

Secretary General Report – Bàlint Gyévai November 2019 – March 2020

Dear delegates, Dear young liberals,

It has been a real honour to serve you as the Secretary General of the organisation for the past couple of months already. I was amazed by your support in London and aim at living up with the expectations and trust you put in me at the last Congress.

In order to give a global overview of my work these last couple of months since the London Autumn Congress, *this report is divided by months in a chronological way.*

November 2019

After the Autumn Congress in London, we had no time to rest in the secretariat since one week after London, we were organising the second **book launch** of our ELF publication “**Make your choice: Liberal Visions for Europe**” in Brussels on 19th of November. This event was a public event and we had two Renew Europe MEPs as speakers: Katalin Cseh and Petras Austrevicius. We made sure to channel the proposals of our young authors to the European decision-makers.

The last ELF event of the year took place at the end of November (22-24 November) in Lisbon. We gathered our Individual members for a **seminar on “Advocating Liberalism”** in the Portuguese capital. We organised the event from office side with the help of our local partners from Movimiento Liberal Social.

At the same time, we were wrapping up **the London Congress**, this task implies: cleaning and preparing the minutes, update the policy book and archives, implement the decisions of the Autumn Congress regarding finances and memberships.

Finally, as Secretary General I had to prepare and submit the **European Commission grant application for 2020**. This grant is giving us key resources for the daily work of the organisation thus it needed proper attention and focus. The deadline was mid-November.

December 2019

In the last month of the year, in great cooperation with our Treasurer Lena Höglund we proceeded with the preparations regarding the **closing of the financial year**. In fact, we met on 5 December in the office to plan the last expenses for the year, prepare the internal audit of January and make sure book-keeping is ready for closing of the year.

At the same time, we moved forward with **cleaning the office** to make sure we work in a better organised and nicer environment. We had to get rid of old documents and sent many folders

for storage. We also invested in necessary material to be able to properly host a third colleague in 2020. Don't hesitate to drop by our office if you are in Brussels!

December was also about closing our yearly European Liberal Forum project and this means delivering the **final ELF report for 2019**. That was one of my duties together with making sure all documents (travel reimbursement forms, invoices, ...) are delivered to ELF on time.

In the last two months of the year, we also had a few **visits in the office**. On the one hand, we facilitated sessions at the RLPA (Regional leadership academy for the Western Balkans). On the other hand, we hosted visitors' groups (TizenX delegation from Hungary for example).

January 2020

The New Year started with preparations ahead of the **internal audit** that took place on the weekend of 17-19 January. This internal audit was meant to facilitate the closing of the Year and fine-tune last details before the external audit.

The end of one Congress is the beginning of another, we started **organising the next Spring Congress in Skopje** already in December but continued with bookings and logistics mainly in January. We made sure to open registrations well in advance to enable people to confirm their travels and avoid high costs to attend the Electoral Congress.

We also opened registrations for our **Luxembourg book event** with ELF taking place in March. Young participants had to submit their essays to register. The goal is to publish their work on international trade and values later during the year.

Finally, we also recruited our **new administrative assistant**. In fact, Matilda unfortunately had to leave us earlier than expected in January due to new work opportunities. That's how we selected Clara, our new administrative assistant to start working with us at the beginning of February. She is definitely a great addition to the team!

February 2020

In February, we started with a **Bureau meeting in Brussels**. This was a good opportunity to discuss the upcoming events, plan the end of the mandate of the Bureau till the elections and take decisions regarding the closing of the financial year.

The Bureau meeting was followed by the **external audit**. The auditors from Vandelanotte, the external company in charge of checking our accounts and books spent the 7th of February in our office. We also had many follow up requests to answer to with our Treasurer.

We also took care of sending out and then monitoring the **participation and MO fees** with Lena Höglund to make sure all members/member organisations have the opportunity to pay well on time ahead of our Congress in April. There was a consequent share of book-keeping tasks on me regarding this.

Finally, the most of my focus at the end of February was on the **Erasmus+ 2019 final report**. In fact, we had to submit a consequent summary and description of what we did and how in 2019 in order to be eligible for the remaining 10 000 EUR of the yearly grant.

March 2020

At the end of February and beginning of March, while preparing this report we had an issue in the recruitment of our next **Policy and Training intern**. In fact, the selected candidate declined our job proposal at the last moment. We therefore reopened the call till the second week of March.

We organised the “**Values first: Promoting EU norms through trade**” **ELF event in Luxembourg** between 6 and 8 March 2020. Young authors had the chance to get interesting insight on the topic to improve their essays. Secretariat took care of the programme and logistics.

Furthermore, we finalised the **Congress preparations** for Skopje during the month of March, making sure everything is set for this electoral event.

We started also looking into the budgets and find accommodation/venues for both the **Berlin cyber-security IMS event** taking place mid-May but also for the **Summer Academy** organised with the Renew Europe Group beginning of July in Brussels. Registrations for both to open soon!

Exciting beginning of the year as Secretary General of LYMEC and looking forward to the coming weeks and to the Congress in Skopje.

Liberal regards,

BALINT GYEVAI

Events and activities attended

Date	Venue	Event/Purpose	Organisation
24-26 October 2019	Athens, Greece	ALDE Congress	LYMEC/ALDE Party
26 October 2019	Athens, Greece	Bureau meeting	LYMEC
4 November 2019	Online/ Brussels, Belgium	Online Bureau meeting	LYMEC
7-8 November 2019	London, United Kingdom	We are all European! ELF seminar	LYMEC/ELF
8-10 November 2019	London, United Kingdom	LYMEC Autumn Congress 2019	LYMEC
9 November 2019	London, United Kingdom	Book launch publication 2020/1	LYMEC/ELF
10 November 2019	London, United Kingdom	Bureau meeting	LYMEC
17-22 November 2019	Brussels, Belgium	RLPA capacity-building in Western Balkans ELF event	LYMEC/ELF/ BDF/ LiDEM / Nova Stranka Youth/ Nasa Stranka Youth/ Liberal Youth of Montenegro
19 November 2019	Brussels, Belgium	Book launch publication 2020/2	LYMEC/ELF/FNF
22-24 November 2019	Lisbon, Portugal	Advocating Liberalism ELF event for IMS	LYMEC/ELF/Movimiento Liberal Social
2 December 2019	Online/ Brussels, Belgium	Online Bureau meeting	LYMEC
5 December 2019	Brussels, Belgium	Financial year closing day office	LYMEC
9 December 2019	Brussels, Belgium	Visiting group from Momentum TizenX	LYMEC
7 January 2020	Brussels, Belgium	Renew Europe Group New Year's Reception	LYMEC/ Renew Europe Group
17-19 January 2020	Brussels, Belgium	Internal Audit 2020/1	LYMEC
20 January 2019	Brussels, Belgium	FNF New Year's Reception	LYMEC/ FNF
1 February 2020	Brussels, Belgium	Bureau meeting	LYMEC
7 February 2020	Brussels, Belgium	External Audit 2020	LYMEC
13 February 2020	Brussels, Belgium	Liberal Breakfast on the Irish elections	LYMEC/ FNF/ ALDE Party
17 February 2020	Brussels, Belgium	Visiting group from JUNOS Austria	LYMEC
5 March 2020	Brussels, Belgium	Liberal Breakfast on the Slovak elections	LYMEC/ FNF/ ALDE Party
6-8 March 2020	Luxembourg, Luxembourg	Values and international trade ELF seminar	LYMEC, ELF
8 March 2020	Luxembourg, Luxembourg	Bureau meeting	LYMEC