

**Balkan Federation Apicultural Congress
Istanbul, Turkey 2007
Letter of agreement**

between

Balkan Federation of Apicultural Associations	&	Balkan Federation 2007 Congress Organizing Committee
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Preamble

The First Balkan Federation Congress is a Balkan Federation Congress the organisation of which has been assigned, through the Turkish Beekeeping Association, to the First Balkan Federation 2007 Congress Organising Committee. The organisation of this event is regulated by the provisions of the Balkan Federation of Apicultural Association Statutes, Congress Guide for Organisation and Functioning, by this letter of agreement and by any other possible addendum and Balkan Federation General Assembly deliberations that will be agreed upon with the local organisers.

The purpose of this and other related documents is to provide the operating guidelines and procedures, the responsibilities and the distribution of tasks pertaining to the organisation of the First Balkan Federation Apicultural Congress.

For the interpretation of any dubious section or provision contained in this Letter of Agreement and in any other related document referred to hereby, the Balkan Federation Management Committee (comprised of the President, Vice-Presidents and the Secretary-General) and the Balkan Federation 2007 Congress Organising Committee agree to provide a joint, meaningful and viable understanding, which will be subject to the endorsement of the Balkan Federation General Assembly.

Both parties agree to the principle that amendments to this Letter of Agreement may be foreseen in the form of annexes and addenda, as and when required by new organisational requirements and circumstances.

Summary of the key items (index of topics to be completed on final version)

Congress organisation structure

Balkan Federation

President

Kosta Kostov

Vice-President

Mustafa Sarioglu

Vice-President

Cristian Constantinescu

Secretary-General

Stephan Stephanov

Presidents of Standing Commissions

Apitherapy

Teo Ivanov (Bulgaria)

Bee Biology - Pathology

Rosu Laurentiu (Romania)

Beekeeping Technology

Slobomir Popovici (Serbia)

Beekeeping Marketing

prof. Muhsin Dogaroglu (Turkey)

Pollination and Bee Flora

Hrisula Kiprianova (Rep. of Macedonia)

E.U Beekeeping Integration Strategy

Gerasimos Kragias (Greece)

Balkan Federation 2007 Congress Organising Committee

President:

Mustafa Sarioglu

Secretary:

Ziya Sahim

Assistant secretary

Erdogan Altinordn

Members:

Project Manager:

Levent Ulku, ZEDTURIZM

Programme:

Ufuk Tumer, ZEDTURIZM

ApiExpo:

Ufuk Tumer ZEDTURIZM

Sponsors:

Marketing:

Saygin Tetik ZEDTURIZM

Congress Contests:

Firat Tekbas ZEDTURIZM

Media/Government Liaison:

TAB&Ufuk Tumer, ZEDTURIZM

Cultural Programme:

Ersin Sendir ZEDTURIZM

Tours:

Ersin Sendir ZEDTURIZM

Volunteers:

Edirne Beekeeping

Promotion:

ZED/FIITEA

Souvenirs:

ZEDTURIZM

Official addresses for correspondence

BALKAN FEDERATION

(contact person: Mr. Cristian Constantinescu)
Ficusului 40, sector 1
013975 Bucharest - Romania
Telephone: +40 0744557851 (direct) or +4021 2326730
Fax: +4021 2323487
E-mail: apifound@apimondiafoundation.org
cconst@apimondiafoundation.org

Balkan Federation 2007 Congress Organising Committee:

Turkish Beekeeping Association
Contact person: Mr. Mustafa Sarioglu
Address: A.O.G. TIGEM. SITES;
Gazi mah. yeni mah. ANKARA
Telephone: +90 312 211 1205;
+90 312 211 0009
Fax: +90 312 211 2105
E-mail: merkez@tab.org.tr

Professional Congress Organiser (PCO)

Zedturizm
Contact person: Saygin Tetik
Address: Mustafa Kemal Mah. 41 Sok. No.42
Eskisehir Yolu 7 km
06520 Cankaya, Ankara
Telephone: +90 312 2853100
Fax: +90 312 2840070
E-mail: saygin@zedturizm.com.tr

Congress programme and details

Venue: Istanbul
Conference Centre Istanbul

Dates
Thursday March 29 – Sunday April 1 2007

Congress main theme:

“Balkan Beekeeping Honeymoon”

Congress programme

According to the decisions of the General Assembly meeting in Edirne on September 29 2006.

