing of the annual report and the annex of public-benefit activity was supported by the Supervisory Board and the Board as well.

### 1.2 Annual report (Board), (proposal by: dr. Tamás Tóth, Chairman)

The Chairman presented the 2019 Board report, highlighting the topic of the recognition of the European Institute of Cross-border Studies as an independent legal entity, and the problem of reorganisation concerning the number of members in the Board.

There were no questions or comments.

### 1.3 Annual report (SB) (proposal by: Kálmán Nagy, SB president)

As Kálmán Nagy, President of the Supervisory Board, was unable to attend the meeting due to technical difficulties, the Chairman asked the Secretary General to present the annual report of the Supervisory Board.

There were no questions or comments. The Chairman asked the members to vote.

#### Result of voting (CESCI report):

Yes:	31
No:	0
Abstained:	0

#### **General Assembly Resolution No. 2/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives approves the non-profit association's annual report for 2019 and the annex of public-benefit activity.**

**Deadline: effective immediately**

**Responsible: Chairman**

#### Result of voting (Board report):

Yes:	31
No:	0
Abstained:	0

#### **General Assembly Resolution No. 3/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives approves the 2019 report of the Board.**

**Deadline: effective immediately**

**Responsible: Chairman**

Result of voting (SB report):

Yes: 31  
No: 0  
Abstained: 0

**General Assembly Resolution No. 4/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives approves the 2019 report of the Supervisory Board.**

**Deadline: effective immediately**

**Responsible: Chairman**

Agenda item no. 2: Membership and office-holder matters

*2.1 Departure of a member*

The chair reported that Baranya County Council left the CESCO association on 31 May 2019. The departure proceeded according to the rules, and the former member has no financial arrears. There were no questions or comments.

*2.1 Admission of new members*

The Chairman asked the Secretary General to introduce two new individuals, both candidates for membership: Gabriella Nagy and Zoltán Szögi, who requested their admission as members of CESCO. The members of the General Assembly know **Gabriella Nagy** from earlier, as she has been an appointed representative of Komárom-Esztergom County Council on several occasions, and she also occasionally undertook the role of attestor of the Minutes compiled by CESCO.

**Zoltán Szögi** is a psychologist specialising in work and organisational psychology. He earned his degree at the Faculty of Education and Psychology at Eötvös Loránd University and the Faculty of Economic and Social Sciences at Budapest University of Technology and Economics, and also studied part-time at the Université X Nanterre in Paris. Since 1996, he has worked as an external advisor for several companies, providing recruitment, training, and organisational development services. Since 2013, he has been the CEO of EDUTUS University, where he oversees the training of cross-border cooperation specialists. He speaks French and English.

The documents required for membership have been received; there are no statutory obstacles to membership. Their admission was supported by the Supervisory Board and the Board. There were no questions or comments.

*(N.B.: of the candidates, only Zoltán Szögi joined the online General Assembly)*

*2.3 Election of new office-holders*

The Chairman indicated that the terms of office of the following office-holders were due to expire this year:

- Dr. Jože Gričar (SI), ordinary member of the Board (mandate extended by law until the present Assembly);
- Kálmán Nagy SB member/SB President, Attila Tilki SB member, István Oláh SB member (their term of office expired with the approval of the 2019 annual accounts).

Furthermore, Vice President dr. András Levente Gál has announced that he will step down as Vice President due to his increasing commitments. A new member of the Board and a new Vice President will therefore have to be elected.

The Chairman thanked them for their work during the past term.

The Chairman then indicated that both Dr. Jože Gričar and the three SB members had declared their intention to stand for re-election for the same position. Reiterating the invitation to the General Assembly, The Chairman asked members who had nominations for a Board or SB position to nominate

them now. He noted that there had been opportunity for nominations before the Assembly, but that no proposals had been received by CESCO's work organisation so far.

No nominations were made by members at the General Assembly. The Chairman then proposed Zoltán Szögi as a candidate for the position of Vice President.

Regarding the election process, the Chairman informed members that, in the absence of a face-to-face General Assembly, the election of nominating and counting committees would not take place, and that their role would be taken over by the Secretary General, and then he gave the floor to the Secretary General.

