9-10 Mawrth 2016 | Caerdydd, i’w gadarnhau  
9-10 March 2016 | Cardiff, TBC

Rhybudd Cynhadledd (DG1)  
Notice of Conference (CD1)

DG1 CD1

Dogfen Cynhadledd 1

Dyma Ddogfen Gynhadledd (DG)1, sy’n rhoddi rhybudd i chi ynglŷn â Chynhadledd UCM Cymru 2016. Mae’n cynnwys y dyddiadau allweddol ar gyfer y broses bolisi ac atebolrwydd ar gyfer y flwyddyn sydd i ddod, ynghyd â chrynodeb byr o sut mae’r prosesau’n gweithio. Bydd y dogfennau cynhadledd sy’n dilyn yn mynd i fwy o fanylder ar feysydd penodol.

Dylech ddarllen y ddogfen hon a phob dogfen Gynhadledd arall a gyhoeddir cyn gynted ag y cânt eu hanfon i chi. Dylech geisio eu dosbarthu o amgylch eich undeb a’u hanfon at aelodau eich dirprwyaeth o gynrychiolwyr pan gânt eu dethol, a’u defnyddio ar gyfer hyfforddiant i’ch cynrychiolwyr.

Yr hyn sydd angen i chi ei wneud:

* Ychwanegu dyddiadau allweddol (tudalen 30) i’ch dyddiadur
* Cynnal dadl a dewis polisïau (cynigion) i'w cymryd i'r Gynhadledd.
* Ethol cynrychiolwyr ar gyfer Cynhadledd UCM Cymru cyn 17 Chwefror 2016
* Mynychu hyfforddiant i gynrychiolwyr yng nghynhadledd UCM Cymru ar 9 Mawrth 2016

Angen rhagor o gymorth?

Os ydych yn darllen y ddogfen hon, a’ch bod angen cymorth neu eglurhad arnoch o hyd:

Cysylltwch â thîm digwyddiadau UCM ar gyfer materion sy’n ymwneud â gweinyddiaeth y gynhadledd, gan gynnwys cofrestru, anghenion mynediad a bwcio ystafelloedd. E-bostiwch y tîm ar [events@nus.org.uk](mailto:events@nus.org.uk).

Cysylltwch â thîm Cynhadledd UCM Cymru ar gyfer materion sy’n perthyn i niferoedd cynrychiolwyr a chynnal pleidlais draws-gampws. E-bostiwch y tîm ar [conference@nus-wales.org.uk](mailto:conference@nus-wales.org.uk).

Hefyd gellir anfon unrhyw ohebiaeth at: ATT: Cynhadledd UCM Cymru 2016, UCM Cymru, 2il Lawr, Adeiladau Cambrian, Sgwâr Mount Stuart, Bae Caerdydd, CF10 5FL.

Ffoniwch ni ar 02920 43 53 90.

Dyddiadau cau ar gyfer Cynhadledd UCM Cymru 2016

**Cyflwyno cynigion** 5yh Dydd Gwener 5 Chwefror 2016

**Cyhoeddi cynigion i'w hystyried** Dydd Gwener 12 Chwefror 2016

**Enwebiadau a Maniffestos ar gyfer Llywydd a Dirprwy Lywydd UCM Cymru** 5yh Dydd Gwener 5 Chwefror 2016

**Cyhoeddi enwebiadau a maniffestos** Dydd Iau 11 Chwefror 2016

**Cyfle olaf i gyflwyno gwelliannau a phleidleisiau blaenoriaeth** 5yh Dydd Gwener 19 Chwefror 2016

**Diwedd cyfnod cofrestru ar gyfer y Gynhadledd** 5yh Dydd Mercher 17 Chwefror 2016

**Cyfle olaf i gyflwyno cynigion brys** 5yh Dydd Llun 1 Mawrth 2016

**Cynhadledd UCM Cymru** Dydd Mercher 9 - Dydd Iau 10 Mawrth 2016

**Rhybudd ar gyfer rolau ar Bwyllgor Gwaith Cenedlaethol Cymru, rolau ar Bwyllgor Gweithdrefnau Democrataidd Cymru, ac Ail Le Cymru ar Gyngor Cenedlaethol UCM DU** Yn y Gynhadledd