Apitherapy

Workshop

Bee biology - Pathology

Workshop

Beekeeping Marketing

Workshop

Beekeeping Technology

Workshop

Pollination and bee flora

Workshop

E.U Beekeeping Integration Strategy

Workshop

Official Professional Congress Organiser

The Balkan Federation of Apicultural Associations 2007 Congress Organising Committee is entrusted with appointing the Professional Congress Organiser to deal with the logistics aspects of the congress organisation and communicating to Balkan Federation of Apicultural Associations the name of the firm appointed.

The official Professional Congress Organiser is:

ZEDTURIZM
Contact person: Saygin Tetik
Address: Mustafa Kemal Mah. 41 Sok. No.42, CANKAYA, ANKARA
Telephone: +90 312 2853100
Fax: +90 312 2840070
E-mail: saygin@zed.com.tr

Official tour operator/travel agent

The Balkan Federation 2007 Congress Organising Committee is entrusted with appointing the congress official tour operator/travel agent and communicating to Balkan Federation the name of the operator/agent appointed.

The official tour operator/travel agent is:

Name ZED TURISM

Contact person ERSIN SENDIR

Address: Mustafa Kemal Mah. 41 Sok. No.42, CANKAYA, ANKARA

Telephone: +90 312 2853100

Fax: +90 312 2840070

E-mail: saygin@zed.com.tr

Hotel reservations

This activity is overseen by the Balkan Federation 2007 Congress Organising Committee and it can be assigned to an external contractor. The basic principle is that suitable and reasonably priced services as well as an extensive range of different hotel prices should be provided to the congress participants.

Official languages

English, Russian and the local Congress language will be the congress official languages. Other languages may be foreseen if the number of participants requesting the additional language(s) justifies it.

Promotional material and congress circulars must contain information in the congress official languages.

Translation services

The congress opening and closing ceremonies and the Standing Commissions' plenary sessions will require simultaneous translation services to be provided in the congress official languages. Other sessions may be assisted by the same facilities, if deemed appropriate by the organisers or justified by the importance of the session itself.

FIITEA (Foundation of the International Institute of Beekeeping Technology and Economy) is rendering the required translation services for the congress sessions. A separate Agreement will be concluded between FIITEA and PCO. The price for translating and other costs, such as accommodation, allowances and transportation are covered by Congress organizers.

Before making this decision all relevant background material is to be forwarded to Balkan Federation to make a final recommendation.

Scientific programme

The scientific programme is laid out by the Balkan Federation 2007 Congress Scientific Committee in collaboration with the Presidents of the Balkan Federation Standing Commissions and submitted for review and approval to the Balkan Federation General Assembly.

In principle and in view to improve the quality of the reports presented and the overall level of the working sessions, the Scientific Committee is encouraged to propose keynote speakers to make presentations and these are agreed upon with the preliminary and mandatory concurrence of the Presidents of the Balkan Federation Standing Commissions by December 2006.

Management of the scientific programme

The summaries and reports for presentation to the congress will be sent to FIITEA in Bucharest Romania for translation into Congress languages and to the Secretary General in Sofia, Bulgaria. The General Secretariat carries out the preliminary screening and forwards the papers to the relevant Presidents of the Balkan Federation Standing Commissions and their Secretaries based in the congress location. The commissions' Secretaries should be nominated locally to ensure the necessary assistance to the Presidents of the Balkan Federation Standing Commissions during the congress in preparing the schedule and running the working sessions.

The Presidents of the Balkan Federation Standing Commissions will be in charge of assessing the reports, establishing the form of presentation according to the schedule of their respective working sessions. The outcome of the selection process will be communicated to the Secretary General of the Balkan Federation by each President and appropriate letters will be sent by the General Secretariat to the various authors providing the necessary information and guidelines on the dates and terms of presentation. The Presidents of the Balkan Federation Standing Commissions will be also required to inform Balkan Federation in Sofia and the Balkan Federation 2007 Congress Scientific Committee on the intended schedule they are going to adopt during their respective working sessions.

