# Bureau meeting 8-9 May 2017

# Draft Notes

**Objectives of the meeting**

1. To reflect on the recent Ex Co meeting and ensure that the Bureau and the staff team are taking the relevant follow ups
2. To establish Bureau and Ex Co dates for 2017 and 2018
3. To make progress on the discussions around staff remuneration
4. To agree a common position in advance of the meeting with EOs
5. To provide political guidance for the policy work

## Minutes (09 30 – 09 45)

* **Review of Minutes of Jan 2017 meeting**

These minutes have already been formally approved.

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| **Action point** | **Responsible** | **Deadline** |
| **A1. Follow up previous action point on the evaluation.** | **Leo** | **End May 2017** |

* **Review of Minutes of March 2017 webex call**

Minutes formally approved.

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| **Decision** |
| **D1. We will keep recordings of future Bureau calls on the server, and they will be shared with Bureau members who are unable to participate in the calls.** |

## Bureau and Ex Co meetings

* **Dates for next Bureau meetings (2017)**

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| **Decision** |
| **D2. The following dates of Bureau meetings were agreed for 2017:**• 6 June webinar, 11 – 12 30 CET • 4 July webinar, 11 – 12 30 CET • 4-5 September face to face meeting • 3 Oct, webinar, 11 – 12 30 CET • 14 Nov, webinar, 11 – 12 30 CET• 5 Dec, webinar, 11 – 12 30 CET |

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| **Action point** | **Responsible** | **Deadline** |
| **A2. Send outlook invitations to Bureau members.** | **Leo** | **19 May 7017** |
| **A3. Send Sigrid dates for summer holidays.**  | **Bureau members** | **End May 7017** |

* **Consideration of draft minutes of April Ex Co**

**Discussion points**

* If there are inaccuracies in draft minutes, then colleagues can request for them to be changed. We should not spend too much time focusing on the style of our minutes.
* It is important for Ex Co members to have clarity on their legal responsibilities as Ex Co members. This may involve EAPN taking some clear legal advice.
* Given the lack of secured funding for 2018, it is difficult to take decisions with financial implications (for example, location of Ex Co meetings etc). We should be prepared for potential changes imposed on us from the EaSI budget, and be proactive with this. We need to know about our FPA before taking final decisions.
* Inductions for new people (staff, Ex Co members etc) at EAPN are not good. It is important for this to be recognised as an issue and improved in the future – we should focus on this in the FPA.
* New members to the Ex Co should receive clear guidance on what it means to be a member of the Ex Co.

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| **Decisions** |
| **D3. EAPN Spain will join the cluster group on FEAD** |
| **D4. Carlos Sergio and Vilborg will lead EAPN’s Future of Europe discussions** |
| **D5. Carlos and Maria will be part of the Fundraising Committee of the Ex Co** |

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| **Action point** | **Responsible** | **Deadline** |
| **A4. Take forward the work on the FEAD cluster, starting with the ToR and a discussion to finalise this in advance of the Ex Co.** | **Magda and Vilborg, with the Steering Committee** | **End May** |
| **A5. Finalise the ToR of the ESF cluster and the questionnaire**  | **Sergio and Carlos** | **Late May** |
| **A6. Follow up with EAPN France about an Ex Co meeting next year** | **Leo** | **End May** |
| **A7. Draft ToR of Funding Committee , share with Ex Co and invite members to indicate an interest.** | **Leo, with Carlos and Maria** | **Before June Ex Co** |
| **A8. Prepare Future of Europe discussions at next Ex Co (background paper / key questions / recommendations?)** | **Carlos Sergio and Vilborg** | **End May** |

* **Looking forward to June Ex Co**

It was agreed that the last meeting was positive, but that we need a draft agenda to facilitate this conversation.

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| **Action point** | **Responsible** | **Deadline** |
| **A9. Draft an Ex Co agenda for discussion with the Bureau. It should include FEAD and ESF sessions, Financing for social protection work, MAFF work, Future of Europe paper and Social Pillar, EU Funding.** | **Leo and Bureau** | **Agenda and papers to be shared by 7 June**  |

* **Timing of 2018 Ex Co meetings**

Finances permitting; it was agreed that 2018 meetings would be held in early March and mid-June, to provide more time for preparation and follow up.

## 3. Policy Conference

**Discussion points**

As the Estonian Presidency is not participating, we should look at colleagues from the Maltese Presidency as an alternative.

