

Brussels on 06-02-2024

**Convocation to the General Assembly of the APEEE Services
of 21/02/2024 at 19:00 hrs.**

Dear member,

We are pleased to invite you to the **General Assembly of the APEEE Services** which will take place on **Wednesday 21 February at 19:00hrs**, in person at the Uccle site of EEB BXL I, in the student canteen of the Van Houtte building.

Agenda:

- Accounts and balance sheet 2022/2023: vote for discharge
- Appointment of Board members: vote

Practical arrangements:

For security and organisational reasons it is imperative to register via this link: <https://www.eventbrite.be/e/billets-21-february-2024-apeee-services-general-assembly-811280079557>, **registration will be closed on Monday 19/02 at 23:59 hrs.**

If you are unable to attend, you can send us your proxy by e-mail to coordination@apeee-bxl1-services.be **before Tuesday 20/02 at 23:59.**

Any proxy arriving by e-mail after this date will not be taken into account.

However, paper proxies will be accepted in person until the opening of the meeting (21 February 2024 at 7pm in the student canteen of the Van Houtte building).

If you wish to propose your candidacy for a seat on the Board of the APEEE Services, we would like to insist on the procedure to follow and on the respect of the deadlines. For reasons of efficiency, it is desirable that the members of the Board have a good knowledge of the functioning of the APEEE Services.

Procedure to be followed: request by email the application form and the Charter of Commitment to be filled in from Mrs Pascale De Smedt, Director of the APEEE Services: coordination@apeee-bxl1-services.be

Once completed, both documents should be sent by email to the management: coordination@apeee-bxl1-services.be **before Monday 12/02/2024 at 23:59.**

For more information on the bodies of the APEEE Services, please consult our pages on our website: [Presentation of APEEE SERVICES | Apeee Services \(apeee-bxl1-services.be\)](http://www.apeee-bxl1-services.be).

The documents sent are via link : [GA preparatory documents 21/02/24 | Apeee Services \(apeee-bxl1-services.be\)](http://www.apeee-bxl1-services.be)

- the annual activity report
- the accounts and balance sheet for 2022/2023
- The Auditor's report
- For information, the annual budget 2023-2024 voted at the GA on 08/06/2023
- Proxy

We would like to insist that you respect the deadlines,

We look forward to seeing you there,
Rafael Papi-Borderia, President