**Meeting of the Bureau**

**Minutes**

**26-27th of August 2013**

**Budget and Staff**:

Issues addressed:

* Reduction of core budget by more than 30 per cent
* Impact of reduction on activities
* Impact of reduction on staff
* No time to consult with EXCO/In addition, cuts should not be known before staff is properly informed
* Difficult to cut where co-funding is generated
* Be in line with Belgian laws and regulations
* Core budget and project budget need to be aligned.
* Work load
* Too much reduction in activities

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| **Issue** | **Decision** | **Follow-up** |
| Overall cuts | Bureau will make these difficult decision and inform EXCO about them | Done |
| Interpretation | Cut interpretation to only allow for interpretation at statutory meetings | Please see final budget |
| Materials/mailings | Reduce by 1/3rd | idem |
| Magazine | Stop print the MAG | idem |
| Task Forces | Reduce from 12 to 8 | idem |
| Mission budget | Reduce by 50 per cent | idem |
| Seminars | Cut one out of four | idem |
| Transfer to project | 1.4 posts | idem |
| Staff | SEC to ask Partena for costing before making final decisions on staff cuts | Idem |
| EAPN Prize | Cancel | idem |
| Capacity Building | Cancel one event | idem |
| External Expert | Reduce where possible | idem |
| Translation | Reduce by 44 000 | idem |
| Advocacy work for the budget  Future funding of the PEP | SA to see the Commissioner  BH and FF to see cabinet and services | Requested meeting with Commissioner  Met with Cabinet |

**Project Proposal on the Alliance**:

Concerns expressed by the Bureau:

* What is the Platform thinking? Answer: supportive, cannot apply itself for a project.
* How and when to consult the Exco?
* Risky to take all of the EUISG work into the project. The EUISG work should be inside our core business.
* There is a risk that the selection of pilot countries will only make the strong stronger (because of the co-funding need).

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| **Issue** | **Decisions** | **Follow-up** |
| Consultation with the EXCO | Sergio to write to EXCO after budgetary/staff issues are solved | Letter with explanation went out to EXCO |
| European Member Organisations | Invite all European Member Organisation to participate with clear deadline | done |
| Feantsa | BH to inform Bureau about communication with FEANTSA | done |
| Minutes of the Bureau | Minutes will not be distributed individually. EXCO to decide whether minutes should be made available. | Awaiting decision by EXCO if so requested by FEANTSA |

**EXCO in Iceland – 22nd and 23rd of November**

Concerns:

* Budgetary concerns
* Role of the EO’s

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| **Issue** | **Decision** | **Follow-up** |
| Eos | Have a meeting with EO but pay attention to budget  SA and BH to meet them before |  |
| Icelandic Network | Meet them in the morning |  |
| Financial report to EXCO | Proposal should be sent to Olivier (Philippe) |  |

**European Elections**

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| **Issue** | **Decision** | **Follow-up** |
| Agenda |  | Please see the invitation |
| Strategy | Design pledge/postcard with with 5 manifesto points on one side and pledge on other (rework the wording fo the pledge) | Done – strategy proposal sent |
| Develop other tools | i.e. toolkit and other social media/web-based |  |
| Manifesto | Rework Manifesto (importance of the EP/the elections and key contributions) Reword the reference to the treaty revision; talk about soft law | Done |
| Manifesto | Send Manifesto to Members and ask them for input; collect the elements | Done |

**Management and Administration**

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| **Issue** | **Decision** | **Action Taken** |
| Business cards | Order for the Bureau | Cards are ready |
| Consultation with Bureau | Reduce the organisation’s dependence on director |  |
| Consultation with Bureau | BH to consult on press releases, agendas and “burning issues”; use skype if necessary |  |
| Staff | Increase staff responsiveness to the needs of the Bureau and members |  |
| Staff Issues | Re-organize according to the new challenges and capacities, i.e. policy team | Interview with staff finished  Assessment of work load and division of labour in progress |
| Budget | Change the presentation of the budget so as to enable comparisons | Philippe is working on it |
| Meetings | Reduce the number of meetings, refocus on core business | See budget submitted to the Commission. |
| EAPN Evaluation | Sergio will talk to JM Fresno so that BH can commence the evaluation process; prepare proposal for next EXCO plus timetable |  |
| Announcement new director | Text and procedure approved |  |
| Next Bureau Meeting | February 18/19 or perhaps – if possible around the annual Convention |  |

**Members**

**Concerns:**

* FEANTSA casts doubt whether one of the winner deserves the prize

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| **Issue** | **Decision** | **Follow-up** |
| Greece application for funding | Bureau recommends to the funds’ management committee to approve the proposal – Secretariat will send the letter to Greece asking to be more precise on how the delivery will be monitored and reported . |  |
| Cyprus statement | No, not to be sent | Inform Cyprus of decision |
| Number of funding applications | Proper reminder to be sent to all networks with description of the Fund |  |
| EAPN Prize | Decision on the Agenda | Revised agenda for the prize giving was sent out |
| Slovenia | Tanya to investigate what happened – Info for the EXCO in November |  |

**Conferences/Meeting**

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| PeP Meeting | Sort it out with EC after application for core funding is done | Meetings scheduled with: Lieve Fransen, Emma Toledano;  Meeting with Raymond Maes - Cabinet |
| Meeting with European Organisations | Barbara to organize a meeting | Invitations were sent/meeting with budget |