**Concept Note: Mandate of the Membership Development Group**

**Objective:** to relaunch a pro-active Exco-led membership development process with focus on implementing MASS, Training and Capacity Building Agenda and Supporting Networks based on their request:

**Action at the November Exco meeting:**

* Set up the Member Development Group, made of 6 Exco members. The Group would meet separately and carry out a substantial amount of work related to membership development and support in EAPN.
  + Decide on the composition of the Group
  + Decide on the Mandate of the Group based on the proposals below
  + Decide on Methods of Work based on the proposals below

**Background Exco decision:** Based on a thorough analysis of the situation of National Networks and upon the agreed Bureau proposal (June 2014 Exco voted in favor), Membership Development will be pro-actively driven by two groups:

1. Bureau – taking statutory and politically sensitive issues related to member development.
2. Member Development Group – responsible for implementation of the member development strategy, training and capacity building work, Membership Assessment and Support System and other tools that EAPN members have developed until now.

The 2015 Work Programme highlights the Bureau vision for a more proactive membership development approach with Exco members actively planning and implementing actions with support from the secretariat. The Bureau retains the responsibility for politically sensitive issues (conflict management, ad-hoc support etc. and statutory requirements – annual reports, change of statutes etc.).

**Composition of the Group including criteria**

6 Exco members with experience in building National Networks, interested and able to meet separate from the Exco meetings and to actively plan and carry out the development work throughout the year. The Exco should strive to uphold its statutory requirements and have a geographic representation in the Group as well as other balance criteria usually applied in EAPN.

**Mandate of the Group**

The group should have a mandate of the same duration as the Exco – 3 years and it should report regularly to the Exco. The Group should implement the following:

* Membership Assessment and Support System (2 Networks per year undergoing the process).
* Training and Capacity Building Strategy, including planning and carrying out the activities budgeted as part of annual work programmes (2 seminars are planned for 2015).
* Offer support visits to networks that struggle to engage with national or European agenda of EAPN (upon request from members).
* Provide induction to new members of EAPN.
* Act as a liaison group for members, maintaining active communication with them.
* Follow the implementation of the goal 3 of the Strategic Plan on direct participation of people experiencing poverty and social exclusion in EAPN work.

**Methods of work:** The Group will base its work on the Membership Assessment and Support System, as well as on the renewed Training Agenda of EAPN, both approved by the Exco in 2013-2014. The work should aim to reinvigorate National Networks through various approaches:

* Peer support
* Direct contact and communication
* Training and capacity building
* EAPN seminars and meetings.

The Membership Development Group should meet at least twice separately from Exco meetings and develop its own agenda of work, based on the needs identified in EAPN. The group will be supported by the Development Officer, and where necessary, by other Secretariat members. In short, this Group has very demanding tasks ahead that will be divided among its members and the expected workload even between the two meetings is quite demanding.

It is a plus to have experience of setting up or running national networks and knowledge of EAPN development.

**Reporting, evaluation and follow up:** The Member Development Group is accountable to the Exco and should provide regular update on its work and the progress it makes. In addition, the Bureau suggests that the Exco evaluates the work of the group in two years, to allow for a long enough period for the implementation process and draw on sufficient information to evaluate the work. To facilitate that evaluation process, the Bureau should develop a set of indicators with the support of the secretariat and propose them to the Exco.

Considering that the Exco will be renewed in June, the Bureau invites Exco members to propose candidates for the Group who know that their Exco mandate will be extended by the Network at the next GA. This should help avoid replacing members after one or two meetings of the group.

**Propose a candidate for the group, write to** [**tanya.basarab@eapn.eu**](mailto:tanya.basarab@eapn.eu)