

4 March 2021

## Invitation to Extraordinary General Assembly Meeting of the Sustainable Rice Platform e.V.

Dear Members,

As Chair of the Executive Board, it is my privilege to invite you to an Extraordinary General Assembly Meeting of the Sustainable Rice Platform e.V. The meeting will take place on **2 April 2021 from 09:30 to 12:00 (UTC) using the virtual meeting platform to be provided for the SRP Rice Week. The draft agenda is attached.**

The General Assembly, comprising designated representatives of all full SRP members, functions as the Sustainable Rice Platform e.V.'s highest decision-making body. The purpose of the meeting is to provide the General Assembly with a forum to perform statutory functions and provide policy guidance, in accordance with our Articles of Association (Section 13 (2) of the Articles).

The Annual General Assembly Meeting held on 16 December 2020 resolved to convene an Extraordinary General Assembly Meeting to reach resolution on closure of annual accounts for 2020 and discharge of the Board.

I would like to take this opportunity to update you that Paul Nicholson (Olam International) will step down from the office of Vice Chair of the Board, having served in this role for one year as he agreed to do prior to taking office. He will remain as a Board member for the duration of his elected term. Office Bearers are elected by the General Assembly (Section 11 of the Articles).

### *Registration*

Please confirm your attendance to this event no later than **19 March 2021**, by [clicking here](#) to complete an online registration form. Please note that this is the same form used to register for SRP Rice Week.

### *Right to request additional agenda items*

Any member may request amendment to the agenda. The member requesting the amendment must submit written notice to the Board via email to [matthias.bickel@giz.de](mailto:matthias.bickel@giz.de) by no later than **10:00 (UTC) on 19 March 2021**. The Board may at its discretion choose to accept or reject the request. In the case of rejection, the agenda item may still be added with the signatures of 20 percent of the total membership (Section 13 (4) of the Articles).

### Sustainable Rice Platform e.V.

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E [secretariat@sustainable-rice.org](mailto:secretariat@sustainable-rice.org)  
I [www.sustainable-rice.org](http://www.sustainable-rice.org)

Registered at  
District Court of Bonn, Germany  
Register of Associations No. 11584

### Executive Board

Chairperson  
Matthias Bickel  
[matthias.bickel@giz.de](mailto:matthias.bickel@giz.de)

Vice Chairperson  
Paul Nicholson  
[paul.nicholson@olamnet.com](mailto:paul.nicholson@olamnet.com)

Secretary  
Adrian Sym  
[adrian@a4ws.org](mailto:adrian@a4ws.org)

Treasurer  
Christ Vansteenkiste  
[christ.vansteenkiste@rikolto.org](mailto:christ.vansteenkiste@rikolto.org)

### Executive Director

Wyn Ellis  
[Secretariat@sustainable-rice.org](mailto:Secretariat@sustainable-rice.org)

### *Election of Vice-Chair of the Board*

SRP e.V. seeks to fill the role of Vice-Chair of the Board. Eligible candidates must be current members of the Board. Nominations and/or self-nominations will be requested from current Board members and must be submitted in writing by email to [secretariat@sustainablerice.org](mailto:secretariat@sustainablerice.org) no later than **10:00 (UTC) on 19 March 2021**. SRP will publish the final list of candidates via email no later than **26 March 2021**. A secure, online voting by secret ballot will be conducted by an independent third-party provider during the meeting. The outcome will be announced at the Extraordinary General Assembly Meeting.

### *Meeting materials*

Enclosed with this invitation are the Agenda for the Extraordinary General Assembly Meeting, Minutes of the 2<sup>nd</sup> Annual General Assembly Meeting and the Articles of Association of the Sustainable Rice Platform e.V. for your reference. A complete package of documents for review by members prior to the meeting will be shared by email no later than **26 March 2021**.

### *Resolutions*

The General Assembly shall pass its resolutions by majority vote of the valid votes cast unless another majority is stipulated (Section 14 (2) of the Articles). One vote per full member is permitted. In the case that multiple attendees from a full member are present, the full member must designate only one authorized representative or proxy for the purpose of casting votes. Observer members have no voting rights (Section 13 (1) of the Articles).

### *Meeting platform*


The virtual meeting platform will be provided by George P. Johnson, the event organizer supporting SRP Rice Week. Log in details will be sent via email following your registration. A stable internet connection and modern browser is required. However, there is no need to install and add in, there are no license requirements, and there are no costs.

### *Meeting minutes*

Written minutes shall be drawn up of resolutions of the Extraordinary General Assembly Meeting. Minutes will be circulated by the Secretary of the Executive Board.

I look forward to your confirmation of attendance and to welcoming you at this important meeting.

With kind regards,

A handwritten signature in black ink, appearing to read "M. Bickel".

**Dr. Matthias Bickel**

Chair, Sustainable Rice Platform e.V. Executive Board

Director – Agriculture & Food, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

### **Enclosures**

1. Agenda for the Extraordinary General Assembly of the Sustainable Rice Platform e.V.
2. Minutes of the 2nd Annual General Assembly Meeting
3. Articles of Association of the Sustainable Rice Platform e.V.

**DRAFT AGENDA**  
Extraordinary General Assembly Meeting of the Sustainable Rice Platform e.V.

2 April 2021

09:30 to 12:00 (Universal Time UTC)

Virtual Meeting: Link to join the meeting will be provided

Time (UTC)	Agenda Item	Remarks
09:00 – 09:30	Technical checks	SRP Secretariat
09:30 – 09:35	<b>Welcome and opening remarks</b>	Matthias Bickel Chairperson, SRP Board
09:35 – 09:45	<b>Determination of quorum</b>	Adrian Sym Secretary, SRP Board
	<b>Anti-Trust statement</b>	Wyn Ellis Executive Director
	<b>Agenda item 1:</b> Endorsement of the Agenda	Adrian Sym Secretary, SRP Board
	<b>Agenda item 2:</b> Endorsement of Minutes 2nd Annual General Assembly	Adrian Sym Secretary, SRP Board
09:45 – 10:00	<b>Agenda item 3:</b> Report of Board Committee on Governance and Risk	Tanja Havemann (TH) Committee Chair, SRP Board
10:00 – 10:15	<b>Agenda item 4:</b> Report of Board Committee on Resource Mobilization	Vita Jarolimkova (VJ) Committee Chair, SRP Board
10:15 – 10:30	<b>Agenda item 5:</b> Presentation of Budget and Accounts 2020	Christ Vansteenkiste Treasurer, SRP Board
10:30 – 10:45	<b>Agenda item 6:</b> Report of Cash Auditors on Annual Accounts 2020	Kristian Moeller and Bruno Fischer, Cash Auditors
10:45 – 10:55	<b>Agenda item 7:</b> Discharge of the Board	Adrian Sym Secretary, SRP Board
10:55 – 11:05	<i>Virtual Coffee Break</i>	
11:05 – 11:20	<b>Agenda item 8:</b> Presentation of Budget 2021	Christ Vansteenkiste Treasurer, SRP Board
11:20 – 11:30	<b>Agenda item 9:</b> Election of Cash Auditors 2021	Adrian Sym Secretary, SRP Board
11:30 – 11:40	<b>Agenda item 10:</b> Election of Vice Chair of the Board	Adrian Sym Secretary, SRP Board
11:40 – 11:55	<b>Responding to Members' Inquiries and Requests</b>	Matthias Bickel Chairperson, SRP Board
11:55 – 12:00	<b>Closing remarks</b>	Mark Radka Representative, SRP Board
12:00	<b>Adjourn</b>	