

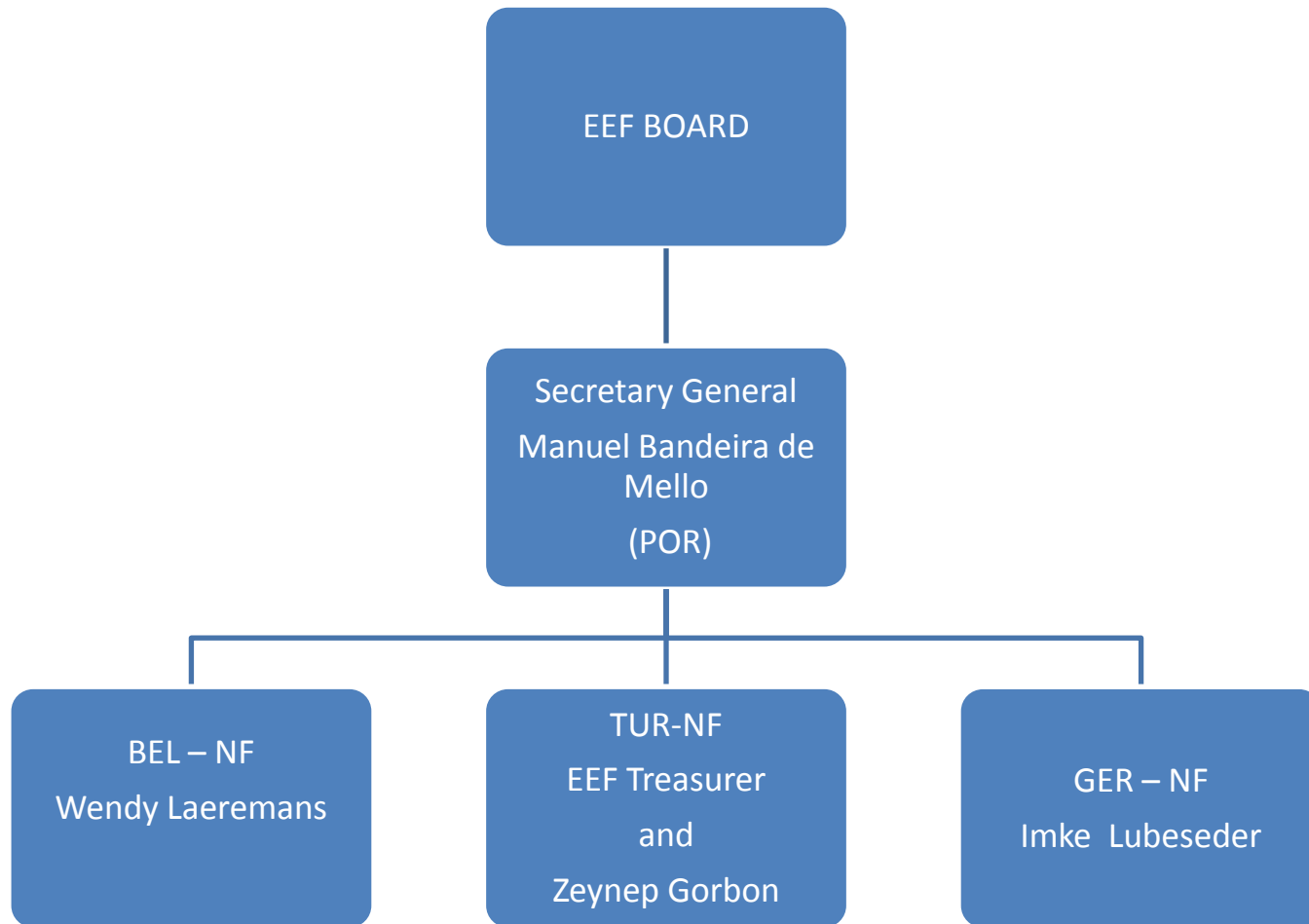


EUROPEAN EQUESTRIAN FEDERATION

ORGANIGRAM

January 2012

EEF Organization



Responsibilities of the S. G.

- **EEF Secretary General:**
- **Manuel Bandeira de Mello**

- Job description:
 - - To assure the implementation of the EEF Statutes and Internal Regulations;
 - - To assure and implement the EEF Board decisions;
 - - Coordinate with Brussels, Warendorf and Istanbul:
 - Good communication with:
 - EEF Members
 - EEF Associate Members
 - FEI
 - EEF website
 - To have the website actualized, with all information regarding, Board meetings, Working Groups meetings, Minutes of the Board and WG, etc...
 - Relevant news from EEF Members, EEF Associate Members and FEI
 - EEF Archive
 - Make sure that all EEF correspondence it's properly organized
 - To coordinate with the NF's, all EEF meetings and General Assembly

Coordination with the S. G. – BEL-NF

- **Secretary General assistant BEL-NF**
- **Name: Wendy Laeremans**
- Job description:
 - - To coordinate with the EEF SG all items regarding:
 - - Help the EEF, regarding all bureaucratic details, towards the Belgian law, finance reports, taxes, etc... (she must be advised by the EEF SG of the Board decisions in these matters and inform about eventual incompatibilities)
 - - Mail
 - - Bank account and procedures
 - - Meetings in Brussels

Coordination with the S. G. – GER-NF

- **Secretary General assistant GER-NF**
- **Name: Imke Lubeseder**
- Job description:
- To coordinate with the EEF SG all items regarding:
 - - Communication with the Board, Members, Associated Members and FEI;
 - - Board meetings outside Brussels;
 - - EEF General Assembly;

Coordination with the S. G. – TUR-NF

- **Secretary General assistant TUR-NF**
- **Name: Zeynep Gorbon**
- Job description:
- To coordinate with the EEF SG all items regarding:
 - - With the EEF Treasurer, Mr. Armagan Özgörkey
 - - EEF Website

Contacts

- **General Information:**
- info@euroequestrian.eu

- **Secretary General:**
- **Manuel Bandeira de Mello**
- mbmello@euroequestrian.eu
- Mobile: +351 968 082 317

- **Address:**
- European Equestrian Federation (EEF)
- Av. Houba de Strooper 156
- 1020 Brussels
- BELGIUM

- **Lisbon Office:**
- Av. Manuel da Maia, 26 – 4º Dtº
- 1000-2201 LISBOA
- Tel: +351 218 478 774
- Fax: +351 218 474 582

