## EXCO Doc. 1 **rev**

June 20 final/BH

**Draft Agenda for the March EAPN Executive Meeting**

**Thursday, 26June (14:00 – 18:00) – Friday, 27June (9:00 – 18:00)**

**Venue: Solo Sokos Hotel Estoria**

**Viru Väljak 4**

**EE - 10111 Tallinn**

**Note:** This draft agenda outlines the key issues that will be addressed at the June meeting of the EXCO. The EXCO agenda is divided into two parts. The first part serves to provide information to the EXCO including the director’s report, the financial situation, and, if possible, an update on next year’s round of EU funding. The second part will focus on the strategic discussion. The active exchange will be organized using a world café setting.

Lunch will be served from 12.30 to 13.30 at the Restaurant in Vino Veritas which is at a walking distance from the hotel.

There will be interpretation: EN/FR/ES

**Thursday: 26th of June 2014**

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| **1.** | **Welcome, Apologies, Agenda: 14:00 – 14:15**  **Chair: Sérgio Aires, President** | |
|  | Related Document(s) | 1.Draft EXCO Agenda  2. Minutes of the Executive Committee of 14th-15th of March 2014 |
| Actions at Exco | * Welcome by Sérgio Aires and apologies * Approval of Minutes of March 2014 * Matters arising * Approval of the draft agenda |

**PART I: Information**

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| **2.** | **Report of Activity:14:15-15:00**  **Chair: Sérgio Aires** | |
|  | Related Documents | 3. Director’s Report |
| Actions at  EXCO | * Presentation by Barbara Helfferich, Director * Questions and Answers: * Exchange between Secretariat/EXCO |

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| **3.** | **Finances: 15:00-15:30**  **Chair: Letizia Cesarini-Sforza, Vice President** | |
|  | Related Document(s) | 4. Financial Report/Accounts |
| Actions at the EXCO | * Presentation by Barbara Helfferich including new round of EU funding for 2015 * Questions and Answers: * Barbara Helfferich/Philippe Lemmens/EXCO |

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| **4.** | **Member Development Issues 15:30-16:00**  **Chair: Kärt Mere, Vice President** | |
|  | Related Document(s) | 5.1 Members’ Reports (update and reports received)  5.2 Membership numbers update  5.3 Training and Capacity Building Strategy by Task Force  5.4 Proposal on Membership Development Group  5.5 Concept note for 2014 Capacity Building based on MASS and Member Annual Reports |
|  | * Presentation by Tanya Basarab * Exchange with Exco/Bureau/Barbara/Tanya |

**Coffee/Tea Break**

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| **5.** | **Membership Applications: Croatia: 16:30-17:00**  **Chair: Kärt Mere** | |
|  | Related Document(s) | 6. Application and recommendation by the Bureau for Croatia |
| Actions at the EXCO | * Presentation by Croatia * Questions and answers * Vote on Bureau’s recommendation to the GA |

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| **6.** | **Presentation of the preliminary results of the Evaluation of EAPN: 17:00-18:00**  **Chair: Peter Kelly, Vice President** | |
|  | Related Document(s) | 7. Draft Report by JM Fresno |
|  | Actions at the EXCO | * Questions and Answers |

**Dinner will take place at 20.00 at the Grillhaus Daube also at a walking distance from the hotel.**

**Friday, 27 June 2014**

**PART II: STRATEGIC DISCUSSION**

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| **7.** | **Setting the Scene: 08.45-09.45**  **Chair: Letizia Cesarini-Sforza** | |
|  | Related Document(s) | 8. Background Document on previous conclusions  9. Methodology and Timetable for World Café discussion  10. Questions to be addressed by the EXCO  10.1 Proposal for enlarging the EAPN Bureau with an enlarged mandate and division of responsabilities  12. EUISG Contribution |
| Actions at Exco | * Introduction by Sérgio Aires * Presentation by Steering Group of EUISG * Presentation by J.M. Fresno * Exchange between Bureau/EXCO/J.M.Fresno |

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| **8.** | **World Café Discussion (1st round) – see attached proposal for procedure and timing:**  **9:45 – 11:15** | |
|  | Related Document(s) |  |
| Actions at Exco | EXCO divides up in six groups/each group is led by a Bureau Member/Director and supported by one Member of the Secretariat |

**Tea/Coffee Break: 11:15-11:30**

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| **9.** | **World Café Discussion (2nd round)**  **11:30 – 13:00** | |
|  | Related Document(s) |  |
| Actions at Exco | EXCO divides up in six groups/each group is led by a Bureau Member/Director and supported by one Member of the Secretariat |

**Lunch: 13:00 – 14:00 At the hotel**

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| **10.** | **Plenary Discussion and Wrap-up: 14:00-15:00**  **Chair: Letizia Cesarini-Sforza** | |
|  | Related Document(s) | **Presentation of the Synthesis of answers** |
| Actions at Exco | * Discussion and Conclusion (by Sérgio Aires) |

**Break at 15:00 until 18:00**

Bureau and Secretariat will work to present a coherent proposal to the EXCO. The EXCO will re-convene at 18:00

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| **10.** | **Presentation and vote of the Strategic Proposal: 18:00 – 20:00**  **Chair: Peter Kelly** | |
|  | Related Document(s) |  |
| Actions at Exco | * Sérgio Aires to present the Proposal * Final Exchange and Vote on the Proposal |

**The meeting will close at 20:00**

**Dinner at 20:30 at the Restaurant ‘Le Château’ at a walking distance from the hotel**