The Secretary General noted that there were two candidates for the position of members of the Board so far: Dr. Jože Gričar for the position of ordinary member of Board, and Zoltán Szögi, nominated by the Chairman, for the position of Vice President of the General Assembly, thus also a member of the Board. The candidates for the position of SB members are Kálmán Nagy, Attila Tilki, and István Oláh.

In the absence of other nominations, the Secretary General recommended to the Chairman that he ask the Assembly to elect the above mentioned persons to the positions.

There were no questions or comments. The Chairman indicated that the draft resolutions were supported by the Supervisory Board and the Board as well, then asked the members to vote. He reminded the members that

- an open vote shall be held for the election of members of the General Assembly, the Vice President and the ordinary member of the Board;
- the election of SB members is done in secret, using a special code sent to members to ensure anonymity;
- for the election of officers to be valid, three-quarters of those present and eligible to vote must vote "yes".

Result of voting (departure of a member):

Yes:	31
No:	0
Abstained:	0

**General Assembly Resolution No. 5/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives takes note of the departure of the County Council of Baranya as a member as of 31 May 2019.**

**Deadline: effective immediately**

**Responsible: Chairman**

Result of voting (admission of Assembly member, open vote):

Yes:	31
No:	0
Abstained:	0

**General Assembly Resolution No. 6/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives has decided to admit Gabriella Nagy as a member.**

**Deadline: effective immediately**

**Responsible: Chairman**

<i>There was no change in the number of voting members present at the online General Assembly, as Gabriella Nagy did not attend the meeting.</i>
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Result of voting (admission of Assembly member, open vote):

Yes:	31
No:	0
Abstained:	0

**General Assembly Resolution No. 7/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives has decided to admit Zoltán Szögi as a member.**

**Deadline: effective immediately**

**Responsible: Chairman**

<i>The number of voting members present at the online General Assembly increased by one.</i>
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Result of voting (election of Dr. Jože Gričar as an ordinary member of the Board, open vote):

Yes: 30

No: 0

Abstained: 0

**General Assembly Resolution No. 8/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives elects Dr. Jože Gričar as ordinary member of the Board for the next three years.**

**Deadline: effective immediately**

**Responsible: Chairman**

Result of voting (election of Zoltán Szögi as Vice President, open vote):

Yes: 30

No: 0

Abstained: 0

**General Assembly Resolution No. 9/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives elects Zoltán Szögi as Vice President for the next three years.**

**Deadline: effective immediately**

**Responsible: Chairman**

Result of voting (election of Kálmán Nagy as an SB member, secret vote):

Yes: 24

No: 0

Abstained: 0

**General Assembly Resolution No. 10/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives elects Kálmán Nagy as a member of the Supervisory Board for the next three years.**

**Deadline: effective immediately**

**Responsible: Chairman**

Result of voting (election of Attila Tilki as an SB member, secret vote):

Yes: 24

No: 0

Abstained: 0

**General Assembly Resolution No. 11/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives elects Attila Tilki as a member of the Supervisory Board for the next three years.**

**Deadline: effective immediately**  
**Responsible: Chairman**

Result of voting (election of István Oláh as an SB member, secret vote):

Yes: 24  
No: 0  
Abstained: 0

**General Assembly Resolution No. 12/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives elects István Oláh as a member of the Supervisory Board for the next three years.**

**Deadline: effective immediately**  
**Responsible: Chairman**

**Agenda item no. 3: Amendment of regulations**

At the Chairman's request, Dr Norbert Jankai provided information on the need to amend the old regulations and to create new ones (new teleworking and procurement regulations) as follows:

a) Reasons for amendment: to deal with legislative changes (many laws have been superseded and some thresholds values have changed), to update the cash holdings of the petty cash (increased from 100,000 HUF to 300,000 HUF due to the increased cash withdrawal fee), to make the texts more transparent (and where possible to keep only the sample documents we actually use).

b) Telework regulations: during the spring lockdown, it was established that it is possible to carry out tasks effectively by teleworking (with certain limitation), therefore, based on a management decision, the employment contract of the employees who undertake this was converted into a telework contract, while the rules applying to everyone (general provisions, devices used during remote work, codes of conduct of telework, briefing, supervision) were incorporated into a teleworking regulation (the Ministry of Innovation and Technology's amendment on teleworking was still being drafted at the time of the General Assembly, so CESCO regulations were drafted without knowledge of it, but if the new rules are adopted and affect the CESCO teleworking regulations, it is possible that minor amendments will be proposed at next year's General Assembly).

c) Procurement Policy: CESCO already had a provision on procurement in its accounting policy, but in order to properly manage the increasing number of procurement procedures and to follow the proposal for a separate policy from the Ministry supporting CESCO, a new policy has been drafted.