The decisions of the Presidents of the Balkan Federation Standing Commissions should be communicated by the specified deadlines. If the decisions are not communicated in good time then the Scientific Committee is entitled to select the speakers and inform accordingly the Presidents of the Balkan Federation Standing Commissions on the outcome of their selection.

The authors presenting a report are expected to participate in the congress and are therefore required to register once the notification of the acceptance of their report(s) is made known to them.

It is important that authors are notified as early as possible in order to allow them adequate time to find funding to enable them to attend the congress.

ApiExpo

The commercial exhibition is an integral part of the congress programme.

The definition of the event profile and the conditions of registration and fees will be communicated in due course and is subject to the preliminary endorsement of the Balkan Federation General Assembly.

The Balkan Federation 2007 Congress Organising Committee should take care of all aspects associated with a commercial exhibition such as customs clearance procedures, retail modalities, temporary/permanent import requirements and limitations, freighting and any other pertinent requirements the exhibitors may be bound to have to negotiate in the process of attending the ApiExpo. To the extent possible, specific arrangements should be made with the congress official carriers as to the granting of discounts to the exhibitors for the freighting to and from the congress venue of the commercial goods.

Free and discounted stands

One basic-size free stand (and relevant facilities: furniture, walls, electricity, etc.) should be reserved for Balkan Federation and FIITEA within the congress premises. The location should ensure reasonable exposure of the stand and its content. Similar arrangements should be made available to the appointed next congress organisers (2008) to promote their event and adequate assistance should be provided. Turkey Beekeepers Centre Association will benefit of a stand free of charge.

The Balkan Federation member associations should be granted a reasonable discount should they intend to secure for themselves a stand subject to the occupation of the stand by their own representative(s) and the display of goods and materials strictly related to their institutional activities. The details of the discounted fee should be included in the congress information and a separate mailing to the member associations should be foreseen to inform them of this specific initiative.

Some additional free or discounted exhibition space may be necessary for some non-profit-making associations or special displays of particular general interest. The details of the latter will be subject to specific agreements between Balkan Federation and the Balkan Federation 2007 Congress Organising Committee, as appropriate.

Congress contests

A number of contests are foreseen within the congress programme to cover various scientific, technological, cultural and commercial aspects of beekeeping. The following themes will be addressed during the congress:

- stands
- innovations and inventions
- promotional packaging and advertising material
- films, videos and slides
- photographs
- didactic material
- books and CDs
- journals
- philatelic collections
- collections of beekeeping materials and tools
- dedicated websites
- others (as applicable)

A jury will be nominated for each contest. The composition of each jury will be made up of one person designated by Balkan Federation, one by the Balkan Federation 2007 Congress Organising Committee and the third one to be co-opted among the exhibitors (with the mandatory exclusion of candidates participating in that particular contest). The evaluation of the exhibits is made towards the end of the congress following a review meeting of the jury concerned and a Balkan Federation representative and the results are disclosed during the congress closing ceremony. Awards and certificates may be distributed to the winning exhibitors and runners-up. Balkan Federation undertakes to compile and make available for inclusion in the congress information a set of integrated guidelines on the judging of contest exhibits.

It is a basic understanding that members of Balkan Federation and of the Balkan Federation 2007 Congress Organising Committee bodies may not be awarded any prize, but are entitled to receiving a mention of recognition if their exhibit is deemed worth so.

The Balkan Federation 2007 Congress Organising Committee is also entrusted with making a proposal of a reasonable number of prominent national beekeepers and/or scientists for a Balkan Federation award of excellence.

All the details pertaining to the format and content of the certificates and diplomas as well as the design of the medals must meet high quality standards and must be specifically approved by Balkan Federation General Assembly. The associated costs for the printing and casting of this material is to be included in and paid for by the congress budget whereas Balkan Federation will produce and pay for the medal die. The Balkan Federation 2007 Congress will pay for the production of these medals.

Pre- and post-congress tours

This activity is dealt by the Balkan Federation 2007 Congress Organising Committee and it can be assigned to an external contractor. The tours should enable the participants to further their knowledge of local beekeeping and the congress hosting country in general. The tours should be reasonably priced and professionally organised.