**Etholiadau ar gyfer rolau Llywydd a Dirprwy Lywydd UCM Cymru** Yn y Gynhadledd

**Gwrthwynebiad i unrhyw bolisi UCM Cymru sy'n darfod** Yn y Gynhadledd

Cymryd rhan yn y broses bolisi

Cynigion

Caiff pob undeb myfyrwyr sy'n aelod a PGC UCM Cymru gyflwyno hyd at chwe chynnig, heb fod dros 500 o eiriau’r un, erbyn 5yh dydd Gwener 5 Chwefror.

Caiff pob undeb myfyrwyr sy'n aelod o PGC UCM Cymru gyflwyno hyd at dri gwelliant, heb fod dros 300 o eiriau’r un i Gynhadledd UCM Cymru.

Sylwch: Rhaid i gynigion a gwelliannau a gyflwynir i’r Gynhadledd ddod gyda phrawf eu bod wedi cael eu pasio gan gorff llunio polisi o’r aelod cyfansoddiadol hwnnw. Rhaid cyfeirio bob cynnig a gwelliant at Bwyllgor Gweithdrefnau Democrataidd UCM Cymru a’u he-bostio at [conference@nus-wales.org.uk](mailto:conference@nus-wales.org.uk).

Gall UCM Cymru gysylltu â sefydliadau sy’n cyflwyno cynigion er mwyn trefnu cyfarfod cyfuno – sef cyfarfod lle caiff cynigion cyffelyb eu cyfuno i ffurfio un cynnig. Rhaid i bob sefydliad sy’n cyflwyno cynigion hefyd gynnwys manylion cysylltu, gan gynnwys cyfeiriad e-bost a rhif ffôn gwaith.

Polisïau sy’n Darfod

Caiff pob polisi sydd gan UCM Cymru sy’n dair oed eu cyflwyno i Gynhadledd UCM Cymru 2016. Bydd yr holl bolisïau yn darfod oni cheir gwrthwynebiad gan undeb myfyrwyr sy'n aelod. Rhaid i chi roi gwybod i Bwyllgor Gweithdrefnau Democrataidd ar ffurf ysgrifenedig erbyn 9.00yb ar 19 Mawrth 2016. Bydd Cynhadledd UCM Cymru’n penderfynu ar bob gwrthwynebiad yn ystod y sesiwn olaf gan ddefnyddio’r gweithdrefnau democrataidd.

Os oes gennych unrhyw ymholiad ynglŷn â’r broses bolisi a sut i gyfranogi, mae croeso i chi gysylltu â thîm Cynhadledd UCM Cymru ar [conference@nus-wales.org.uk](mailto:conference@nus-wales.org.uk).

Eich dirprwyaeth

Niferoedd cynrychiolwyr

Dyma’r nifer o gynrychiolwyr y gall undeb myfyrwyr sydd mewn aelodaeth eu hanfon i Gynhadledd UCM Cymru. Mae hwn yn seiliedig ar y nifer o fyfyrwyr sy’n astudio yn y sefydliad hwnnw.

Codir ffi ar undebau myfyrwyr ar gyfer pob cynrychiolydd. Mae’r ffi yn talu’r gost o fynychu’r Gynhadledd, gan gynnwys prydau bwyd a llety. Nid yw'n cynnwys trafnidiaeth i nac o'r Gynhadledd. Dylai'r undeb myfyrwyr neu sefydliad dalu am y costau hyn.

Ethol cynrychiolwyr

Rhaid i bob prifysgol a choleg addysg uwch yn y sector gyhoeddus ethol eu cynrychiolwyr drwy gynnal pleidlais draws-gampws. Gall un cynrychiolydd fod yn gynrychiolydd ex-officio. Os ydych yn teimlo eich bod wedi cael eich cosbi’n annheg gan drefniant o’r fath, dylech gysylltu â Phwyllgor Gweithdrefnau Democrataidd UCM Cymru [conference@nus-wales.org.uk](mailto:conference@nus-wales.org.uk). Ceir rhagor o fanylion yn Niferoedd Cynrychiolwyr yn Nogfen Gynhadledd 2.

