**2018 Bureau action points**

**Jan F2F meeting**

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| **Actions** | **Responsible** | **Deadline** | **Priority level (1-3)** | **Status** |
| A1. Update the calendar | Leo | 2 February | 1 | 😊 |
| A2. Share invites to Bureau meetings | Leo | 2 February | 1 | 😊 |
| A3. Draft Bureau and Ex Co 2018 work plans | Leo | 28 February | 2 | Work plan for me has been drafted, need the others |
| A4. Draft background paper on Dutch resolution for NC meeting in March | Leo, with support of Magda and Quinta | 28 February | 2 | Leo to draft with Quinta, Magda to comment |
| A5. Share results of NC discussion on Dutch resolution at Ex Co in June | Leo | Late March | 3 |  |
| A6. Send specific comments on the proposed Communications paper  | Bureau members | 21 Feb | 2 |  |
| A7. Amend the Communications paper, based on Bureau discussions and written feedback (include proposal on percentage of resistance which would lead to dropping the paper) | Peter, with support of Elke and Leo | 5 March | 3 |  |
| A8. Share Communications paper with Ex Co before the Spain meeting  | Leo | 8 March | 3 |  |
| A9. Incorporate changes into GA ToR | Leo | 2 March | 3 |  |
| A10. Discuss GA ToR during Ex Co | Ex Co Members | 23 March | 3 |  |
| A11. Clarify the purpose of the final declaration | Elke | 2 March | 3 | Asked |
| A12. Incorporate changes into Ex Co ToR | Leo | Early March | 3 |  |
| A13. Present risk analysis to Ex Co each year | Director and Bureau | Autumn meeting | 3 |  |
| A14. Incorporate changes into Bureau ToR | Leo | Early March | 3 |  |
| A15. Draft ToRs for staff team, PeP NC Group and members | Leo, Magda | 9 March | 3 | Leo to lead on staff team, Magda on PeP NC and members (Magda has been asked) |
| A16. Ensure an early part of the Strategic Thinking process includes a discussion on structures (write into process) | Leo, with support of Bureau, and potentially consultant | Mid March | 3 | Timeline has been drafted, discussed consultant with PICUM |
| A17. Incorporate the results of these discussions into an initial ‘process proposal’ / calendar from Feb 2018 – June 2019, based on these discussions, and starting with an initial reflection at the Ex Co in March 2018. | Leo, Jasmina and Saviour | 28 Feb | 2 | Early draft being discussed  |
| A18. Recruit consultant to support the process | Leo | Mid-March | 3 | Starting to think on this |
| A19. Check budgets for different areas (GA, training, Strategic Congress) | Leo | 1 Feb | 1 | 😊  |
| A20. Discuss options with Magda  | Leo | 2 Feb | 1 | 😊 Expect plans from Magda |
| A21. Inform staff team of decision to focus 20% of time on fundraising | Leo | Early Feb | 1 | 😊 Done |
| A22. Finalise fundraising strategy  | Leo, with FFDT | Mid Feb | 2 |  |
| A23. Develop materials with national networks and link to one fundraising campaign | Leo, with FFDT and members supported by the Fund | End of May | 3 |  |
| A24. Work up an initial concept note for the Journalism Prize | Leo, with EAPN Austria and the FFDT | End March | 3 |  |
| A25. Contact the MDG about Latvia, with recommendation that we accept the application to the EAPN Fund | Magda | Mid Feb | 2 | Magda aware |