The detailed list and description of the destinations selected, the dates and prices should be submitted with the presentation of the congress programme and included in the congress information.

Press centre

A suitably located media centre should be set up within the congress premises with all the required facilities to enable the press to provide good footage of the congress activities.

The cost for setting up and running this centre is to be included in the congress budget.

Internet

The congress official websites will be:

- the Balkan Federation institutional one (address www.ApiBalcanica.ro) and
- the Balkan Federation 2007 Congress one (address: www.apibalkan2007.com).

Congress communications

Communications addressed to the President of Balkan Federation must be concurrently sent to Secretary General in Sofia and FIITEA. In order to avoid information delays, deadlines for replies, should be determined.

A dedicated communication system between Balkan Federation officials and members of the Balkan Federation 2007 Congress Organising Committee may be provided through Internet to allow efficient communication.

Reporting on congress organisation progress

The Balkan Federation 2007 Congress Organising Committee will prepare and present to the Balkan Federation General Assembly detailed progress reports on organisational activities.

Congress promotion

The promotion of the congress will be carried out at various levels using diversified means of communication and information dissemination. Internet, beekeeping networks, electronic and standard mail, leaflets, articles, advertisements and press releases on

specialised beekeeping magazines and participation in national and international beekeeping-related events will be considered the most viable means of congress promotion and close collaboration should be sought between Balkan Federation and the Balkan Federation 2007 Congress Organising Committee in this respect. Both parties will record and exchange useful data and addresses to facilitate the entire process.

Hospitality

The Balkan Federation 2007 Congress Organising Committee is responsible for covering from the congress budget the cost of the Balkan Federation General Assembly at the end of September/beginning of October 2006 in Edirne. Full board and lodging as well as the meeting room is to be provided by the Balkan Federation 2007 Congress Organising Committee.

Furthermore, accommodation and breakfast of the Balkan Federation General Assembly members in Istanbul, Turkey for the entire duration of the congress (4 nights) is to be reserved and paid for by the Balkan Federation 2007 Congress Organising Committee.

During the congress, office space and a meeting room with the relevant basic facilities (i.e. photocopying machine, printer, furniture, desks, tables and chairs for meetings, etc.) should be made available for the Balkan Federation President, Vice-Presidents and the Secretary-General at no extra cost.

Publication of congress-related literature

In keeping with the provisions of the Congress Guide and bylaws and Regulations for Organisation and Functioning of Congresses, FIITEA is entrusted with the translation and printing of the literature pertaining to the congress. The invited Plenary Sessions and Symposium papers and abstracts of selected submitted papers will also be published. If possible, the papers will be available in the registration kits for participants at the congress.

The abstracts of the selected submitted papers are to be published in the programme book and be available to the participants by the congress opening.

Contracts for the editing, translation and printing of the submitted papers or production of a CD-ROM will be entered by the Balkan Federation 2007 Congress Organising Committee and FIITEA

All costs pertaining to the activities mentioned in this point are to be included in the congress budget.

Visas

The Balkan Federation 2007 Congress Organising Committee is to take due care to ensure that visa formalities of prospective congress participants be dealt with as urgently and effectively as possible to avoid withdrawals and fee refund claims.

It is also important to ensure that information that may assist the visa application process of participants be provided to the relevant immigration authorities and prospective foreign applicants.

Financial matters

Registration fees and payment of 14.99 % contribution thereof to Balkan Federation of Apicultural Associations

The Balkan Federation 2007 Congress Organising Committee is to set a registration which will not be over EURO 120.00/full participant, until 15 February and EURO 150.00 after.

All registration fees must be endorsed by the Balkan Federation General Assembly before they are officially published and disclosed.

The Balkan Federation 2007 Congress Organising Committee in collaboration with Balkan Federation, its Standing Commissions and member organisations will make a concerted effort to obtain funding support to assist with the registration fees for participants from developing countries. Free or reduced price access may be provided to officially accredited journalists. Also for students *ad hoc* reduced fees should be foreseen.

All registration fee payments will be credited or deposited into ZED bank account.

