



GA Memorandum No. 3: Important Reminders

37th GENERAL ASSEMBLY - WSCF 2022

From: Marcelo Leites – General Secretary of the World Student Christian Federation.
To: WSCF Affiliated and Associated movements, Executive Committee, WSCF Regional Secretaries, Centennial Fund Board.
CC to: Regional Offices, Resource People, Guests, and Senior Friends.
Re: **Relevant Information on the 37th General Assembly of the WSCF.**

13 May 2022

Dear WSCF family,

Brothers and sisters,

Greetings from the Inter-regional Office of the World Student Christian Federation,

I hope this message finds you well. The purpose of this message is to inform you about several key matters that you must take into account now that the 37th General Assembly is around the corner. Therefore, we kindly request that you read this memorandum carefully and share it with your movements and/or delegate/s.

The topics to be discussed in this memorandum are the following:

1. **Visa process follow up.**
2. **Registration fee and Membership payment.**
3. **New members reception - Process: Associated movements that wish to ask for affiliation.**
4. **Endorsement of the vote: In case an affiliated movement cannot participate at the GA.**
5. **Senior Friends Gathering: Follow up and participation request by its regional office.**
6. **WSCF History - An exhibition.**
7. **Extra information.**

The Assembly Planning Committee, the Executive Committee, the SMC of Germany (ESG), and the Inter-regional Office are doing everything possible to both carry out the 37th General Assembly and guarantee the participation of everyone. However, our global staff is not enough and the difficulties that have arisen due to the global pandemic, sanitary measures, cost increase, and migration requirements may hinder their efforts. We would like to thank you all in advance for your commitment to the development of this Assembly at the national, regional, and global levels.



In the following sections you will find more information on the topics mentioned above.

1. VISA PROCESSING FOLLOW UP

Some foreigners are required to apply for the Schengen visa in order to enter German territory, so one of the most important tasks that we have been carrying out in terms of logistics is to conduct a participant registration process and document processing for visa application purposes.

Although most delegates and participants already have their documents in order and are just waiting for the visa to be issued, we would like to remind you of some important aspects to consider in order to avoid any nuisance.

Schengen Visa applicants must request an appointment at their Embassy/Consulate as soon as possible. The necessary documents to submit vary from country to country, so applicants should check the website of their corresponding Embassy/Consulate in order to know the visa application requirements in force. We strongly suggest that applicants do this in advance.

So far, delegates were sent the following documents by the WSCF and the ESG:

1. An invitation letter by the ESG.
2. An invitation letter by the WSCF.
3. A document proving accommodation.

The WSCF and the ESG have already sent, or are in the process of sending, the following documents:

4. Flight ticket for visa application purposes.
5. Travel insurance.

If you have already booked an appointment, please inform your regional secretary about the date. The regional secretaries will collect the dates and further inform the general secretary's office.

For your appointment at the Embassy or Consulate, we encourage you to obtain a supporting letter from your local community. This can be helpful to show, that you are rooted in your community and are definitely returning to your home country after the assembly.

During the last two months, we have experienced some difficulties with very specific cases. However, we would like to let you know that the Inter-regional Office and our Local Committee are working tirelessly to tackle and solve some of the most difficult cases; in addition, they are in constant contact with embassies and a contact person at the German Ministry of Foreign Affairs.

For any queries, do not hesitate to reach out to our staff based in Germany through the following email address wscfga22@gmail.com with a copy to wscf.com@gmail.com.



2. REGISTRATION FEE AND MEMBERSHIP PAYMENT

Registration fee:

All participants of the 37th General Assembly of the WSCF are required to pay a registration fee. We have already informed the payment channels available on our website, as well as in a previous official announcement and through our regional secretaries.

For more information, click on the link below:

<https://www.wscf.ch/wscf-in-action/governance/37th-ga-2022-berlin/registration-fees>

Annual memberships:

We kindly request to those movements who have not yet paid their annual memberships to do so shortly. This payment is not to be confused with the registration fee mentioned above. If you have any doubts regarding annual membership or its regularization, please send an email to our financial officer (Jean-Luc.De_La_Soujeole@wscf.ch).

3.. NEW MEMBERS RECEPTION - PROCESS: ASSOCIATED MOVEMENTS THAT WISH TO AFFILIATE WITH THE FEDERATION

The General Assembly of the WSCF is a space to build together the path for tomorrow. It gives us an opportunity to make decisions, and reimagine the Federation's life in its different levels of work. For the WSCF, to receive new affiliate members is one of the most important moments of each Assembly. The process is described below:

Affiliation:

Those movements associated with regions that wish to affiliate with to the WSCF can do so via letter to the General Secretary, Marcelo Leites (marcelo@wscf.ch), with a copy sent to the email addresses of the Inter-regional Office (wscf@wscf.ch & wscf.comm@gmail.com), stating their reasons to join, a brief history of the movement, and basic background information on its membership and local work. The General Secretary will submit any new member applications before the Executive Committee before June 15, 2022.

4. ENDORSEMENT OF THE VOTE: IN CASE AN AFFILIATED MOVEMENT CANNOT PARTICIPATE AT THE GA.

If by reason of force majeure, an affiliated movement cannot have a representative in situ during the General Assembly, such movement endorse a delegate of another movement of the same region as a representative in the decision-making process.