There were no questions or comments. The Chairman asked the members to vote.

Result of voting (amendment of regulations):

Yes: 30  
No: 0  
Abstained: 0

**General Assembly Resolution No. 13/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives approves the regulations, consolidated as amended.**

**Deadline: effective immediately**  
**Responsible: Chairman**

Result of voting (new regulations):

Yes: 30  
No: 0  
Abstained: 0

**General Assembly Resolution No. 14/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives approves the new teleworking and procurement regulations.**

**Deadline: effective immediately**

**Responsible: Chairman**

**Agenda item no. 4: Approval of the work plan and budget for 2020**

The Chairman asked the Secretary General to put forward the proposal.

Gyula Ocskay, Secretary General stressed that, in addition to what was stated in the written proposal, most of CESCO's events planned for the beginning of this year have been cancelled, and the international professional networking has also suffered a loss, as networking has lost its usual form and method. As a consequence, CESCO is facing a more modest budget this year, though the good news is that this will not affect that its equity is positive.

There were no questions or comments. The Chairman indicated that the draft resolutions were supported by the Supervisory Board and the Board as well, then asked the members to vote.

Result of voting (work plan):

Yes: 28  
No: 0  
Abstention: 0

**General Assembly Resolution No. 15/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives approves the non-profit association's 2020 work plan.**

**Deadline: effective immediately**

**Responsible: Chairman**

Result of voting (budget):

Yes: 28  
No: 0  
Abstention: 0

**General Assembly Resolution No. 16/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives approves the non-profit association's 2020 budget.**

**Deadline: effective immediately**

**Responsible: Chairman**

**Agenda item no. 5: Joining the European Cross-Border Citizens' Alliance**

At the request of the Chairman, the Secretary General presented the content of this agenda (the question was not submitted to the SB as it was not timely at that time).



The spread of the virus in 2020 not only impeded the further development of the European Single Market, but also made the daily lives of people living in border regions more difficult. To ensure that the border regions are not at a disadvantage in EU policies and national decisions, and to preserve the achievements of the last 30 years of cross-border integration, the French MOT has taken the initiative to create an alliance, also inviting the Association of European Border Regions (AEBR) and CESCO. The European Committee of the Regions (CoR) has also joined this initiative, and all those institutions and individuals who are interested in building cross-border relations have been invited via an online platform.

The declaration of the Alliance will be signed on 9 November 2020 in Paris, during the first Borders Forum organised by MOT.

There were no questions or comments. The Chairman asked the members to vote.

Result of voting (European Cross-Border Citizens' Alliance membership):

Yes:	30
No:	0
Abstention:	0

**General Assembly Resolution No. 17/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives declares its intention to join the European Cross-Border Citizen's Alliance and authorises the Chairman to sign the founding declaration of the Association.**

**Deadline for acceptance of accession: effective immediately, and for signing the declaration: at the Borders Forum in Paris, or as soon as the current epidemiological situation allows it.**

**Responsible: Chairman**

**Agenda Item No. 6.: AOB**

Under "Any other business", the proposal made by the resigning Vice-President was presented by the Secretary General (the question was not submitted to the SB as it was not timely at that time).

The Chairman of CESCO's Assembly (and also President of the association) has been working in this position since 2012, which, besides his full-time job, is not only extremely time and energy consuming, but also involves large financial commitments to projects in Hungary and abroad. He has been and is available to the association with practically no limitations, often during his family commitments. It would be unfair for him to continue to perform his duties without remuneration.

It is proposed that the Chairman would receive an honorarium once a year in recognition of his work, which is proposed to be twice the amount of the honorarium currently due to the President of the Supervisory Board. The honorarium is covered by the Association's annual budget.

There were no questions or comments, the members voted.

