

INSOL EUROPE

President: Piya Mukherjee (Denmark)
Deputy President: Marcel Groenewegen (Neths)
Vice President: Frank Tschentscher (Germany)
Treasurer: Chris Laughton (UK)
Director of Administration: Caroline Taylor (UK)



Please reply to: Caroline Taylor
Director of Administration
P O Box 7149
Clifton
Nottingham NG11 6WD
United Kingdom
Tel/Fax: +44 (0) 115 8780584
E Mail: carolinetaylor@insol-europe.org
Website: www.insol-europe.org

ANNEX

TO THE LETTER OF APPOINTMENT

FOR COUNTRY COORDINATOR

Dear Dmitri Konstantinov,

We thank you for consenting to hold office as INSOL Europe's Country Coordinator for Russia. The terms of your appointment, as set out in this Annex, are subject to the existing provisions of the applicable laws, and INSOL Europe's internal regulations and guidelines.

1. Appointment:

- Following the Membership Development Committee's internal rules, the appointment has been made by the Executive on behalf of Council, once proposed by the Membership Development Committee's Leaders, Council Member or by the Executive.
- Subject to the remaining provisions of this Annex, your appointment is for a term of 2 years from 01.01.2020 until 01.01.2022, unless terminated earlier by either party.
- At this moment, there is only one Country coordinator appointed by the Executive, but should the need arise, as time progresses and your role begins to develop, we can appoint a second country coordinator to share your responsibilities.

2. Duties

As a Country Coordinator, you have the following responsibilities:

- You will liaise with your country's local association(s), fostering the relationship between such associations and INSOL Europe and raising and maintaining INSOL Europe's profile;
- You must report to the Membership Development Committee's leaders regularly on your country strategy;
- You should liaise with any Council member in your country for encouragement, advice and support;
- You should follow the guidance of the Membership Development Committee's leaders in promoting INSOL Europe;
- You need to be proactive in recruiting new local Members

- You need to be proactive in encouraging articles from local Members for Eurofenix;
- You need to be proactive in encouraging local Members to communicate relevant local activities on our website;
- You should promote INSOL Europe conferences and courses;
- Once approved by the Executive, you should implement your country strategy;

3. Tools and budget

- Limited costs will be reimbursable up to a budget prepared by the Membership Development Committee's leaders and pre-approved by the Executive Committee. The expenses and costs should be properly documented.
- As this is a volunteer-based appointment and service, you will not be paid wages, benefits or other compensation for your services and for your time.
- With prior approval from the Membership Development Committee and the Executive, funding will be used to organise formal local meetings to promote INSOL Europe and its work and foster participation in our annual and other conference programmes.
- A flexible toolkit, including the INSOL Europe logo and brand, shall be used by the Country Coordinator, with the prior approval of the Membership Development Committee.

4. Confidentiality

- All information acquired by you during your term as Country Coordinator should be treated as confidential and should not be released, either during your tenure or following termination (by whatever means) to third parties without prior approval from the Membership Development Committee Leaders, unless such disclosure is required by any governmental, statutory and regulatory authority established under the laws for the time being in force.

5. Data protection

- By signing this Annex, you consent to INSOL Europe holding and processing information about you (name, firm, country, e-mail, your picture) for administrative, managerial, marketing and purposes for the duration of this mandate. All of the above details will be published on the INSOL Europe website. For further information, please see INSOL Europe's privacy policy.
- You are responsible for and are required to comply at all times with the national and international privacy laws and with INSOL Europe's privacy policy, available here: <https://www.insol-europe.org/privacy-policy>.

If you are willing to accept these terms of appointment, please confirm your acceptance by signing and returning a copy of this letter.


Sincerely yours,



Piya Mukherjee

Date: 10.03.2020

President of INSOL Europe

 (Dmitry Konstantinov)

I confirm and agree to the terms of my appointment as Russia's Country Coordinator as set out in this letter.