Caiff colegau addysg bellach eu heithrio o’r gofynion hyn i gynnal pleidlais draws-gampws, er anogir hyn lle bo hynny’n bosib.

Mae UCM Cymru'n annog pob undeb i gynnal eu pleidlais draws-gampws cyn y dyddiad cau ar gyfer cofrestru: 5yh Dydd Mercher 17 Chwefror 2016 Os nad ydych yn gwneud hyn, ni chaiff eich undeb gofrestru cynrychiolwyr sy’n cael pleidleisio. Caiff datganiad bod y bleidlais draws-gampws wedi ei chynnal ei gynnwys ar y ffurflen gofrestru ar gyfer Cynhadledd UCM Cymru

Niferoedd Sylwedyddion

Mae gan bob undeb myfyrwyr sydd mewn aelodaeth yr hawl i anfon dau sylwedydd i gymryd rhan yng Nghynhadledd UCM Cymru 2016. Caiff undeb ddewis eu sylwedyddion ym mha bynnag ffordd y gwelant yn addas. Mae rhaid iddyn nhw gofrestru cyn 5yh dydd Mercher 16 Chwefror 2016

Cydbwysedd rhywedd

Rhaid i ddirprwyaeth pob undeb myfyrwyr (sylwedyddion yn ogystal â chynrychiolwyr) gynnwys o leiaf cymaint o fenywod â dynion. Ceir rhagor o fanylion yn Niferoedd Cynrychiolwyr yn Nogfen Gynhadledd 2.

Cyfryngau myfyrwyr

Caiff unrhyw newyddiadurwr myfyrwyr sy’n dymuno rhoi sylw i Gynhadledd UCM Cymru fynychu’r digwyddiad yn ddi-dâl. Rhaid i gyfryngau myfyrwyr gofrestru ar gyfer y Gynhadledd erbyn 5yh ddydd Mercher 17 Chwefror 2016. Yn gyntaf, dylent gysylltu â Thîm Digwyddiadau UCM ar [events@nus.org.uk](mailto:events@nus.org.uk) er mwyn derbyn cod bwcio.

Mae cofrestru am ddim yn cynnwys cinio canol-dydd ar y ddau ddiwrnod. Serch hynny, codir tâl ar gyfer llety a mynychu cinio Gwobrau UCM Cymru. Er mwyn cael llety a/neu fynychu'r cinio, cysylltwch â'r tîm digwyddiadau ar [events@nus.org.uk](mailto:events@nus.org.uk) erbyn 5yh ddydd Mercher 17 Chwefror 2016.

Hawliau

Mae gan gynrychiolwyr hawliau siarad a phleidleisio llawn.

Mae gan sylwedyddion hawliau siarad llawn, ond nid oes ganddynt unrhyw hawl pleidleisio.

Nid oes gan gyfryngau myfyrwyr unrhyw hawl siarad na phleidleisio. Rhaid iddynt arsylwi ar y gweithgareddau democrataidd yn dawel ar lawr y Gynhadledd. Gallant holi cwestiynau i siaradwyr y tu allan i unrhyw weithgaredd democrataidd, ond ni ddylent darfu ar y Gynhadledd.

Cofrestru

Rhaid cofrestru eich dirprwyaeth ar gyfer Cynhadledd UCM Cymru ar [http://nuswalesconference.nusconnect.org.uk](http://nuswalesconference.nusconnect.org.uk/). Ceir rhestr o brisiau ar gyfer gwahanol gategorïau o bobl a gaiff fynychu’r Gynhadledd yma.

Rhaid i undebau myfyrwyr gofrestru eu hunain gan ddefnyddio’r ffurflen ar-lein. Ni all y tîm digwyddiadau nag UCM Cymru gwblhau’r ffurflen hon ar eich rhan.

Rhaid i bob cynrychiolydd, sylwedydd ac aelod o gyfryngau myfyrwyr gael eu henwi gyda’u manylion cysylltu eu hunain. Sicrhewch fod pob enw wedi ei sillafu’n gywir a bod rhywedd wedi'i nodi. Rhaid i bob dirprwyaeth gydymffurfio â'r polisi cydbwysedd rhywedd.