Result of voting :

Yes:	29
No:	0
Abstention:	1

**General Assembly Resolution No. 18/2020 (IX. 14.)**

**The General Assembly of the Central European Service for Cross-Border Initiatives accepts that the Chairman shall receive an annual honorarium, amounting to the double of the current honorarium of the President of the Supervisory Board.**

**Deadline: effective immediately, or according to the period for which the honoraria are invoiced**

**Responsible: Chairman**

The Chairman thanked the Assembly for its confidence and support for the proposal.

In the absence of any other comments or proposals, the Chairman thanked the participants for their presence in person (CESCI office) and online, and adjourned the General Assembly at 12.15 pm.

Annexes:

1. list of participants of the online General Assembly
2. technical guide for the online General Assembly

dated as above

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dr. Tamás Tóth  
Chairman of the General  
Assembly

**LIST OF PARTICIPANTS OF THE ONLINE GENERAL ASSEMBLY**

<b>I. <u>On behalf of CESCI, in person in the office</u></b>		
1.	dr. Tamás Tóth	Chairman
2.	Gyula Ocskay	Secretary General
3.	dr. Norbert Jankai	Special legal adviser
<b>II. <u>Members of the General Assembly, online</u></b>		
<b>S/N</b>	<b>Member</b>	<b>Representative</b>
1.	<b>Arrabona EGTC</b>	Tamás Németh
2.	<b>Bács-Kiskun County Council</b>	Ágota Józán, rep.
3.	<b>Banat -Triplex Confinium</b>	dr. Ágnes Tóthné Gróf, rep.
4.	<b>Angéla BaracsKayné Komonyi</b>	Veronika Dávid, rep.
5.	<b>Bauer, Rudolf</b>	Rudolf Bauer
6.	<b>dr. József Benedek</b>	József Benedek
7.	<b>Békés County Council</b>	Anikó Nagy-Szöllősi, rep.
8.	<b>Veronika Dávid</b>	Veronika Dávid
9.	<b>Gate to Europe EGTC</b>	Apor Kovács
10.	<b>dr. Zsuzsanna Fejes</b>	Zsuzsanna Fejes
11.	<b>Attila Gombi</b>	Veronika Dávid, rep.
12.	<b>Gričar, Jože</b>	Gričar, Jože
13.	<b>Government of Győr, city with county rights</b>	Tamás Németh, rep.
14.	<b>Győr - Moson - Sopron County Council</b>	Ferenc Ivanics, rep.
15.	<b>Judit H. Kovács</b>	Veronika Dávid, rep.
16.	<b>Ister Granum EGTC</b>	Péter Nagy
17.	<b>dr. Gergely Kincses</b>	dr. Gergely Kincses
18.	<b>Komárom - Esztergom County Council</b>	Balázs Steindl, rep.
19.	<b>Attila Makai</b>	Veronika Dávid, rep.
20.	<b>Government of Mátészalka</b>	dr. Mónika Vizler, rep.
21.	<b>Government of Mórahalom</b>	dr. Ágnes Tóthné Gróf, rep.
22.	<b>Mura Region EGTC</b>	dr. Dezsőné Árpád Nagy, rep.
23.	<b>Nógrád County Council</b>	Roland Sándor, rep.
24.	<b>Nyíradony Város Önkormányzata</b>	Apor Kovács, rep.
25.	<b>Pannon EGTC</b>	Katalin Kószó Dudás, rep.

26.	<b>Pons Danubii EGTC</b>	Zoltan Bara
27.	<b>Government of Püspökladány</b>	Ferenc Vadász, rep.
28.	<b>Rába-Duna-Vág EGTC</b>	Ema Vasiová
29.	<b>Hungarian Regional Science Association</b>	András Ricz
30.	<b>István Szabó</b>	István Szabó
31.	<b>Szabolcs - Szatmár - Bereg County Council</b>	Brigitta Majorné László, rep.
32.	<b>dr. Péter Szegvári</b>	dr. Péter Szegvári
33.	<b>Zoltán Szögi (new member, eligible to vote after 3. agenda item)</b>	Zoltán Szögi
34.	<b>Vas County Council</b>	Péter Balázs, rep
<b>III. <u>Not a member of the General Assembly, but an office-holder, online</u></b>		
	dr. András Levente Gál	Vice-President

## **Technical guide for the online General Assembly**

### **Technical description of the online Assembly**

The online Assembly was held on [Google Meet](#). Participants could join the meeting both on a PC and a smartphone. To connect on the PC, all members and their representatives needed was a computer with a working internet connection, a microphone, and an internet browser. The primarily supported browsers included Google Chrome, Firefox, and Microsoft Edge. Microsoft Internet Explorer (IE) and Safari required the installation of an add-on. To connect on smartphone, those wishing to join the meeting needed to download the Google Meet app, available on Android and iOS devices as well.

