

Invitation to all EHEDG Company & Institute Members

Individual Members: for information only

Frankfurt, 10 July 2017

Dear Madam, Dear Sir,

Aiming to improve the services for its valued members, EHEDG embarked some years ago on a path to more professionalism and transparency in its organizational structure. These changes include the election of a Foundation Board and an Advisory Board as well as the creation of the Sub-Committees on Product Portfolio, Regional Development and Communication to assist the Executive Committee (ExCo) with its long-term strategy as well as the day-to-day operations. The second EHEDG Elections are scheduled to take place before the end of the current term in the fourth quarter of 2017.

To make the growing EHEDG organization as professional and transparent as possible, our Statutes and Internal Rules foresee a Foundation Board (consisting of the President, the Vice President and the Treasurer/Secretary) as well as the Advisory Board. All these positions are going to be elected or re-elected at the end of 2017 for a 3-years term starting on 1 January 2018. We hereby intend to adequately involve our members into future EHEDG developments and decision-making processes.

On behalf of the EHEDG President Ludvig Josefsberg and the Foundation Board, we hereby invite the **General Assembly members to elect the future Advisory Board Members, the President, the Vice President and the Treasurer/Secretary** at a date to be announced before the end of 2017.

By this invitation, we address all EHEDG contact persons of your company/institute who are listed in our database. If you are not aware of the other recipients in your entity, please ask the EHEDG Secretariat for a complete name list to facilitate the appointment of your General Assembly member. If you are not the right person to handle this important request, please forward this message to whom it may concern.

We kindly ask you to inform us of the name and contact details of the person who will be the designated representative of your company/institute in the General Assembly. Please submit these contact details to the EHEDG Secretariat (secretariat@ehedg.org) no later than **1 September 2017**. All upcoming communication about the election process will be done through this representative.

In case of not specifying a General Assembly member, we regret that your company/institute will not be considered in the upcoming election process.

Individual EHEDG members receive this message for information only as they do not have voting rights as per the EHEDG Statutes and Internal Rules. Nevertheless, individual members can be nominated by others for the future EHEDG Presidency and Vice Presidency as well as for the position of the Treasurer/Secretary. In a second step, we will call for candidates for all above positions. The election procedure will be communicated in due time.

More details about the EHEDG Elections can be found in our Statutes, Articles 10 -11, page 8, in our Internal Rules, Article 6, page 13, and in Bylaw No. 1 on "Election Procedures" which you will find attached to this invitation.

We kindly ask all **EHEDG Company and Institute Members** to fill in the following information which please return to the EHEDG Secretariat (secretariat@ehedg.org) **before 1 September 2017**:

We hereby nominate the following representative of our company/institute as a member of the EHEDG General Assembly. We understand that this person is authorized to vote on behalf of our company/institute as specified in the EHEDG Statutes & Internal Rules:

First Name / Last Name:

Postal Address:

E-Mail Address:

Phone:

We ask you to take advantage of your voting rights and your empowerment of taking part in the election process.

Thank you in advance for getting back to us with the name of your General Assembly representative **before 1 September 2017**.

Kind regards,

A handwritten signature in black ink, reading "Susanne Flenner". The signature is written in a cursive, flowing style.

Susanne Flenner
Head Office Manager