



EUROCHAM NORTH-EASTERN CHAPTER

Structure Draft

OVERVIEW

EuroCham Chapter driven by 3 willing voluntary Members (Delegates) that can imprint EuroCham dynamics among the local business community.

The activities of a EuroCham Chapter are centred on minimum **3-4 business/advocacy events** per year and ideally an equal number of Networking-Mix and Mingle events. In addition, English language training or other seminars could be offered as there seemed to be a big interest.

3 appointed Delegates will focus on different aspects of EuroCham activities continuously, according to the time they may be able to spare towards that end.

The aforementioned events are:

	Q1	Q2	Q3	Q4
BUSINESS/ADVOCACY	Whitebook Briefing (mid-to end of March)	EVFTA or other technical information event	Factory visit (Halfday, afternoon)	Business Forum (Halfday, afternoon)
NETWORKING	“Networking- Mix and Mingle” (evening)	“Networking- Mix and Mingle” (evening)	“Networking- Mix and Mingle” (evening)	“Networking- Mix and Mingle” (evening)

The Deputy Director for Northern Vietnam is supporting the event organisation and up to 2 EuroCham staff will be present on-site for event organisation, particularly for business/advocacy meetings. Ideally on days where Business/Advocacy events are organised a casual Networking evening can be organised. Yet, we encourage delegates to organise more regular networking opportunities like joint drinks, lunches etc. to enhance the exchange of members.

The EuroCham Quarterly Networking Events are an occasion for the local business community – members and non-members – to come together. With the support of EuroCham’s secretariat where applicable, the Delegate for Events should provide instructions for organising this event (venue, schedule, promotion ideas). The EuroCham secretariat will proceed to make logistics arrangements and coordinate with the Delegate for Events in ensuring its smooth running. The Delegates will provide suggestions for promotion to be carried out by the secretariat, while also committing to disseminating the event among his/her network as much as possible.

A Business Forum, focusing on local business dynamics and topics and gathering business and local authorities, serves the purposes of discussion and networking. It is ideally a half-day event to be organised every year in Q4, comprising key speakers – recruited mostly amongst EuroCham members - which can give an actionable overview of the local economy, business potential and regulatory aspects. It should



also count on the presence of the local authorities, involving an engagement of the Delegate for Advocacy to guarantee their presence.

Only the Business Forum will feature a paid entrance fee, which will help in cover the costs of the costs of the event. Sponsorships are also a way to fund the event. The Networking event, however, should be funded by the effective acquisition of new EuroCham members throughout the year. The Delegate for Community-Building will play a major role in achieving this objective, with the full support of the secretariat.

The three delegates will be formally appointed by the EuroCham Chairman following the suggestion of the Executive Director. The positions are unpaid, although expenses for meetings may be covered on a case-by-case basis as long as sporadic and infrequent, given that targeted continuous activity is not the work approach intended. All three delegates will have a Report Trip per year to Hanoi, with all expenses covered, to report their activities in person to the Executive Committee and or/ present at a selected EuroCham event.

More specifically, the roles of the 3 delegates are described as follows:

1. Delegate for Events

- Proposes format and logistics related to local EuroCham events
- Provides input on how the events should be promoted locally
- All proposals are to be approved by the EuroCham Secretariat and Executive Committee
- Is responsible for enabling the implementation of 4 Quarterly Networking events per year, and supporting advocacy/business events namely Annual Business Forum.
- Counts on the full support of the secretariat for all purposes.

2. Delegate for Advocacy

- Is the representative of EuroCham towards the local Government in an informal capacity (does not have any decision, signing or mandated powers).
- May represent EuroCham officially if mandated by the Executive Committee
- Monitors and takes note, maintaining as regular communication as possible with the EuroCham Advocacy Team, regarding local policy and regulatory issues affecting EuroCham members and the foreign business community at large.
- Is responsible for support the organization at least two (2) meetings per year with relevant local authorities.

3. Delegate for Community Building

- Is aware of EuroCham activities through regular consultation of EuroCham communication platforms and contact with the Secretariat.
- Is aware of EuroCham membership and corporate partnership benefits
- Is responsible for building a local EuroCham membership community:
 - promoting, as much as possible, contact between members
 - reaching out and making information available for new potential members
- Will be fully supported by EuroCham Memberships Officer at all times.
- Will assist in achieving the goal of increasing membership base (4 direct/4 indirect new members/year)

ORGANISATION

