

## Full-services Solutions

### Association Management

**EUROFUTURE** has gathered considerable experience in serving associations with tailored organisational solutions. For **emerging associations**, our solutions are designed to fit small budgets, with the objective to ensuring that our clients will hold optimal positions within the European environment.

- Corporate Representations
- Industries Associations
- Business Federations
- Professional Associations
- Regional Organizations
- Non-profit Organizations

**EUROFUTURE** helps clients raise profile and develop influence without the burdens of staffing, management, legal and tax issues. From our experience in **setting-up European associations**, we provide a comprehensive support with full-services support.

**EUROFUTURE** proposes a **full-services package** for clients who consider launching an association in Brussels. Our efficient and cost-effective package offers a scope of services for a monthly flat price, all taxes and office costs included.

Our "kick-off" package starts at **€10.000, all taxes included**. This 3-month package includes all the provision of services detailed in the following pages.

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## 1 Initial Evaluation

Ref.	Solutions	Description	Includes	Prices
1.1	<b>Mission Definition</b>	Definition of vision, mission, objectives, and agenda.	<ul style="list-style-type: none"> <li>Initial positioning</li> <li>Differentiation.</li> </ul>	<i>Package Included</i>
1.2	<b>Business Plan</b>	Outlining and writing.	<ul style="list-style-type: none"> <li>SWOT analysis</li> <li>Comprehensive document.</li> </ul>	<i>Package Included</i>
1.3	<b>Stakeholders Consultation</b>	Exploration of expectations, evaluation of interests, readiness and support.	<ul style="list-style-type: none"> <li>Questionnaire method</li> <li>Comprehensive report.</li> </ul>	<i>Package Included</i>
1.4	<b>Platform Building</b>	Organization of a supportive group.	<ul style="list-style-type: none"> <li>Mobilization</li> <li>Development</li> </ul>	<i>Package Included</i>
1.5	<b>Resources Sourcing</b>	Evaluation, exploration and tracking of funding.	<ul style="list-style-type: none"> <li>Opportunities</li> <li>Pooling</li> <li>Mobilization</li> </ul>	<i>Package Included</i>

## 2 Incorporation Management

Ref.	Solutions	Description	Includes	Prices
2.1	<b>Statutes</b>	Definition, writing, validation and registering processes.	<ul style="list-style-type: none"> <li>All administrative procedures.</li> </ul>	<i>Package Included</i>
2.2	<b>Legal/Taxes Advice</b>	Initial support.	<ul style="list-style-type: none"> <li>All administrative procedures.</li> </ul>	<i>Package Included</i>

## 3 Office Management

Ref.	Solutions	Description	Includes	Prices
32.1	<b>Representation Office</b>	Develop an effective and permanent business presence in Brussels.	<ul style="list-style-type: none"> <li>Commercial Address</li> <li>Secretariat services</li> <li>Meeting facilities</li> </ul>	<i>Package Included</i>
2.2	<b>Staffing</b>	Initial and provisional Team building to prepare further staffing.	<ul style="list-style-type: none"> <li>Office Director (Acting)</li> <li>Business Expert</li> <li>PR/PA Expert</li> </ul>	<i>Package Included</i>

## 4 Resources Management

Ref.	Solutions	Description	Includes	Prices
4.1	<b>Membership Strategy</b>	Members segmentation, fees policy, and resources development.	<ul style="list-style-type: none"> <li>• Objectives</li> <li>• Strategy</li> <li>• Planning</li> <li>• Targeting</li> </ul>	<i>Package Included</i>
4.2	<b>Institutional Funding</b>	Funding opportunities and resources development.		<i>Package Included</i>
4.3	<b>Corporate Sponsorships</b>	Partnerships opportunities, evaluation of options and resources development.		<i>Package Included</i>

## 5 Information Management

Ref.	Solutions	Description	Includes	Prices
5.1	<b>Website Management</b>	Creation and management of a dedicated website.	<ul style="list-style-type: none"> <li>• Full design (incl. logo)</li> <li>• Contents</li> <li>• Management</li> </ul>	<i>Package Included</i>
5.2	<b>Mission Statement</b>	Informative leaflet presenting the purpose and the mission.	<ul style="list-style-type: none"> <li>• Messaging</li> <li>• Production (EN/FR)</li> <li>• Updating</li> <li>• Packaging</li> <li>• Dissemination</li> </ul>	<i>Package Included*</i>
3.3	<b>Background Documents</b>	Informative documents for general and targeted audiences.		<i>Package Included*</i>
3.4	<b>Position Paper</b>	Informative documents for advocacy or discussion activities.		<i>Package Included</i>
3.5	<b>Press Releases</b>	Regular informative pieces for general dissemination.		<i>Package Included</i>

\* Printing and mailing costs non included.

## 6 Agenda Management

Ref.	Solutions	Description	Includes	Prices
6.1	<b>Issue Tracking</b>	All necessary PR/PA activities, according to the agenda.	<ul style="list-style-type: none"> <li>• Weekly report</li> </ul>	<i>Package Included</i>
6.2	<b>Regulatory Watch</b>			<i>Package Included</i>
6.3	<b>Environment Monitoring</b>			<i>Package Included</i>

## 7 Stakeholders Management

Ref.	Solutions	Description	Includes	Prices
7.1	<b>Data base Management</b>	Segmentation and mapping of stakeholders.	<ul style="list-style-type: none"> <li>• Development</li> <li>• Updating</li> </ul>	<i>Package Included</i>
7.2	<b>Media Relations</b>	Network building with the Brussels press corps.	<ul style="list-style-type: none"> <li>• Informative activities</li> <li>• Contacts development</li> <li>• Evaluation</li> <li>• Reporting</li> </ul>	<i>Package Included</i>
7.3	<b>Institutional Relations</b>	Network building with EU institutions and related agencies.		<i>Package Included</i>
7.4	<b>Business Community</b>	Network building with business partners.		<i>Package Included</i>

## 8 Events Management

Ref.	Solutions	Description	Includes	Prices
8.1	<b>Kick-off Event</b>	Dedicated events to position the association, promote the mission, develop activities and engage with stakeholders.	<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Planning</li> <li>• Audience</li> <li>• Organization</li> <li>• Evaluation</li> <li>• Reporting</li> </ul>	<i>Package Included*</i>
8.2	<b>Informative Events</b>			<i>Package Included*</i>
8.3	<b>Focus Groups / Workshops</b>			<i>Package Included*</i>
8.4	<b>Speaking Opportunities</b>			Organization, preparation and placement of keynotes speeches.

\* Additional costs (venue, catering, printing and mailing) non included.

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