



INTERNATIONAL FEDERATION  
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## **IFLRY Office Report**

**Executive Director - Andrea Ugrinoska**

### ***General Summary***

Dear Delegates,

Since the GA in Thessaloniki, quite a lot of things have changed in the IFLRY office that we are eager to share with you. The office has undergone a drastic restructuring that you have probably felt in your daily communication with us. As before/after Thessaloniki both of our previous assistants Mona and Philomena left, we decided to change the current structure by opening it up a bit and giving space to the staff to be more independent in their work. We have done this by changing their titles from assistants to coordinators and organising their portfolios coherently. This meant that we have naturally de-centralised the communication channels, and you have probably noticed this greatly. We now have Josh Newell our Finance Coordinator, working strictly on finances, alongside with our Treasurer Robert Landheer. He is in charge of finance management and administration, besides the regular office work and support that we all conduct. Furthermore, we have Denali Ranasinghe who is our Projects and Events Coordinator and is responsible mainly for the management and implementation of our project and statutory events, besides our regular office work and support that we all conduct. On my end, I have lowered my working hours to part time and have kept the managerial role as my leading portfolio. That means that I coordinate the overall work in the office and make sure things are done. I support the coordinators with their tasks and steer our work towards our priorities. I help draft and submit project applications and interact with donors, while exploring further funding opportunities. I support the Bureau to engage in different opportunities and I represent IFLRY in the European Youth Forum and the Advisory Council on Youth of the Council of Europe. Below you will find the individual reports of the office staff as well.

### ***Activities implemented/organised - processes in the office implemented***

- Supported and organised statutory meetings (General Assembly, Bureau Meeting, Council Meeting and Audit Meeting)
- Successful Interim Audit Session
- Supported the application for a study session on Human Rights Education
- Supported the application for a Work Plan 2018
- Submitted the application for the Structural Grant of the Council of Europe



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- Supporting and submitting the application for the Operating Grant of the Erasmus+ programme
- Supported the organisation and reporting of the Study Session on Youth and Migration
- Overview and support of the organisation and reporting of the Training of Trainers
- Office re-furnishing and archiving
- Human Resources/Office staff management and evaluation
- Office restructuring
- Hiring new staff

### ***Events attended***

I have been waiting for my permit for almost an year, which disabled me from traveling outside of the UK. However, I received it at the end of October.

- Conversation with Antonio Guterres in London, May 2017
- AC representative at the Seminar for Youth and Mental Health in London, November 2017
- IFRY representative at the Council of Members of YFJ in Cascais, November 2017
- Bureau Meeting in Amsterdam, December 2017
- IFLRY General Assembly in Beirut, December 2017

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## **Projects and Events Coordinator - Denali Ranasinghe**

### ***General Summary***

I started work as the IFLRY Projects and & Events Coordinator based in the IFLRY office in Whitehall, London on the 12th July 2017. It's important to stress that my section of the report is affected by the short period I have been with IFLRY. My position is considered part-time and I work 15-30 hours per week which has involved business hours as well as weekend and evenings. Therefore, there has been a great degree of flexibility to meet the requirements of the role. The past 6 months have been a great experience working with some very inspiring people in IFLRY. The following section is an outline of the most important areas I have worked on in these months



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***Activities implemented/organised - processes in the office implemented***

*Administration duties - Maintaining filing system and backup (online and paper)*

- Updating calendar, diary management and minute taking for Bureau Meetings
- Public relations with a wide range of people from IFLRY MO's, IFLRY members, and participants/delegates
- Design and produce IFLRY monthly newspaper the ISSUE and send it all members of IFLRY
- Following deadlines for applying and reporting - Collecting all the documents needed for application and reporting - Following closely the expenditure of the grant- currently working on the Erasmus + ka3 application
- Statutory events- arranging all logistics connected to the statutory events (Bureau meetings, Audit, PM and Regional meetings and GA's) – collating documents and setting deadlines, implementing the events on spot as well as following up with amendments, resolutions and evaluations afterwards
- Coordinating with the organisation and execution of meetings/events
- Managing the logistics around the Projects and events – arranging accommodation, invitations, application, participant selection, visa support letters, participant communication, technical readers and follow-ups

***Events attended/supported***

- 5th-8th October 2017- Seminar on Peace, Democracy & Cooperation in North Eastern Europe (Sweden)
- 1-3 September, Interim Audit Session, London  
Supported the organisation
- 9th –11th September, ALDE PACE Secretariat, Strasbourg  
I had the pleasure of assisting the Chair of the ALDE – PACE Secretariat, in the preparation and execution of ALDE meetings that took place in the Council of Europe
- 29-30th November, Liberal International HRC programme meeting-Netherlands
- 14-17th December 2017 - General Assembly and Conference (Beirut, Lebanon)  
Third events representation



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## **Josh Newell - Financial Coordinator**

### ***General Summary***

I began working for IFLRY as Financial Coordinator on the 11th July 2017. My position is part-time and I work 3 days a week. My short time in this role has been a great learning experience, and I have had the pleasure of meeting and working with some great people within IFLRY.

### ***Activities implement/organised - processes in the office implemented***

#### *Administration*

- Offline and Online bookkeeping
- Minute taking for Bureau Meetings
- Supporting the management of the website - uploading documents
- Grant applications - responsible for applying for the EYF Structural Grant
- Tracking incoming and outgoing payments
- Responsible for post-event reimbursement process
- Responsible for event related payments - eg. for hotels
- Responsible for sending participation fee invoices and tracking these payments as they come in
- Event budget reporting

#### ***Events attended/supported***

1st - 3rd September - Interim Audit Weekend - Attended (London, UK)

- Prepared the accounts for the audit
- Participated in the Audit process
- Completed reimbursements for those in attendance
- Produced budget report for the event

15th - 21st September - Training of Trainers 2.0 - Attended (Gummersbach, Germany)

- Supported management of the event
- Attended event as a participant
- Completed reimbursements for participants



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5th - 8th October 2017 - Seminar on Peace, Democracy & Cooperation in North Eastern Europe - Did not attend (Stockholm, Sweden)

- Completed reimbursements for participants

14th - 17th December General Assembly and Conference (Beirut, Lebanon)

- Responsible for sending participation fee invoices and tracking these payments as they come in
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Sincerely,

A handwritten signature in black ink, appearing to read 'A. UGRINOSKA', with a small arrow pointing to the end of the signature.

Andrea UGRINOSKA  
IFLRY Executive Director