FF 1 Feb 2016

**Minutes of the Bureau Meeting 18-19 Jan 2016**

Present: Sérgio Aires, Maria Jeliazkova, Jasmina Krunic, Carlos Susias, Vilborg Oddsdottir

Apologies: Saviour Grima, Peter Kelly.

In attendance: Fintan Farrell. Other members of staff attended for parts of the meeting.

1. **Adoption of the Agenda:** The agenda was adopted. However it was recognized that it was unlikely that all items would be reached so the agenda would be reviewed as the meeting progressed to priorities the items that need most discussion.
2. **Adoption of Minutes of Bureau Meetings:**
* ***Minutes of Bureau Meeting 1-2 June:*** These minutes were adopted.
* ***Minutes of Bureau Meeting 31 Aug – 1 Sept:*** These minutes had not been finalized and so they should be checked and re-sent and will be adopted at the next meeting.
* ***Notes of Bureau Skype 26 Nov:*** These notes were adopted.
* ***Matters arising:***
* ***Evaluation of Meetings:*** It was reminded that Evaluations of meetings should be put on the Members Room
* ***Informing Members re Bureau Decisions:*** It was agreed that after each Bureau meeting, the Director will prepare a ‘briefing note’ with the key decisions from the Bureau meeting. After checking the note with the Bureau members the note will be quickly sent to all EAPN members.  Minutes of the meeting will be made available on the EAPN Members Room.  We hope sending a briefing note as quickly as possible after the meeting will speed up the process of sharing key information from the Bureau meetings with members, while giving the necessary time to develop minutes of the meeting.
1. **Exchange with Staff:** the Bureau held a meeting with the entire EAPN Brussels team in order to reestablish a fruitful dialogue and cooperation between both groups. This was seen as the first meeting of a series of others that will follow, taking place at every Bureau meeting.
2. **Response to letter from the French Network:** It was agreed that many of the questions raised in the letter from the French Network would be responded to in the briefing note that would be sent to all members after this Bureau meeting. Sergio should send an immediate response to let them know how we will follow up and then once the briefing note is sent we will check if questions remain outstanding and the respond to them.
3. **Update re key political developments at EU level:** This item was put on the agenda as we thought there may have been significant developments in relation to the proposed ‘EU Pillar of Social Rights’, However this was not the case. Sian briefed the Bureau on key areas of work been pursued through the EUISG group.
4. **Allocation of Tasks and Responsibilities amongst Bureau Members:** The allocation of tasks amongst Bureau members was agreed as follows:

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| **Allocation Of Tasks in the Bureau 2015 – 2018** |
|  | **Areas of responsibility** | **Bureau Member/s** | **EAPN Brussels team** |
| **1. POLICY**  | EU Inclusion Strategies Group | Carlos | Sian / Amana |
| **2. Information/ Communication activities** | Newsletter/Publications/Website (…) | Peter | Nellie / Rebecca |
| Press releases | Sérgio | Nellie |
| **3. Network development**  | Membership Development Group | Jasmina/Sérgio | Magda |
| EAPN Strategic Planning and Evaluation | Jasmina / Saviour | Magda/Director |
| EAPN Restructuring | Maria | Director |
| Links with EAPN European Organisations | Vilborg | Magda |
| EAPN Fund | Sérgio/Maria  | Fintan  |
| **4. LOBBYING AND ALLIANCE BUILDING** | Social Platform and Alliances | Sérgio  | Director/Sian |
| **5. STATUTORY** | Statutes and procedures | Saviour | Director |
| General Assembly / Exco | Vilborg | Director |
| Finances/Treasurer / Fund Raising (Including Projects in which EAPN is involved) | Maria / Carlos | Philippe |
| **6. STAFF ISSUES** | Staff relations and training | Peter / Jasmina |  |

1. **Finances 2015:** EASI Budget and Projected costs to other sources of Income: Thanks to the difficult decisions agreed by the Exco and the cuts made in projected spending and careful budget management, the expected overspend is now significantly reduced and more in the region of 22.000 Euro. As it was several times expressed to Exco members, EAPN has uncommitted funds, including in the EAPN Fund, to manage such an overspend, meaning that we can enter 2016 without debts. The exact figures will not be available till the accounts for the Year will be closed (mostly waiting on the closing the accounts of the contracts with the National Networks) and auditors report available. An update will be available for the March Exco. Final accounts (EASI Budget, Costs covered by projects and other sources of finances, balance sheet and auditors report) will be available for the GA.
2. **EAPN Budget and Work Programme 2016:** The revised budget/s (EASI 2016 and Costs projected to Projects and Other Sources of Income 2016) as presented by the secretariat, following a demand from the last Exco meeting, was agreed subject to the following: 1) It should be adjusted to ensure three meetings of the Executive Committee. 2) Some Meetings should be combined to allow more people to be involved in the Annual Policy Conference and the GA. 3) We need to make these adjustments and still present a balanced budget for 2016, which was deemed possible. It was also considered that the changes proposed will be within the plus or minus 20% rule applied to Commission budgets so should not be a problem with the Commission. The revised Budgets based on these discussions will now be prepared and circulated. In principle there should be no problem with this revised budget to deliver the commitments in the work programme we submitted to the Commission. Anyway this will be double checked and presented at the next Exco meeting. It was decided to combine meetings to have maximum interaction and to have a presence of three representatives at the GA. Please also see attached a revised calendar of EAPN meetings 2016 in line with the decisions taken (we will now try to confirm dates for the Year).

