**FF 14 Jan 2016**

**Draft Agenda - Bureau Meeting**

**Monday 18 January (9.30 – 17.30) Tuesday 19 January (9.00 – 15.00)**

**Venue:** EAPN Office, Square de Meeûs 18, B- 1050 Brussels

**Monday 18 January - Chair: Sergio Aires**

1. **Welcome, Apologies, Adoption of Agenda and Minutes**
	* Apologies
	* Adoption of the agenda
	* Adoption of Notes of Bureau Meeting of 1-2 June 2016 and Notes of Skype Meeting 26 Nov and Matters arising:
* How we record Bureau Meetings

***Documents:***

* Draft Agenda
* Notes of Bureau Meeting 1-2 June
* Notes of Skype Meeting 26 Nov
1. **Discussion with Staff (to agree how we take the discussion forward)**
2. **Discussion on tensions with EAPN Members (**“le manque  de transparence”) and steps to take to address this reality

***Documents:***

* Letter from EAPN France
* Draft Response to the letter
1. **Update and discussion re key political developments at EU level and Key EAPN political work identified for 2016**
2. **Bureau Members Responsibilities including who takes the role of Treasurer**

***Documents:***

* Tasks of Bureau Members
1. **Finances 2015**
* Update re EASI Budget spending
* Update re Costs projected to projects and Other Sources 2015

***Documents:***

* Updated EASI Budget 2015
* Updated Costs projected to projects and other sources 2015
1. **EAPN Budget and Work Programme 2016**
* Agree Budget for 2016 (EASI Budget and Projected costs allocated to projects and other sources 2016)
* Agree adjustments to work programme 2016 if necessary in light of the Budget agreement

***Documents:***

* EAPN 2016 Budget agreed at General Assembly (but agreed that it should be adjusted)
* EAPN 2016 EASI Budget submitted to the Commission
* EAPN Revised EASI Budget 2016 submitted by secretariat as requested at Oct Exco
* Costs projected to Projects and other sources 2016
* EAPN work Programme 2016 as submitted to the Commission
1. **EAPN Staff Issues**
* Communication re Acting Director and Recruitment of long term Director
* Nellies leaving and the Recruitment of Communications Officer
* Interim solution for the post of Fundraising and Projects Officer

***Documents:***

* Current Job Description for Director
* Current Job Description for Communications Officer
1. **EAPN Restructuring Proposal**
* Discussion on the inputs received and agree how we take forward the work

***Documents:***

* EAPN Restructuring Time Line
* Consolidated version of Inputs received re restructuring
1. **General Assembly 2016**
* Agree Statutory Agenda and Complementary Agenda/Activities

***Documents:***

* Draft Agenda GA 2016
* Revised version of Standing Orders as agreed at 2015 GA
1. **Exco Meeting March 11-12**
* Agree Agenda
* Discuss issues not discussed elsewhere on this Bureau Agenda (in particular follow up of strategic plan)

***Documents:***

* Draft Agenda for Exco Meeting 11-12 March
1. **Administration Issues**
* Overview on EAPN Meetings 2016
* EAPN Office Move
* EAPN general mailings (who should be in copy)
* Trade Union (follow up)
* EAPN Stagiere policy

***Documents:***

* Draft EAPN Meetings Calendar 2016
* Note re email circulation
* EAPN Policy Position re recruiting Stagieres
1. **Development, Projects and Fund Raising Issues**
* Update re Projects
* Preparation of Next Meeting of Fund Management Committee (including 2016 National Network and EO Grants and next edition of Prize)
* Follow Up Re PeP meetings
* Update re On line Platform on Migration
* Update re Membership Development Group

***Documents:***

* Update note re Projects and Fund raising
1. **Communication Issues**
* Update re New Website and Blogs

***Documents:***

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1. **Policy Issues**
* Follow Up Meetings with Institutions (in particular meeting with Commissioner Thyssen)
* Follow Up with Social Platform (nomination for Management Committee)
* EAPN Alliances and Structured dialogues (agree priorities)
* Agree approach to contact with Future Presidencies (Netherlands, Slovakia, Malta, UK, Estonia)

***Documents:***

* Table re Alliances and Structured Dialogues where EAPN is engaged or could be engaged
1. **AOB**
* Dates for next Bureau meetings