

FEI GENERAL ASSEMBLY POLICY

(Approved by the FEI Board on 27 February 2024)

INTRODUCTION.....	2
1. ALLOCATION.....	3
2. GA RESPONSIBILITY.....	3
3. GA ORGANISING TEAM	3
4. TIMETABLE	3
4.1. THE GA TIMETABLE	3
5. PARTICIPANTS	3
5.1. IN-PERSON ATTENDANCE.....	3
5.2. ONLINE ATTENDANCE	5
5.3. REGISTRATION	6
5.4. ACCREDITATIONS	6
6. FEI FINANCIAL SUPPORT AND CONGRESS FEE	6
6.1. FEI FINANCIAL SUPPORT	6
6.2. NFS DELEGATES.....	6
6.3. ACCOMPANYING PERSONS.....	6
6.4. CONGRESS FEE PAYMENT.....	6
6.5. CONGRESS FEE REFUND POLICY.....	6
7. FINANCIAL RESPONSIBILITY TABLE.....	7

INTRODUCTION

The General Assembly ("GA") is the pinnacle of each year's decision-making process. The GA is the supreme authority and decides on the future of the equestrian sport.

While the functions and powers of the GA are regulated in the FEI Rules and Regulations, not all organisational aspects are described in them.

Over the years, the organisation of the GA is increasing in complexity. The hybrid mode has indeed added a new layer of difficulty.

In full respect of the existing legal framework¹, for the sake of good governance and in order to bring clarity and increase transparency the present FEI General Assembly Policy has been approved by the FEI Board on 27 February 2024.

This Policy sets out general governance and organisational principles as well as GA participants' rights and responsibilities applicable to the GA and subject to the relevant FEI Rules and Regulations.

¹ The FEI General Assembly legal framework is defined in the [FEI Statutes](#), Chapter III "General Assembly" and Annex I "Procedural Regulations of a General Assembly".

1. ALLOCATION

- Allocations shall be decided by the FEI Board as per Article 11.3 of the FEI Statutes;
- Allocation shall be made as soon as possible, ideally 2 years in advance.

2. GA RESPONSIBILITY

The FEI Secretary General has overall executive responsibility for the GA.

The FEI Senior Corporate Events Manager is responsible for the overall organisation of the GA.

The FEI Director Governance & Institutional Affairs is responsible for ensuring compliance with this Policy and with the FEI Rules and Regulations.

3. GA ORGANISING TEAM

The GA Organising Team is confirmed by the FEI Secretary General together with the FEI Senior Corporate Events Manager on a yearly basis.

4. TIMETABLE

4.1. The GA Timetable

The "GA Timetable" is the timetable published by the FEI for NFs Delegates, MOUs Stakeholders, Observers, Media and FEI Guests.

The GA Timetable comprises 3 days as follows:

- Day 1: FEI Regional Groups and Continental Associations meetings + Lunch + NFs Welcome Dinner;
- Day 2: FEI GA Sessions + Lunch; and
- Day 3: FEI GA + Lunch + FEI Awards & Gala Dinner.

5. PARTICIPANTS²

5.1. In-Person Attendance

Due to associated costs, logistics, number of meeting rooms and hotels capacity the following participants can attend the GA in-person. Any deviation from the below must be approved by the Secretary General:

² For cost related information see Financial Responsibility section.

- FEI Standing Committees Members

FEI Standing Committee Members are not invited to the GA by the FEI unless requested by the FEI to perform an official function on behalf of the FEI in which case they will attend for the period specified by the FEI.

- NFs Delegates

Maximum of 2 Delegates per NF (3 for NFs of FEI financial contribution level 1 and the Host NF). If a National Federation of financial contribution level 1 is represented by more than 2 delegates, delegates cannot be all of the same gender.

Specific and reasoned requests for additional NFs Delegates must be sent in writing to the Secretary General 45 days prior to the GA.

NFs Delegates have the rights as specified in the [FEI Statutes](#) (e.g. right to speak and vote) and can attend their respective meetings as specified in section 4.1 above "**GA Timetable**".

- MOUs Stakeholders

Maximum of 2 representatives. The MOUs Stakeholders representatives shall have the right to attend the following Official Meetings, Lunches & Dinners of the "**GA Timetable**":

- Day 1: FEI Regional Groups and Continental Associations meetings upon invitation of the FEI Regional Group Chairs or Continental Associations' Chair + Lunch + NFs Welcome Dinner;
- Day 2: FEI Sessions + Lunch; and
- Day 3: FEI General Assembly + Lunch + FEI Awards & Gala Dinner.

MOUs Stakeholders shall only have the right to speak during the Official Meetings in Day 1 and Day 2 of the "**GA Timetable**".