**Interpretation:** It was agreed that we would have Spanish/English interpretation for the Bureau meetings. It was also agreed that at the March Exco Meeting this Year, we would have interpretation in English/French/Spanish. The issue of interpretation is raised in the restructuring proposals and the long term decision will be taken in that process. We will need to make a decision about the rest of 2016 at the March Exco, including a decision about how to finance this expense.It was also decided to use less elaborate technical equipment for interpretation to reduce these costs.

1. **EAPN Staff Issues:**

**Acting Director and follow up of recruitment of Director:** The Bureau began to work on the recruitment package and procedure for a new Director. There will be a chance for members to comment on the development of this package and a final decision will be taken at the March Exco. At the March Exco it will also be agreed when to launch the recruitment call. Either immediately following the Exco or at a timetable that would keep Fintan in post as Acting Director till after the GA and the agreement on the restructuring.

**Nellies leaving and recruitment of a new Communications Officer:** Nellie will finish in EAPN on the 17th June. She has agreed to work her notice period so all of the costs will be charged to the European Commission in the EAPN EASI Budget 2016. However given that Nellie works part time, that she has ‘time in lieu’ due to her and she has time under this leaving arrangement to search for new work, we don’t expect Nellie to be present in EAPN from Mid-March. We will begin the process of recruitment of a new Communications officer (part time) in February with the hope to have someone in place by 1st June. We are trying to have a stagier in place as soon as possible who will be able to help with some of the work in the period March to June.

**Projects and Finance Officer:** To fill the period while Fintan is Acting Director and to assist Fintan to keep alive our work on projects and fund raising, an external contract has been agreed with Patrizia Brandellero (former EAPN Policy Officer) to support work on projects and fund raising. The costs of this contract are within the costs allocated for the period (Jan to April) under the EASI Budget 2016 for this work.

**EAPN and Stagieres:** AN EAPN policy position re recruitment of stagieres was approved.

1. **EAPN Restructuring:** The Bureau agreed that Fintan will prepare a draft, trying to reflect the (overall proposals) positions shared. This draft will be open for comments, discussions and inputs by all Bureau members and then will be presented to the ExCo to be discussed in March. We also had discussions and agreement on a revised time line (Fintan to send message with revised time line to members) and some first discussions about the process to use at the March Exco.
2. **EAPN Fund:** Sergio as Chair is already a member of the Fund Management Committee. We agreed that Maria as one of the responsibles for the Finances would be also on the Management Committee. We need to follow up on previous decision and invite the Exco member from Belgium to be on the Fund Management Meeting. We agreed to transfer the uncommitted amount in our accounts that remains from the PeP held under the Hungarian Presidency (2011) into our Fund. This will allow us to have an increased ‘rainy day’ fund for EAPN and allow us to make some grants this year. We will follow up at the next Bureau skype meeting.
3. **Skype Meeting:** Agreed to have Bureau Skype meeting in February to follow up the work**.** Fintan to send doodle to arrange the date. Next face to face meeting will be end of April.
4. **Fintan gave information on the following issues:**
* Update re EAPN office Move
* An updated EAPN meetings calendar for 2015. We will now try to set dates for the meetings agreed in the budget
* Progress in revamping the eapn website/s
* That he has started to follow up to get meetings with Commissioner Thyssen, with key new personnel in DG Employment. With Luc in the cabinet of Juncker, with the Chair of the employment Committee in the Parliament. ]
* A provisional table of alliances that EAPN are involved with was distributed and we need to look at this in the future.
* A vacancy exists on the Platform Management Committee following Barbara’s resignation from the Management Committee. We will need to decide at next skype Bureau meeting what position EAPN takes in relation to this replacement.
* Letter was received from EAPN Cyprus about PeP meetings. This should be taken up at the meeting of National Coordinators.