FF 23 February 2016

**Draft Agenda - EAPN Executive Meeting**

**Brussels: Venue:**

**11 March (9.00 – 17.30) and 12 March (9.30 – 16.00) 2016**

**Friday 11 March 2016 (9.00 – 17.30)**

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| **1.** | **Welcome, Apologies, Agenda, Minutes: 9.00 – 9.20**  **Chair: Minute taker:** | |
|  | Related Document(s) | * Draft EXCO Agenda * Draft Minutes of Exco Meeting 4 July * Draft Minutes of the Exco Meeting of 8-10 Oct 2015 |
| Actions at the EXCO | * Welcome by Sérgio Aires and apologies * Adoption of Draft Agenda * Approval of Minutes of 4 July 2015 * Approval of Minutes of 8-10 October 2015 * Matters arising * Follow up of the TTIP paper * Follow up of 17 Oct paper * Refugee Statement |

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| **2.** | **‘EMIN 2’ Application 9.20 – 10.30**  **Chair: Minute Taker:** | |
|  | Related Document(s) | * Draft of Application |
| Actions at the EXCO | * Presentation of draft application * Discussion on details of the application (note that application deadline is 22 March) |

**Tea/coffee Break 10.30 – 11.00 - Lunch 13.00 to 14.15**

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| **3.** | **EAPN Restructuring Proposal 11.00 – 15.30** (We may have to adjust the agenda to extend this discussion if necessary)  **Chair: Minute Taker:** | |
|  | Related Document(s) | * EAPN Restructuring Time Line * Summary of submissions received |
| Actions at the EXCO | First part - till the lunch: Summary of the responses received   * Presentation of the summary document * Questions / clarifications * Exchange in small groups on the basis of the prepared document ref.   how to proceed with agreements and disagreements   * Feedback from Small Groups * Discussion   Second part - after lunch: Time line   * Exchange and discussion on the basis of the discussions in the first part * Re-consider time line and next steps |

**Tea/coffee Break 15.30 – 16.00**

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| **4.** | **Finances 2015 – 2016 : 16.00 – 17.30**  **Chair: Minute Taker:** | |
|  | Related Document(s) | * Update of the 2015 EASI Accounts * Updated 2015 Accounts - Costs projected to Projects and other Sources of Income * Members Contributions 2015 * Revised Projected EASI Budget 2016 * Projected Budget 2016 – Costs projected to Projects and Other Sources of Income * Contracts with National Networks 2016 |
| Actions at the EXCO | * Presentation of Accounts * Questions and Answers |

**Saturday 12 March 2016 (9.30 – 16.00)**

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| **5.** | **Political Update 9.30 – 11.00**  **Chair: Minute Taker:** | |
|  | Related Documents | * PPP on Development at EU level and update on EAPN Political work for 2016 - available at the meeting |
| Actions at the  EXCO | * Presentation on key Political Developments * Questions / clarifications * Exchange in small groups on developments at country level * Feedback from Small Groups * Discussion |

**Tea/coffee Break 11.00 – 11.30**

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| **6.** | **Report of Activities: 12.15 – 13.00**  **Chair: Minute Taker:** | |
|  | Related Documents | * Activity Report – Up-date of Activities since last EXCO (Including Staff Issues, Communication, Administration, key Meetings attended and invitations) * Recruitment Package – Communications Officer * EAPN Meetings Calendar 2016 * EAPN Invitations Calendar |
| Actions at the  EXCO | * Report of activities since last Exco, Fintan Farrell, Acting Director * Questions and Discussion |

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| **7.** | **Recruitment of Director: 11.30 – 12.15**  **Chair: Minute Taker:** | |
|  | Related Documents | * Job description, Person Specification, Advertisement, Proposed Procedure for Recruitment |
| Actions at the  EXCO | * Presentation of Proposal * Discussion and agreement on Next Steps |

**Lunch: 13.00 – 14.00**

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| **8.** | **Fund Raising Issues (including Projects) – Development Issues 14.00 – 15.00**  **Chair: Minute Taker:** | |
|  | Related Document(s) | * Update re projects and Fund Raising including EAPN Fund * Criteria and application procedure National Networks Solidarity Fund * Criteria and application procedure European Organisations Solidarity Fund * Update re Membership Development Group |
| Actions at the EXCO | * Update re Projects and Fundraising and discussion (including issue of Nat Network and EO solidarity Grants) * Update re Membership Development Group |

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| **9.** | **Participation - European Meeting of People Experiencing Poverty 2016 (15.00 – 15.45)**  **Chair: Minute Taker:** | |
|  | Related Document(s) |  |
| Actions at the EXCO | * Upfdate Information (including Info re National Cooridnators Meeting) * Exchange and Consensus reached |

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| **10.** | **Round of Evaluation: (15.45 – 16.00)**  **Chair: Minute Taker:** | |
|  | Related Document(s) |  |
| Actions at the EXCO | * Evaluating the meetings |

**Meeting closes at 16.00**

**Bureau will met from 16.00 till 17.30**