



Freie Universität Berlin, Zentraleinrichtung Sprachenzentrum
Habelschwerdter Allee 45, D – 14195 Berlin

**To the contact persons in
CEL/ELC member institutions and organisations**

1 November 2008

**Ninth General Assembly of the Conseil européen pour les langues / European
Language Council (CEL/ELC) – Brussels, 7 December 2008**

Dear colleagues and friends,

Some ten days ago, I wrote to you to inform you about the 2008 CEL/ELC Forum and the 9th General Assembly.

Today, I am sending you the agenda of the General Assembly, signed by our Secretary. The General Assembly will be held at the Hogeschool-Universiteit Brussel (HUBrussel), Campus Koningsstraat, on Sunday 7 December 2008, at 9.30 a.m.

In order to save on postage, I am, this time, not enclosing the Authorization Forms. The Authorization Forms A and B (see below) are available for download at the CEL/ELC website (www.celelc.org). All you need to do is to go to the website and click on “more” below the top news item **Ninth General Assembly - Brussels, 7 December 2008**.

Why are these forms important?

Authorization Form A

If you intend to attend the 9th General Assembly, you need to have the **Authorization Form A** signed by the legal representative of your institution or organisation. In the case of universities, this would be the Rector / President / Vice-chancellor or one of his or her deputies, or the head of the central administration. If it turned out to be difficult to obtain the signature of one of these people, the signature of the head of your own administrative unit, such as your dean of faculty or head of department, would also be acceptable. I should be grateful if you could return the completed form – by snail mail or fax (0049-30-838 53717) – to the CEL/ELC office by **Monday 24 November 2008, 18.00 hours CET at the latest**.

Authorization Form B

Those CEL/ELC member representatives who are unable to attend the General Assembly are encouraged to authorise another CEL/ELC member to represent them at the meeting. To

Freie Universität Berlin
Zentraleinrichtung Sprachenzentrum
**Conseil Européen pour les Langues /
European Language Council**
Habelschwerdter Allee 45
D – 14195 Berlin

tel: +49 30 838 55668
fax: +49 30 838 53717
URL: <http://www.celelc.org>
Email: elc@zedat.fu-berlin.de



this end, they should send the completed **Authorization Form B** to us here in Berlin by snail mail or fax **by Monday 24 November 2008, 18.00 hours CET at the latest.**

May I just remind you that it is of utmost importance that we should reach a quorum at the meeting; because of this, all member institutions and organisations who cannot be directly represented at the Brussels meeting are requested to make a genuine effort to authorise another member to represent them. Please do not hesitate to contact me if you have difficulty in identifying a member that could represent your institution or organisation.

Before I continue, I should like to acknowledge gratefully that a large number of our member institutions and organisations have by now paid their membership fee for 2008.

Voting rights

I should like to remind all of you that you can only exercise your voting rights at the General Assembly – be it directly by attending the meeting, or indirectly by transferring your vote to another CEL/ELC member – if your institution or organisation pays its membership fee before the date of the General Assembly. To be on the safe side, you may wish to bring proof of the money transfer initiated by you / your institution or organisation.

Elections to the Board

As I explained to you in my letter of 20 October, the term of office of current Board members is not due to expire until 2009 / 2011, as the case may be. However, I have received a statement of candidature from the representative of one of our member associations – CIUTI. The statement is available for download at our website – under **Ninth General Assembly - Brussels, 7 December 2008**. (This is the reason why we have included the item “Elections to the Board” in the agenda.

Should you have any questions, please do not hesitate to contact me at erasmspr@zedat.fu-berlin.de or +49-30-838 54501 any time.

I very much look forward to seeing you in Brussels.

Best wishes,

Wolfgang Mackiewicz
CEL/ELC President

Encl. Agenda of the 9th CEL/ELC General Assembly