Cewch gofrestru ar-lein o ddydd Llun 4 Ionawr 2016.

Bydd gan bob undeb myfyrwyr neu aelod trefnu god diogelwch eu sefydliad. Darparwyd hwn ym mis Hydref 2014. Byddwch angen y cod yma er mwyn cofrestru eich dirprwyaeth ac i gyflwyno cynigion a gwelliannau. Os nad oes gennych y cod hwn, rhaid i chi gysylltu â thîm digwyddiadau UCM ar [events@nus.org.uk](mailto:events@nus.org.uk).

Cydsyniad rhieni

Os ydych 16 a 18 oed ac yn bwriadu mynychu Cynhadledd UCM Cymru 2016, dylech ddilyn y gweithdrefnau sydd gan eich undeb/coleg ar gyfer cydsyniad rhieni. Os oes gofyn i chi ddod â gwarcheidwad gyda chi, dylech ein hysbysu o hynny wrth gofrestru. Rhowch fanylion llawn eich gwarcheidwad a’u perthynas â chi. Bydd eich coleg/undeb yn gyfrifol am gost eich gwarcheidwad. Bydd hefyd angen i chi gwblhau ffurflen gydsyniad wrth gofrestru ar gyfer y digwyddiad a sicrhau ei bod wedi ei dychwelyd i dîm digwyddiadau UCM erbyn 5yh ddydd Mercher 17 Chwefror 2016

Anghenion mynediad

A fyddech gystal â sicrhau eich bod yn cynnwys manylion ynglŷn ag unrhyw angen mynediad sydd gan y rheiny sy’n cofrestru i fynychu’r digwyddiad. Bydd hynny'n galluogi’r bobl yma i gyfranogi’n llawn yn y digwyddiad. Mae ein rhybuddio ymlaen llaw ynglŷn ag anghenion mynediad yn caniatáu i ni wneud y trefniadau angenrheidiol mewn da bryd.

Dylech nodi anghenion o’r fath wrth gofrestru. A fyddech gystal ag e-bostio events@nus.org.uk os ydych am drafod eich anghenion mynediad ymhellach.

Ni allwn sicrhau y gellid cwrdd ag anghenion mynediad oni fyddwch yn rhoi gwybod i ni cyn y dyddiad cau yma. Dylech anfon eich anghenion mynediad hyd yn oed os ydych chi wedi mynychu digwyddiadau UCM o’r blaen.

Dileu trefniadau

Os bydd angen i unigolyn ddileu eu cofrestriad, rhaid i’w hundeb myfyrwyr gysylltu ag UCM cyn y digwyddiad. Gellir gweld yr holl fanylion cysylltu ar eich cadarnhad cofrestru ac ar wefan y gynhadledd.

Ac eithrio mewn amgylchiadau eithriadol, ac os yw UCM yn dymuno gwneud hynny, gellir trefnu ad-daliad ar gyfer cofrestriad a gaiff ei ddileu, cyn belled â bod hynny’n cael ei wneud cyn y dyddiad cau ar gyfer cofrestru.

Mewn sefyllfaoedd lle mae sylwedydd yn penderfynu dileu eu bwciad, mae’r polisi canlynol parthed ad-daliadau’n berthnasol. Bydd y swm a gaiff ei ad-dalu’n adlewyrchu’r hyn a dalwyd gan UCM wrth drefnu llety, arlwyo a llogi’r lleoliad.

Caniateir yr ad-daliadau canlynol o’r ffi cofrestru:

* Hyd at 25 diwrnod gwaith cyn y digwyddiad (ad-daliad o 60%)
* Hyd at 15 diwrnod gwaith cyn y digwyddiad (ad-daliad o 30%)
* Llai na 14 diwrnod cyn y digwyddiad (dim ad-daliad)

Ystyrir diwrnod gwaith i fod rhwng dydd Llun a dydd Gwener hyd at 5yh, heb gynnwys unrhyw wyliau cyhoeddus.