A link to join was sent to members in advance to the online General Assembly, as well as a short technical guide and a so-called member ID code, which participants had to use during registration to prove their eligibility to participate. The information was sent in Hungarian for Hungarian members and in English for foreign members.

The Assembly opened at 10:00 a.m. with a so-called technical time slot. This time slot for joining lasted until 10:30 a.m. During this time, members / representatives of members had the opportunity to comfortably check in and resolve any technical difficulties. Members / representatives of members had to open the link to join, previously sent to them by email, and click the “Join” / “Request to join” button. The requests to join were approved by a colleague of CESCO’s work organisation, who welcomed the members joining the meeting. In the information sent out in advance, it was indicated that the online broadcaster system may ask members to authorise the use of their microphone and webcam.

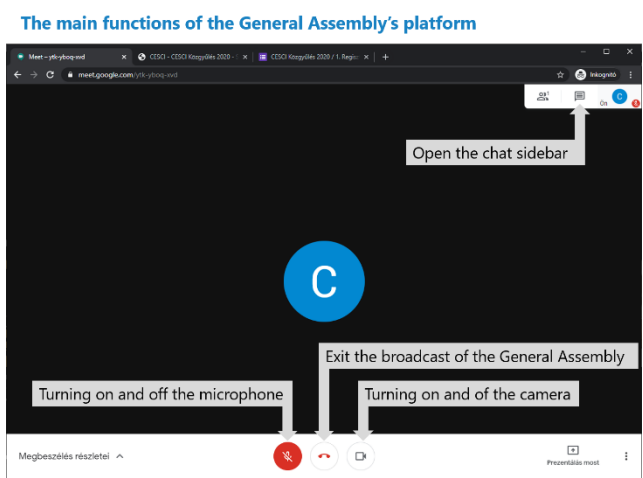
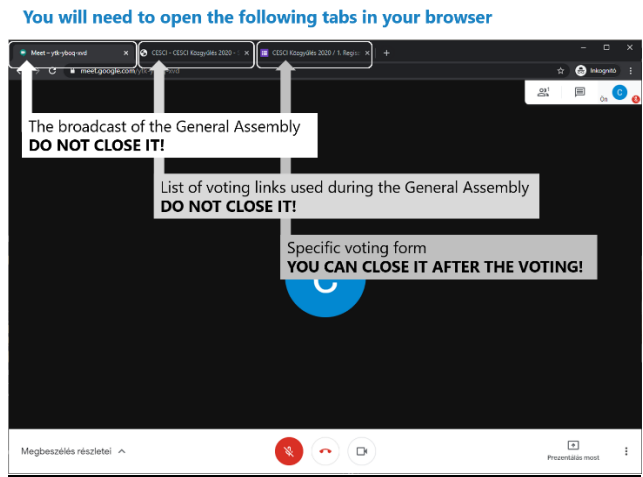
The following preliminary information on communication during the General Assembly was given to the members / members' representatives:

- To reduce background noise, we asked everyone to turn off their microphones when they join the meeting and to turn them on only when the Chairman of the Assembly asks them to do so or they have something to say. To improve the quality of the broadcast, Assembly members were asked to turn off their webcams during the meeting.
- Though the participants’ microphones could be muted by the organisers, only the participants themselves could turn on their microphones for privacy reasons. The microphones could be turned on and off by clicking on the microphone icon at the bottom of the window.
- If the participants wanted to comment, they could signal it in the chat sidebar or by responding verbally to the question posed by the Chairman.

The online meeting was automatically recorded by the Google Meet platform and saved in CESCO’s cloud storage. At the beginning of the online Assembly, participants were asked to consent to being recorded in the registration form and were informed that those who did not agree to being recorded should leave the online meeting.