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| **Decisions** |
| **D6. For such events, we should be aiming for a higher level of political representation**  |

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| **Action point** | **Responsible** | **Deadline** |
| **A10. Invite President Tajani’s cabinet and other high level individuals.**  | **Leo** | **19 May**  |
| **A11. Draft the background paper** | **Sian** | **12 May** |
| **A12. Provide feedback on the background paper** | **Reference Group** | **22 May** |

## **4.** Social Pillar

**Discussion points**

* An informational briefing will be shared with EAPN members this week, with the aim of helping them understand what is in the Pillar.
* We will aim to take a position on key priority areas for EAPN, on which there is still room to make changes.
* Will be discussed at the Summit in Gothenburg in November, then in the Council in December where it may be finalized. It is not yet clear what the process before this will be – apart from the fact that consultations with the social partners have started in earnest.
* It is important for EAPN to focus on a few mandatory things, which is our core business. Our **overarching focus could be on coherence, implementation and participation,** with **more detailed policy follow up on the future of work, social protection for all, unemployment benefits, minimum income, mainstreaming through the Semester.**

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| **Action point** | **Responsible** | **Deadline** |
| **A13. Follow up the work on the Social Pillar via the EUISG.**  | **Sian** | **Ongoing**  |
| **A14. Investigate possibility of advocacy briefing at a Permanent Representative** | **Leo and Sergio** | **End June? (Depends on date of our output)** |

## 5. Director’s input

* Consideration of feedback from first 4 months

**Discussion points**

* In the future, we need to prioritise, and crucially, to de-prioritise. This will mean **producing less, but doing more** with the outputs we prioritise. We need to prioritize advocacy work, aiming to make real and meaningful change. We also need stronger dissemination of our outputs. To focus on advocacy, comms needs to be a strong part of our work, as does network development – we need strong members at the national level who can engage with their governments in a meaningful and ongoing way.
* We should not undertake projects unless they a) help finance the core activities of EAPN, and b) respond to the strategic objectives of EAPN.
* Impact monitoring is difficult – we need to start at least trying to measure the impact of our work.
* It is important that the stress levels within the office diminish, and that people feel able to do their jobs. We need strong planning and management to prevent stress and burnouts. We need a culture of change and innovation within the office, rather than a culture of resistance.
* We need to re-clarify responsibilities of Bureau members, as well as what it means to be responsible for a specific area.
* Some networks are unmotivated by policy and advocacy work, and would like to see more concrete actions.
* We need to stabilise many areas of EAPN before looking at governance structures.
* There is a feeling that the staff is promoting a division between the Ex Co and the EUISG, whereas these bodies are part of the same network and made up of people from the same organisations – we should be trying to unite EAPN not create divisions.
* We need a member of staff to be working on the PeP – it is not sustainable to focus so heavily on PeP without meaningful staff support.
* We need to aim for higher level political contacts – we need to be more positive, more constructive in our messages.
* We need to build up the trust within EAPN before making any structural changes
* Sometimes decisions will be taken which are not supported by the staff – but staff will still need to implement these decisions.

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| **Decisions** |
| **D7. We will prioritize our advocacy work in the future, producing less but doing more with it.** |
| **D8. Communications and network development are a crucial component of advocacy, and will be treated as such in the FPA process and future strategies.** |
| **D9. We will prioritize PeP work, notably by trying to ensure staff support to this side of the work.** |

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| **Action point** | **Responsible** | **Deadline** |
| **A15. Develop objective criteria by which we can judge whether we should join a call for a project.**  | **Leo** | **End August** |
| **A16. Investigate possibility of advocacy briefing at a Permanent Representative** | **Leo and Sergio** | **End June? (Depends on date of our output)** |

## 6. Staff issues

**Discussion points**

Introducing an annual 1.5% increase without a limit was a mistake which should be rectified.

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| **Decisions** |
| **D10. The Director will look closely at the 1.5% annual increase, when reviewing the salary grid. Legal advice on this should be sought. A cap should be put on this annual increase.** |

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| **Action point** | **Responsible** | **Deadline** |
| **A17. Take forward these conversations, with the aim of having a discussion in June about salary grids and the 1.5% raise.**  | **Leo, Peter and Jasmine** | **End May** |

## 7. EAPN Fund

**Discussion points**

We need a strategy for what to do with the Fund – if we keep spending money and not replenishing, we will run out.