These statements will be submitted on a monthly basis once the registrations begin to be received and may be increased to weekly/daily reports during the last few months preceding the congress.

Regarding the 14,99% quota of registration fees (including daily tickets and the additional increase foreseen for fees paid beyond the first deadline) to be paid to Balkan Federation, this will be drawn from the pool of payments received and retained by Balkan Federation Secretariat.

The 14.99% is to be calculated on the net amounts received.

Payment of congress fees made on-site and late registrations will have to be monitored and accounted for on a daily basis providing Balkan Federation with itemised breakdowns of the amounts received.

All of the accounts, financial transactions and financial statements associated with the 2007 Balkan Federation congress will be audited by an independent chartered auditor after the completion of the congress and following the settlement of all required financial transactions. The cost of this exercise is to be covered by the congress budget.

Discounted registration fees for participants from developing countries may be foreseen according to budget availability and sponsorships.

Payment methods

The accepted methods of payment of the registration fees are credit cards, cheques, and bank drafts. Cash payments will only be accepted for on-site registrations. Specific arrangements will be agreed upon to define the distribution of bank charges and in principle they should be kept to a bare minimum, if not waived.

Balkan Federation will transfer the portion of the registration fees received that is due to the Balkan Federation 2007 Congress Organising Committee according to a payment schedule either in periodic instalments or with other specific modalities to be agreed upon.

Participation of Balkan Federation in the congress profits

Balkan Federation may benefit from the profits arising from the congress in line with its contribution to the congress preparatory work. These aspects will be addressed to the satisfaction of both parties after the reconciliation and closure of the congress accounts according to appropriate evaluation parameters to be devised and agreed upon separately by both parties.

Financial control

Financial control is foreseen in the form of periodic financial reports and bank statements exchanged between Balkan Federation and the Balkan Federation 2007 Congress Organising Committee on transactions and activities handled by each of the two parties denominated in this Letter of Agreement.

A copy of the congress budget is to be attached to and constitutes an integral part of this Letter of Agreement detailing the various activities and associated figures (income and expenditure) pertaining to the organisation and running of the congress.

Updated budgets for the congress will be drawn and made available to Apimondia during all stages of the preparation of this event.

Presentation of final accounts and congress report

Upon conclusion of the congress, the Balkan Federation 2007 Congress Organising Committee will be responsible for preparing the final accounts showing an itemised list of the transactions entered for the congress, to reflect the revenues and the expenditures.

A printed list of all the participants and relevant accompanying persons with their address as well as its digital version should be prepared and handed over to Balkan Federation after the congress. All pertinent information, data, correspondence and statistics relating to the congress organisation should be made available to Balkan Federation for future utilisation in forthcoming editions of the congress. The intent cards eventually received as a result of the distribution of the first circular should be collated and handed over to Balkan Federation for internal use and revision of the database, upon completion of the congress activities.

Balkan Federation logo and name trademarks

The Balkan Federation logo and name trademarks are officially owned by Balkan Federation.

The use of these trademarks is free of charge exclusively for the promotion and organisation of the 2007 Balkan Federation Congress and for no other purpose than that mutually agreed between the two parties denominated in this Letter of Agreement.

Any commercial use of the Balkan Federation logo and name trademarks including the sale of any goods/services bearing the Balkan Federation logo and name trademarks must be authorised in advance and in writing by Balkan Federation and may be subject to royalties payable to Balkan Federation.

The use of the Balkan Federation logo and name trademarks by sub-contractors also involved in the congress organisation must be approved in advance by Balkan Federation.

INSURANCE

Balkan Federation 2007 Congress Organizing Committee will insure the event against any unforeseeable situations or *force major*.

Place and date: **Edirne, Friday September 29, 2006**

Balkan Federation
of Apicultural Associations

Balkan Federation 2007 Congress
Organising Committee
First Balkan Federation Apicultural
Congress

Mr. Kosta Kostov
President of Balkan Federation

Mustafa Sarioglu, President of Balkan
Federation 2007
Congress Organising Committee

Mr. Cristian Constantinescu

Levent Ulku, Project Manager,

ZEDTURIZM

Vice-President
of Balkan Federation

Professional Congress Organizer