Simultaneous interpretation was used to assist communication with foreign members during the online Assembly. The interpreter translated via telephone conference call for the registered foreign members. Foreign members could comment in their mother tongue during the online meeting, which were then translated by the interpreter.

In addition to the written guide, the following figures were also sent to members:



### **Technical description of online voting**

Voting at the online General Assembly was conducted through [Google Forms](#).

Each voting of the Assembly was given a Google Form per agenda item. A total of eight online forms have been created with the following titles:

- [Registration](#)
- [Agenda items](#)
- [Annual reports](#)
- [Membership and office-holder matters](#)
- [Amendment of regulations](#)
- [Work plan and budget for 2020](#)
- [Joining the European Cross-Border Citizens' Alliance](#)
- [AOB \(Chair's honorarium – proposal by the Vice President\)](#)

The forms were available both in Hungarian and English. For the benefit of foreign members, all text fields contained questions and answers in both languages.

The week before the General Assembly, when the emails were sent out, members / members' representatives were given the opportunity to test the online voting system. A test voting page was set up on CESCO's website, where members could access a test voting form.

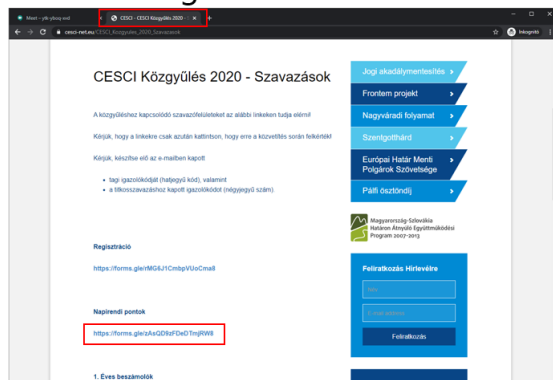
In the guide sent out in advance, it was indicated that members / members' representatives should keep the tab with the online meeting of the General Assembly open during voting. Participants had to go to the tab in their browser containing the links to the votes when the Chairman asked so, and open the link to the voting where they could cast their vote, and then return to the meeting. The links to each form were also posted in the Assembly chat at the start of the voting.

The incoming votes were seen in real time by the colleagues of CESCO's work organisation, so they were able to give feedback to the Assembly on the voting, and they were also able to determine that members / representatives of members had no problems with using the online voting system.

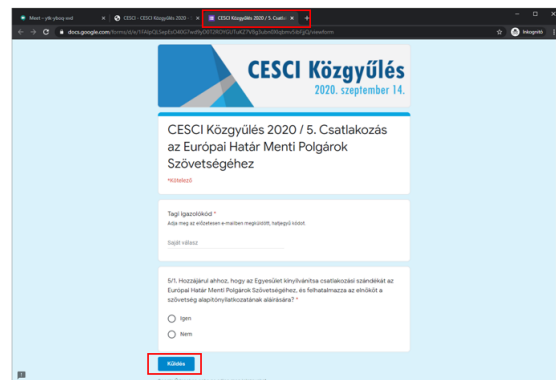
Participants who had been authorised in advance to represent more than one member could cast a separate vote on behalf of each member they represented. To do so, they had to fill in a separate voting form on behalf of each authorising member.

The following figures were sent to members in connection with voting:

**1.** When voting, click on the link of the given vote on the page containing the links of the votes!



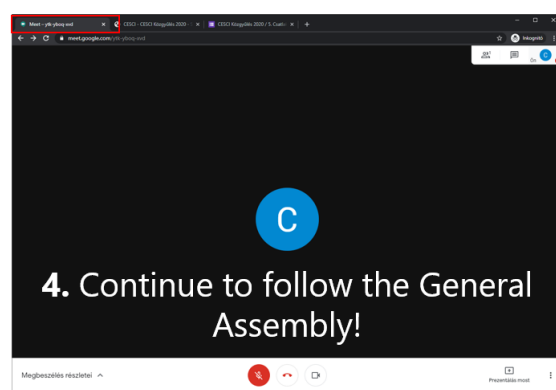
**2.** In the page that opens, fill in the form and click the "Submit" button.



**3.** After the confirmation window appears, return to the broadcast.



**4.** Continue to follow the General Assembly!



The results of voting were later added up in spreadsheets generated by Google Form.