- Observers

Upon FEI invitation.

Observers can attend the following Official Meetings, Lunches & Dinners of the "**GA Timetable**" as follows:

- Day 1: Lunch + NFs Welcome Dinner;
- Day 2: FEI Sessions + Lunch; and
- Day 3: FEI General Assembly + Lunch + FEI Awards & Gala Dinner.

Observers do not have the right to speak nor to vote.

- Media

Subject to specific request to be approved by the FEI Communications Director.

Accredited Media can attend the FEI Sessions and the GA.

Accredited Media do not have the right to speak nor to vote at Official Meetings.

- FEI Guests

Upon FEI invitation.

FEI Guests can attend the Official Meetings, Lunches & Dinners of the "**GA Timetable**" as specified by the FEI.

FEI Guests do not have the right to speak nor to vote at Officials Meetings.

- Accompanying Person

All Participants shall have the possibility to bring 1 Accompanying Person.

Accompanying Persons do not have the right to attend Official Meetings and Lunches. Accompanying Persons are invited to official dinners and the FEI Awards & Gala Dinner with the person that they accompany.

5.2. Online Attendance

- FEI Sessions

The attendees registered online have the same rights as in person attendees for the category to which belong.

Registered NF Delegates that are listed in the Power of Attorney (PoA) have access to the video conference and can chat.

Registered NF Delegates that are not listed in the PoA have access to the video conference but cannot chat.

Registered Delegates from MOUs that are given the opportunity to submit Rules proposals during the FEI Rules Revision Process have access to the video conference and can chat.

Other registered Delegates have access to the video conference but cannot chat.

Media do not have access, neither in person nor online, as these are considered working sessions.

FEI Staff have access to the video conference.

- FEI General Assembly

Registered NFs Delegates that are listed at point A.1 of the PoA have access to the video conference and can vote.

Other registered NFs Delegates that are listed in the PoA have access to the video conference and can chat.

MOU Stakeholders do not have the right to chat at the GA and can follow it via the YouTube public stream.

All other persons can follow the GA via the YouTube public stream.

5.3.Registration

All Participants must register via the FEI's GA Online Registration Platform by the deadline communicated by the FEI. The FEI reserves the right to decline to accredit/register anyone who does not register via the FEI's GA Online Registration Platform within the deadline.

5.4.Accreditations

The FEI reserves the right to accept or revoke an accreditation.

6. FEI Financial Support and Congress Fee

6.1. FEI Financial Support

The FEI does not financially support the NFs to attend the FEI General Assembly.

6.2. NFs Delegates

- NFs Delegates (both in-person and online) are due to pay a Congress Fee to be defined by the FEI and communicate it each edition

6.3. Accompanying Persons

A contribution for Accompanying Persons, on an amount to be defined and communicate it by the FEI for each edition, is to be paid by the Delegate to the FEI.

6.4. Congress Fee Payment

Congress Fee will be charged to the credit card once the registration via the FEI's GA Online Registration Platform has been validated by the FEI.

6.5. Congress Fee Refund Policy

In case of cancellation of the registration, 100% of the congress fees will be refunded if the cancellation is received before a date published by the FEI on a yearly basis in the GA Website Hub. After this date, only 50% of the congress fees will be reimbursed. If cancellation is received after a date published by the FEI on a yearly basis in the GA Website Hub, no reimbursement will be made.

7. Financial Responsibility Table

FUNCTIONS	TRAVEL	HOTEL	LUNCHES/ COFFEE BREAKS	BOARD DINNERS	WELCOME DINNER	FEI AWARDS & GALA DINNER
FEI President	FEI	HOST NF	HOST NF	HOST NF	HOST NF	FEI
FEI Secretary General	FEI	HOST NF	HOST NF	HOST NF	HOST NF	FEI
EB & Board Members	FEI	HOST NF	HOST NF	HOST NF	HOST NF	FEI
FEI Directors & Staff	FEI	HOST NF	HOST NF	HOST NF	HOST NF	FEI
FEI GA Organising Team	FEI	HOST NF	HOST NF	HOST NF	HOST NF	FEI
NFs Delegates/MOUs SHs/Observers	Self	Self	HOST NF	Not invited	HOST NF	FEI
Accredited Media	Self	Self	HOST NF	Not invited	HOST NF	FEI
FEI Guests	Self	Self or FEI	HOST NF	Not invited	HOST NF	FEI
Accompanying persons to EB & Board Members	Self	FEI	Not invited	HOST NF	HOST NF	FEI
Accompanying persons to NFs' Delegates & Participants	Self	Self	Not invited	Not invited	Self	Self