Dogfennau

Bydd dogfennau ar gael ar [http://nuswalesconference.nusconnect.org.uk](http://nuswalesconference.nusconnect.org.uk/) fel y cânt eu rhyddhau. Caiff e-byst yn eu cylch eu hanfon allan drwy UCM Cymru.

Dylai staff sicrhau y caiff y dogfennau hyn eu hanfon at eu cynrychiolwyr.

Bydd pob dogfen yn cynnwys adran sy’n amlinellu ei diben a’r hyn sydd angen i chi ei wneud.

Dogfennau wedi eu hargraffu

Bydd UCM Cymru’n argraffu un copi o’r canlynol ar gyfer pob cynrychiolydd:

* Papur Trefn ar gyfer y Gynhadledd (Agenda)
* Yr adroddiadau a gyflwynwyd i’r Gynhadledd
* Y cynigion a gyflwynwyd i’r Gynhadledd
* Maniffestos yr ymgeiswyr sy’n sefyll yn yr etholiadau

Caiff y dogfennau hyn eu hargraffu’n Saesneg oni fydd cynrychiolydd yn datgan ei fod yn siaradwr Cymraeg. Bydd copïau ychwanegol o ddogfennau yn y Gymraeg wrth law hefyd. Bydd copïau o ddogfennau eraill ar gael, ond ni fyddwn yn argraffu un ar gyfer pob cynrychiolydd. Mae'r mesurau hyn yn unol â pholisïau gwyrdd UCM.

Etholiadau

Dyma restr o’r etholiadau a gynhelir yng Nghynhadledd UCM Cymru 2016:

Rolau llawn-amser

Cynhelir etholiadau ar gyfer y swyddi canlynol – Llywydd UCM Cymru a Dirprwy Lywydd UCM Cymru. Etholir y rhain am un flwyddyn ar y tro ac maent yn swyddi cyflogedig llawn-amser, wedi eu lleoli ym Mae Caerdydd.

Sylwch y cynhelir yr etholiad ar gyfer Swyddog Menywod UCM Cymru yng Nghynhadledd Menywod Cymru ddydd Gwener 29 Ebrill 2016.

Rolau ar Bwyllgor Gwaith Cenedlaethol UCM Cymru

Bydd cynrychiolwyr yn ethol ‘bloc o saith’ gwirfoddolwr i gynrychioli myfyrwyr a chraffu ar waith y Llywydd a’r Dirprwy Lywydd. Etholir pedwar o’r gwirfoddolwyr hyn yng Nghynhadledd UCM Cymru: safle i fenyw, safle i fyfyriwr addysg bellach a dau safle agored. Etholir tri gwirfoddolwr ychwanegol yng Nghynhadledd Maes UCM Cymru yn yr hydref. Rolau rhan-amser, di-dâl yw’r rhain.

Cyngor Cenedlaethol UCM DU (2il Le Cymru)

2il Le Cymru ar y CC yw ail gynrychiolydd Cymru ar gyngor arweinyddiaeth cenedlaethol UCM ar lefel y DU. Mae'r person yma, ynghyd â Llywydd UCM Cymru, yn cynrychioli myfyrwyr ac yn craffu ar waith yr arweinyddiaeth Undeb Cenedlaethol y Myfyrwyr ar lefel y DU. Mae'r rôl ddi-gyflog hon ar gyfer gwirfoddolwyr rhan-amser.

Pwyllgor Gweithdrefnau Democrataidd UCM Cymru

PGD UCM Cymru yw’r grŵp o fyfyrwyr sy’n goruchwylio’r ffordd y caiff digwyddiadau democrataidd eu rhedeg. Er mai’r Swyddog Etholiadau sy’n gwneud y dyfarniad terfynol ar faterion etholiadol, mae’r pwyllgor yn hwyluso trafodaeth ac yn ymdrin ag unrhyw gwyn sy’n perthyn i weithdrefnau democrataidd. Rolau rhan-amser, di-dâl yw’r rhain.

Gweithdrefnau etholiadol

Bydd y Swyddog Adroddol yn trefnu bod y rhain ar gael yn Nogfen Gynhadledd 11.

