

5 February 2024

Dear Member Societies,

Further to our email on 3 December, we are delighted to present the final agenda and papers for the 2024 WFSA General Assembly which will take place in Singapore on Sunday 3 March 2024 between 14:00-18:00.

Venue: Room 331-332, Suntec Convention & Exhibition Centre, Singapore.

Address: 1 Raffles Boulevard Singapore 039593

General Assembly registration opening time: from 12.30pm

Please take the time to read the published agenda and papers and cascade these to your nominated Delegates so they may familiarise themselves with the content.

This cover note provides important information regarding the General Assembly agenda and key (voting) processes and instructions, including how Delegate voting will work.

Agenda highlights

Constitutional updates

As highlighted in our previous communications, constitutional updates form a significant part of the 2024 General Assembly as Member Societies will be asked to approve the following WFSA 2024 constitutional documents:

- a. Articles of Association (original in Dutch and registered with the Dutch Chamber of Commerce; English translation has been provided for your approval);
- b. By-Laws (these contain provisions supplementing the Articles of Association of the Federation).

These two documents were developed following several years of work by the WFSA Constitution Committee, Board and Council together with legal advisors. They should be read together. Changes to the WFSA By-Laws (previously simply called 'Constitution' are marked in red).

During the General Assembly, Member Societies will also be asked to approve the (extraordinary) Resolutions, passed virtually during the COVID period, including the elections of the Board and Council for the term 2020-2024.

Other agenda items

In Singapore, Member Societies will be provided with a summary of new WFSA Member Societies and a list of suspended Societies. As this is an evolving list, final recommendations will be shared during the meeting.

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Additionally, following a membership dues freeze during the COVID-19 pandemic, Member Societies will be asked to approve a small increase in dues for 2025 and 2026.

Confirming Delegates, Member Societies

We would also like to take this opportunity to remind the leadership of all Member Societies to continue to share the names and contact details of your Delegates. All Member Societies in good standing will have received communications from the WFSA Secretary indicating their delegate entitlement for 2024. Please email us at secretary@wfsahq.org if you require another copy of this entitlement letter or if you have any questions regarding your attendance.

A big thank you to all those who have submitted their Delegate names so far. We are requesting that these details are shared by 15 February.

General Assembly electronic voting platform, CONVENE (Access via your smartphone).

The 2024 General Assembly will be held in-person and voting will take place electronically, using a voting platform called CONVENE. Please see below instructions on how Delegates will be verified on the day, and how you will receive access to the voting platform. This is a straightforward process but will require Delegates to have access to a smartphone to scan a unique QR code.

1. CONVENE will verify the attendees in-person (e.g., ID or event name badges).
2. CONVENE will generate a unique QR code for each voter/delegate. The voter will then scan the QR code with their mobile phone.
3. The voting page will open on the voter/delegate's browser; voting will be enabled once that section of the agenda is live. (Delegates can continue to use other apps on their phones as long as they do not close the CONVENE browser page).

Board and Council nominations, final

The 2024 Board and Council will be elected in Singapore. The deadline for nominations was 20 October. New candidates were able to provide additional/counter nominations by 3 February 2024, if they were supported by three Member Societies. Following this deadline, we're pleased to confirm that the final list of Board and Council nominees for the General Assembly are published here: [Board and Council Member Nominations - WFSA \(wfsahq.org\)](https://www.wfsahq.org/board-and-council-member-nominations)

Important: Voting for regional representatives of the WFSA Council

The General Assembly will elect regional representatives of the WFSA Council. Nominees for Council Regional Representative positions will first be elected by Delegates representing Member Societies from within their own geographical regions. ([Please see here which region your country is included in for the purposes of the Council elections.](#)) The results of the regional votes will be confirmed in real time during the General Assembly. Once the results of the regional



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votes have been confirmed, candidates elected during these votes will be presented to all General Assembly delegates who will be asked to ratify the results of the pre-voting.

Please note that some seats within the 'Africa and the Middle East' and 'Asia' regions are protected for candidates from particular sub-regions. Protected seats are designed to ensure that there is good geographical representation and inclusion within these regions.

Africa and the Middle East have (3) seats available; two (2) seats are reserved for the highest-ranking candidates in Africa and one (1) seat is reserved for the highest-ranking candidate(s) in the 'Middle East' region.

'Asia' has (4) seats available. One (1) seat is reserved for the highest-ranking candidate in 'East Asia', one (1) seat is reserved for the highest-ranking candidate in 'South Asia', and (1) seat is reserved for the highest-ranking candidate from the 'South-East Asia' region. The 4th seat will be reserved for the next highest-ranking candidate regardless of sub-region.

Additional detail is available in this document, which we ask that you share with your voting Delegates.

Finally, we would like to remind you that a second session of the General Assembly has been tentatively scheduled for Tuesday 5 February 15:30-17:30. This will only take place if required for any unresolved agenda item. Please note that per our constitutional documents, no additional decisions or motions can be made during this second session of the General Assembly.

Thank you again for your commitment and engagement to our Federation.

We look forward to seeing you in Singapore.

Yours faithfully,

Assoc. Prof. Wayne Morriss
WFSA President

Professor Daniela Filipescu
WFSA Secretary

WFSA Office, Dean Bradley House, 52 Horseferry Road, London SW1P 2AF, United Kingdom

Email: memberships@wfsahq.org

Website: www.wfsahq.org

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