



INTERNATIONAL FEDERATION
OF LIBERAL YOUTH

IFLRY Office Report

Executive Director / Transitioning - Andrea Ugrinoska

General Summary

Dear friends,

Probably the last time I will be writing such a report for you in my official capacity, and it has really been a pleasure. Since the GA in Ghana, a lot of new things happened. We got a new Bureau and thus the work dynamic of the office has naturally changed. We got some new faces in the office, and a lot of office restructuring. In this period of transition, as we like to call it, I have tried to keep the office in place as much as possible, to make it welcoming for the new Executive Director. I have created processes which enabled a more mobile functioning of the office and have prioritised keeping financial administration intact. I have continued mentoring and supervising our coordinators and acting as the spokesperson of the office. I have been the main contact point for the office re-allocation and successfully transferred everything to Berlin, where Nazlican Kanmaz took over the setting up of the new office. I have continued acting as a signatory and official legal representative, have accounted for our administrative state obligations and have been responsible for financial decisions and transfers. It has been a few turbulent, but forward-looking months, with lots of new and exciting beginnings for IFLRY.

Activities implemented/organised - processes in the office implemented

- Contact point for the implementation of the Work Plan 2018, funded by the Council of Europe. Financial Management, reporting, implementing events on ground and communicating with the European Youth Foundation;



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- Restructured the work of the coordinators, changed their roles accordingly with the office reallocation, and managed their working time;
- Served as a contact point of induction for the new Bureau in their different endeavours;
- Represented IFLRY in the European Youth Forum and the Advisory Council on Youth of the CoE;
- Started closing down admin/registration processes in the UK related to our office;
- Participated in the panel for recruitment of the new Executive Director

Events attended

- Advisory Council on Youth of the Coe induction training - Strasbourg, January 2018
- Bureau meeting - London, February 2018
- General Assembly - Ghana, March 2018
- CoE Joint Council meeting - Budapest, March 2018
- International Seminar "Youth and the tensions of migration" - Budapest, May 2018
- 50/50 Coe training for Azerbaijan - Strasbourg, May 2018
- Local Seminar "Tensions of Migration" - Belgrade, July 2018
- Local Seminar "Tensions of Migration" - Istanbul, August 2018
- CoE Joint Council meeting - Strasbourg, October 2018
- Office relocation meeting - Berlin, October 2018
- International Seminar "Tensions of Migration" - Brussels, November 2018
- 50/50 Coe training for Qatar - Doha, November 2018
- General Assembly - Barcelona, November 2018



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Interim Executive Director/Projects and Events Coordinator - Nazlıcan Kanmaz

General Summary

It has been a tradition for us to start our report with new and exciting changes around our office, and this will be no different. Since the last GA in Ghana, we have been going through an intense process of relocating our office from London to Berlin. I can happily say that we achieved this goal and since the beginning of September, we are located in Berlin and sharing our office space with a sister organization called *Prometheus Institute*. Of course, this change brought many other arrangements together. Let me briefly explain them to you as a part of our report.

I have been working for IFLRY Office since February 2018. I first started as Projects and Events Coordinator during my postgraduate studies in London, filling up the position of Denali Ranasinghe. After I finish my studies, I started working for IFLRY as the Interim Executive Director to take care of our office in Berlin and get it into its best shape before our new Executive Director Hussam Alerhayel arrives. During my time, I mostly worked from the office base--both in London and in Berlin. Since our new office setting, I am sharing responsibilities around the office with Andrea Ugrinoska. Due to our cut in budget for office expenses, I have taken up the Projects and Events Coordination, as well as the bureau organization and arrangement in Berlin. Andrea Ugrinoska is helping us with the finances, alongside our Treasurer Olha Tsurkan, and other issues regarding the statues and rules of our partners and co-funders.

Below, you will find the activities organized and events attended by me.

Activities implemented/organised - processes in the office implemented

- Projects and Events – arranging accommodation, invitations, application, participant selection, visa support letters, participant communication, technical readers and follow-ups (since February 2018)
- Statutory Events - supporting and organising all logistics connected to the statutory events (Bureau Meetings, Audit, Programme Meetings and Regional Meetings and General Assemblies) – collecting documents and setting deadlines,



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implementing the events on spot as well as following up with amendments, minutes, resolutions and evaluations afterwards.

- Reporting - supporting, proofreading, and providing the necessary documents for grant applications and on-the-spot funding for our yearly plans and statutory events. Collecting documents and evidence from administrative to financial for this aim.
- Office Relocation - moving in and arranging the new office space, organising the administrative and financial documents, contacting new volunteering coordinators for the office, establishing connections with local partners.

Events attended

- Bureau Meeting - London, February 2018
- Berlin Local Seminar "The Tensions of Migration: Political and Economic Integration" - September 2018
- Office relocation meeting - Berlin, October 2018



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