Cyfrif etholiadau

Caiff yr etholiadau ar gyfer Llywydd a Dirprwy Lywydd UCM Cymru, aelodau o Bwyllgor Gwaith Cenedlaethol UCM Cymru, Ail Le Cymru ar Gyngor Cenedlaethol UCM DU, ac aelodau o Bwyllgor Gweithdrefnau Democrataidd UCM Cymru, eu cyfrif a’u cyhoeddi yn ystod Cynhadledd UCM Cymru.

Dogfennau pellach

Bydd y dogfennau canlynol ar gael cyn Cynhadledd UCM Cymru 2016. Ni fyddant o reidrwydd yn ymddangos yn y drefn hon.

Mae’r dogfennau craidd ar gyfer y Gynhadledd (DG) fel a ganlyn:

* DG1 Rhybudd Cynhadledd
* DG2 Niferoedd Cynrychiolwyr
* DG3 Cofnodion Cynhadledd Flaenorol UCM Cymru
* DG4 Papur Trefn (Agenda)
* DG5 Adroddiadau’r Swyddogion
* DG6 Polisi sydd i ddarfod
* DG7 Argymhellion terfynol, gwelliannau a chynigion cyffredin
* DG8 Adroddiadau gan Bwyllgor Gwaith Cenedlaethol a Phwyllgor Gweithdrefnau Democrataidd UCM Cymru
* DG9 Rheolau a Rheolaethau Etholiadol
* DG10 Maniffestos

Conference Document 1

This is Conference Document (CD) 1, which gives notice of NUS Wales Conference 2016. Within it, you’ll find the key dates for the policy and accountability process for the year ahead and a brief summary of how the processes work. Each further conference document will go into more details on specific areas.

You should read this document and all further Conference Documents published when they are sent to you. You should aim to circulate them around your students’ union and send them to your delegations when selected and used within their delegate training.

What you need to do:

* Add key dates (page 3) to diary
* Debate and select proposed policies (motions) to take to Conference
* Elect delegates for NUS Wales Conference before 17 February 2016
* Attend delegate training at NUS Wales Conference on 9 March 2016

Need more help?

If you read this document and still require help or need clarification:

Contact the NUS events team for issues relating to the administration of conference, including registration, access needs, and room bookings. Email the team at [events@nus.org.uk](mailto:events@nus.org.uk).

Contact NUS Wales Conference team for issues about delegate entitlement, reports and policy, amendments and cross campus ballots. Email the team at [conference@nus-wales.org.uk](mailto:conference@nus-wales.org.uk).

Any correspondence may also be sent to: ATT: NUS Wales Conference 2016, NUS Wales, 2nd Floor, Cambrian Buildings, Mount Stuart Square, Cardiff Bay, CF10 5FL.

To phone, please call 02920 43 53 90.

NUS Wales Conference 2016 deadlines

**Motion submission** 5pm Friday 5 February 2016

**Publication of motions for considersation** Friday 12 February 2016

**Nominations and manifestos for NUS Wales President and Deputy President** 5pm Friday 5 February 2016

**Publication of nominations and manifestos** Thursday 11 February 2016

**Close of amendment submission and priority ballots** 5pm Friday 19 February 2016

**Close of Conference registration** 5pm Wednesday 17 February 2016

**Close of emergency motions** 5pm Monday 1 March 2016

**NUS Wales Conference** Wednesday 9 and Thursday 10 March 2016

**Notice for NUS Wales National Executive Committee places, Wales Democratic Procedures Committee places, and NUS UK National Executive Committee Wales place** At Conference

**Elections for the positions of NUS Wales President and Deputy President** At Conference

**Opposition to any lapsing NUS Wales policy** At Conference

Participating in the policy process

Motions

All member students’ unions and the NUS Wales NEC may submit up to six motions of no more than 500 words by 5pm Friday 5 February.

All member students’ unions and the NUS Wales National Executive Committee may submit up to three amendments of no more than 300 words to NUS Wales Conference.

Please Note: Motions and amendments submitted to Conference must be accompanied by proof that they have been passed at a policy making body of that constituent member. All motions and amendments must be addressed to the NUS Wales Democratic Procedures Committee and e-mailed to [conference@nus-wales.org.uk](mailto:conference@nus-wales.org.uk).