This alternative has been used in other global assemblies in which a movement could not send a delegate due to unforeseen or external circumstances.

We are going through hectic times and current conditions may abruptly change. In this respect, there is no way to anticipate any changes related to sanitary measures, visa processing matters, or any other inconvenience that may arise unexpectedly. Therefore, the possibility to appoint a delegate from



another movement must be deemed an exception and not a rule that can be applied in other more conventional cases of no participation.

If the delegate of your movement cannot participate, your movement is entitled to participate in business sessions by endorsing a third party for the purposes of vote casting.

Delegates who represent both their own movements and other movements which have appointed them as their representatives may only cast two votes: a vote for their movements and a vote for the movement that they were appointed to represent.

No last-minute appointments will be accepted and the rules herein stated apply to delegates and movements alike. The deadline established for the reception of the letter is June 23. Said letter must be sent to the WSCF General Secretary, Marcelo Leites, and to the Assembly Moderator, Dr. Geevarghese Mor Coorilos, the WSCF President, who will present the cases during the first plenary session of the General Assembly to be held on June 25

5. SENIOR FRIENDS GATHERING

The Senior Friends' Gathering of the WSCF is a meeting organized by both a committee of Senior Friends who represent the different regions, and the WSCF Trustees Board (Centennial Fund Board). This meeting is an independent gathering whose agenda will be designed by the committee of Senior Friends and it will overlap with the agenda of the General Assembly.

After the decision taken by the WSCF Executive Committee in December 2021 regarding the date and venue of the 37th General Assembly, the APC chose to concentrate its efforts in guaranteeing the participation of voting members, that is, the participation of delegates of affiliated movements, members of the Executive Committee, and Officers. This decision was taken after considering the COVID 19 pandemic and the infection peak that Germany was going through at that time (January 2021). Said decision focuses on logistics efforts which will guarantee the in situ participation of the WSCF voting members while taking into account any sanitary and traveling measures affecting international flights during the pandemic. However, after some careful consideration, the WSCF have decided to support the proposal put forward by a group of Senior Friends (which is currently in charge of the planning committee of the Senior Friends Gathering –SFG-) to organize this meeting in Berlin.

The WSCF Inter-regional Office has already shared this piece of information with the regional offices. However, we would like to inform the criteria selected by both the APC and the SFG committee which govern the self-managed Senior Friends Gathering:

- The Senior Friends Gathering will take place from June 24 to June 26.
- The Senior Friend Gathering will gather 30 Seniors Friends, an average of 5 Seniors Friends per region; this decision was taken in the light of the current situation. Additionally, Seniors Friends that have been appointed as resource persons, guests and partners will join the meeting in their capacity as Seniors of the WSCF, resulting in a bigger group of seniors during the GA.
- The Senior Friends Gathering will have an agenda of its own for June 24 and a shared schedule with the plenary session of the General Assembly and the different events on June 25 and 26. Said overlapping includes plenary sessions, the intergenerational panel, and the 127th Anniversary celebration.
- WSCF Assembly planning committee is committed to keeping the student, and Senior Friends balance, regional representation and gender balance during the GA plenary.



Please contact your regional office for further details. In the case of the North America Region, Please contact the WSCF IRO (Marcelo.leites@wscf.ch and wscf@wscf.ch).

6. WSCF HISTORY - AN EXHIBITION

This year marks the WSCF'S 127th anniversary, so a celebration will be held on January 26 (Sunday) with the participation of all students, senior friends, members of fraternal organizations, and members of local churches. During this celebration, an exhibition will be held with posters and pictures illustrating the work of the WSCF at local, regional, and global levels.

The main idea is to build this exhibition together, so we invite you all to bring posters and pictures. Said posters, which may show a photo of a national conference, a student program in action, or a statutory meeting that the corresponding region or SCM deems adequate, may include a small text. Further information will be sent in due course but, for the time being, we kindly request that all delegates bring a piece of visual material that can be displayed at the exhibition.

The posters and pictures will be in permanent display for as long as the Assembly lasts at a specific place.

7. EXTRA INFORMATION:

Vaccination: The APC encourages all participants of the 37th General Assembly to have another dose of Covid-19 vaccine administered as long as it is medically recommended and factually possible in their countries of origin. This is not mandatory, but a mere suggestion that may or may not apply to all participants.

Information on the spiritual life of the Assembly: Regional secretaries have reached out to several participants to invite them to prepare the different regional liturgies. We kindly request that those delegates who will partake in such liturgies bring any traditional elements that may be required for the setting, which may range from musical instruments, local liturgical symbols, pieces of cloth, or any other such element that may be useful to create a setting that shows the different traditions contexts, and cultural backgrounds.

The Liturgy Committee will send more information on this matter via the Inter-regional Office and the regional offices.

General Assembly – Agenda: Click [here](#) to access to the agenda.

Topics to be included in the following official announcements:

- Registration of thematic working modules.
- Registration for Berlin city tours during June 28.
- Request to participate in devotional and liturgical spaces.
- Information on the intercultural night.
- Participant list.
- Sanitary protocol in force.
- GA Official Documents: Workbook and rules.
- Useful information.



- Information on the GA virtual platform.

We hope we can count not only on your presence, but also on your prayers and support for the success of this General Assembly.

We look forward to seeing you in Berlin.

In Peace and Solidarity,



Marcelo Leites
Secretary General - WSCF