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| **Decisions** |
| **D11. We will propose 6000 euros for 2 NNs rather than 4000 for 3.** |

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| **Action point** | **Responsible** | **Deadline** |
| **A18. Check whether there was some money left over from Hungarian Presidency**  | **Leo, Philippe and Fintan** | **End May** |

## 8. Application for Framework Partnership Agreement

**Discussion points**

* In order to recognize the need for prioritization and de-prioritization, the process cannot be simply adding everything which is suggested by all EAPN members – we need to be more strategic, with a clear vision of what we want, and of what we want from the Commission. We will need to undertake a longer term strategic planning after the FPA process. This could enable us to apply for different funding lines within the Commission (DG Justice for example) and other donors.
* The Bureau and the staff have a clear mandate to work on the application form for the FPA. Perhaps the Ex Co could start thinking about the wider strategic issues while this is happening?
* The current Strategic plan finishes at the end of 2018, so we shouldn’t start doing a new discussion now. People are tired of this strategic planning. We have only just changed how the Ex Co works, let’s just work through this for the moment and then move on.

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| **Decisions** |
| **D12. A draft of the FPA application will be shared with the Ex Co, asking them to consult internally before responding.** |

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| **Action point** | **Responsible** | **Deadline** |
| **A19. Start working on the FPA application, drafting the parts which are likely to be similar to the previous application form.**  | **Leo** | **End May** |

## 9. Follow up on staff issues

**Discussion points**

* It is important for the Director to focus on teambuilding – the staff need to be better able to work together, respecting the inter-dependence between different areas of work.
* Network development should be prioritized when allocating resources – we currently don’t have enough capacity here. This is a priority for national networks, and we have not managed to do this properly to date.
* Any proposed changes with economic impacts need to be discussed with the Bureau – other changes are for the Director to take, following advice from the Bureau.
* **Focus on support for the Membership Development Group**

**Discussion points**

* The MDG will have a conference call at the end of May to take the planned work forward
* Three countries are considering a MASS – Norway, France and Romania. No official requests have been made, no official steps have been taken. Spain and Iceland had expressed interest a few years ago, but had no response. Portugal would also be happy to undertake a MASS.
* Given the confusion about the MASS, it would make sense to put in place a process and a timetable for 2018, with the aim of selecting a country to undertake the MASS.
* There is a capacity building session planned alongside the Ex Co in Dublin. As of yet there is no topic agreed. The Migration Task Force has proposed focusing on migration – this letter needs a response.
* The development area of the website needs to have up to date content.
* Colleagues in Wales are interested in becoming part of EAPN.
* Slovenia **–** The Peace Institute is willing to work with us. They became the focal point for EMIN2 – we agreed to start with this before deciding whether they would be good partners. However, they were unable to come to Bxl for the EMIN2 meeting so the staff team has not had a chance to meet with them.

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| **Decisions** |
| **D13. Welsh colleagues should work through EAPN UK in the first instance** |
| **D14. Given the priority placed on membership development, this will be a standing item on the Bureau’s agenda.** |

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| **Action point** | **Responsible** | **Deadline** |
| **A20. Prepare a brief report on the MASS for each Bureau meeting.**  | **Magda** | **Ongoing** |
| **A21. Ensure the development area of the website is updated.** | **Magda and Rebecca** | **End May** |
| **A22. Agree a process for the 2018 MASS** | **Magda and MDG** | **End June** |
| **A23. Ask for an informal report from Fintan re. The Peace Institute’s participation in EMIN2 in September 2017, with a recommendation on whether they would be a good EAPN national network.** | **Leo and Fintan** | **September**  |
| **A24. Consider and respond to the Migration Task Force’s request for a capacity building session in October.** | **MDG** | **Early June** |

## 9. Preparing for the meeting with European Organizations

**Discussion points**

* It is important to recognise and accept the differences between NNs and EOs, and to work through them
* We could be more proactive with EOs when asking them to input into our positions – although we do ask them for input. For example, we could reach out at an early stage to specific EOs with relevant policy expertise for a specific paper, asking for their input.
* Perhaps EOs could be invited to Bxl meetings of the Ex Co as observers?

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| **Decisions** |
| **D15. Vilborg is the bureau member who leads on EAPN’s relationship with EOs W** |

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| **Action point** | **Responsible** | **Deadline** |
| **A25. Discuss follow up steps, ways forward, following the meeting with EOs.**  | **Vilborg, Leo and Magda** | **End May** |

## 10. AOB

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| **Action point** | **Responsible** | **Deadline** |
| **A26. Add 9 May (Europe Day) into the 2018 planning calendar and get a shared action (political press work or breakfast briefing?), which can be highlighted at the national level?**  | **Leo, Rebecca, supported by Sergio and Carlos** | **End September** |
| **A27. Saviour to send reimbursement paperwork to Treasurers, with Leo and Philippe in CC.** | **Saviour** | **Mid May** |
| **A28. Make a decision** | **Treasurers** | **End May** |