NUS Wales may contact institutions who submit motions in order to organise a compositing meeting – a meeting where similar motions are amalgamated to make one motion. All institutions that submit motions must submit contact details, including a working email address and telephone number.

Lapsed policies

All the policies of NUS Wales that are three years old will be presented to NUS Wales Conference 2016. All policies will lapse unless a member students’ union objects. You must notify the NUS Wales Democratic Procedures Committee in writing before 9:00am on 10 March 2016. NUS Wales Conference will decide on all objections during the final session using democratic procedure.

Should you have any queries about the policy process and how to get involved, please contact the NUS Wales Conference team on [conference@nus-wales.org.uk](mailto:conference@nus-wales.org.uk).

Your delegation

Delegate entitlements

Delegate entitlement is the number of students a member students’ union may send to NUS Wales Conference. This is based on the number of students within the union’s institution.

Students’ unions will be charged a fee for each delegate. The fee covers the cost of attending Conference, including all meals and accommodation. Travel to and from Conference is not included. These costs should be covered by the students’ union or institution.

Delegate elections

All universities and public sector higher education colleges must elect their delegates by cross campus ballot. One delegate may be an ex-officio delegate. If you feel unfairly penalised by such an arrangement, you should contact the NUS Wales Democratic Procedures Committee on [conference@nus-wales.org.uk](mailto:conference@nus-wales.org.uk). Further details are outlined in Conference Document 2 Delegate Entitlement.

Further education colleges are exempt from the requirement to hold a cross campus ballot, though this is encouraged where possible.

NUS Wales encourages all unions to hold their cross campus ballots prior the registration deadline: 5pm Wednesday 17 February 2016. If you do not, your students’ union will not be able to register voting delegates. A declaration that the cross campus ballot has taken place is included on the registration form for NUS Wales Conference.

Observer entitlements

Every member students’ union may send up to two observers to participate in NUS Wales Conference 2016. Observers may be chosen by the union however they deem fit. They must be registered by 5pm Wednesday 16 February 2016.

Gender balance

All students’ unions delegations (including both delegates and observers) must be made up of at least as many women as men to NUS Wales Conference. Further details are outlined in Conference Document 2 Delegate Entitlement.

Student media

Any student journalists who wish to cover NUS Wales Conference may attend free of charge. Student media must register for Conference by 5pm Wednesday 17 February 2016. They should first contact the NUS Events team on [events@nus.org.uk](mailto:events@nus.org.uk) to receive a booking code.

Free registration includes lunch on both days. However, a charge will apply for accommodation and attendance at the NUS Wales Awards dinner. To upgrade for accommodation and/or the dinner, contact the events team on [events@nus.org.uk](mailto:events@nus.org.uk) by 5pm Wednesday 17 February 2016.

Rights

Delegates have full speaking and voting rights.

Observers have full speaking rights but do not have any voting rights.

Student media have no speaking or voting rights. They must observe democratic proceedings quietly on Conference floor. Questions may be asked of speakers outside of any democratic proceedings, but should not disrupt Conference.

Registration

Your delegation must be registered for NUS Wales Conference on <http://nuswalesconference.nusconnect.org.uk>. Details of prices for different categories of attendees are listed here.

Students’ unions must register themselves using the online form. The events team and NUS Wales cannot fill in the form for you.

All delegates, observers and student media must be named with their own contact details. Please ensure all names are spelt correctly and gender is identified. All delegations must comply with the gender balance policy.

Online registration will be available from Monday 4 January 2016.

Each individual students’ union or organizing member of staff will have their institution’s security code. This was provided in October 2014. This code is needed in order to register your delegation, and to submit motions and amendments. If you do not have this code, you must contact NUS events team at [events@nus.org.uk](mailto:events@nus.org.uk).

Parental consent

If you are between the ages of 16-18 years old and planning to attend NUS Wales Conference 2016, you should follow the procedures your union/college have in place for parental consent. If you are required to bring a guardian with you, please make this known when registering. Give your guardian’s full details of name and relationship. Your college/union will be responsible for the cost of your guardian. You also will be required to complete a consent form when registering for the event and ensure it is returned to the NUS events team by 5pm Wednesday 17 February 2016.

Access requirements

Please ensure that you include details of any access needs required by those registering to attend. This will enable these people to fully participate in the event. Advance notice of access requirements allows the necessary arrangements to be made in good time.

Please state all such requirements when registering. Please email the events@nus.org.uk if you wish to discuss your access needs further.

We cannot guarantee access requirements will be met if not received by this deadline. Send your access needs even if you have previously attended NUS events.

Cancellation

In the event of a person needing to cancel their registration, that students’ union must contact NUS prior to the event. All contact details can be found on your booking confirmation and the conference website.

Except in exceptional circumstances, and at the sole discretion of NUS, refunds only can be made for cancellations received prior to the close of registration.

In situations where an observer decides to cancel their booking, the following refund policy applies. Refunds reflect the costs incurred by NUS in booking accommodation, catering and venues.

Cancellation charges will be deducted from the registration fee as follows:

* Up to 25 working days in advance of an event (60% refund)
* Up to 15 working days in advance of an event (30% refund)
* Less then 14 days before an event (0% refund)

A working day is a Monday through to Friday up to 5pm not including any public holidays.

Documents

Documents will be made available on <http://nuswalesconference.nusconnect.org.uk> as they are released. Emails about them will be sent out through NUS Wales.

Staff should ensure these documents out to their delegates and student representatives.

Each document will include a section outlining its purpose and the actions required by you within it.

Printed documents

NUS Wales will print one copy per delegate of:

* The Conference Order Paper (Agenda)
* The reports submitted to Conference
* The motions submitted to Conference
* The manifestos of candidates standing for election

These documents will be printed in English unless a delegate identifies as a Welsh speaker. Additional copies of Welsh documents will be on hand. Copies of other documents will be made available but not printed one per delegate. These measures are in line with the NUS green policies.

Elections

The elections held at NUS Wales Conference 2016 are listed below:

Full-time positions

Elections will be held for the offices of NUS Wales President and NUS Wales Deputy President. These positions are elected to one-year terms and are full-time paid positions based in Cardiff Bay.

Please note the election for NUS Wales Women’s Officer will take place at the NUS Wales Women’s Conference on Friday 29 April 2016.

NUS Wales National Executive Committee positions

Delegates elect a ‘block of seven’ volunteers to represent students and scrutinise the President and Deputy President. Four volunteers are elected are elected at NUS Wales Conference: a women’s place, further education place and two open places. Three additional volunteers are elected annually at NUS Wales Zone Conference in the autumn. All positions are part-time unpaid volunteers.

NUS UK National Executive Council (Wales 2nd Place)

The NEC 2nd Place is Wales’ second representative on the national leadership council for NUS on a UK level. This person, along with the NUS Wales President, represents students and scrutinises the work of leadership at the UK level of the National Union of Students. This position is a part-time unpaid volunteer.

NUS Wales Democratic Procedures Committee

The WDPC is the group of students who oversees the running of democratic events. While the Returning Officer is the final arbiter in election matters, the Committee facilitates debates and handles any complaints on democratic procedures. All positions are part-time unpaid volunteers.

Election procedures

These will be made available by the Returning Officer in Conference Document 11.

Election counts

The elections for NUS Wales president and Deputy President, NUS Wales National Executive Committee, NUS UK National Executive Council (Wales 2nd Place), and NUS Wales Democratic Procedures Committee positions, will be counted and announced at NUS Wales Conference.

Further documents

The following documents will be made available before NUS Wales Conference 2016. They will not necessarily appear in this order.

The core Conference Documents (CD) are as follows:

* CD1 Notice of Conference
* CD2 Delegate entitlement
* CD3 Minutes of previous NUS Wales Conference
* CD4 Order paper (Agenda)
* CD5 Officer reports
* CD6 Policy due to lapse
* CD7 Final proposals, amendments and ordinary motions
* CD8 Reports of the NUS Wales National Executive Committee, Democratic Procedures Committee
* CD9 Election schedules and regulations
* CD10 Manifestos

