

Draft Agenda - Bureau Meeting
24 January (9.30 – 17.00) and 25 Jan (9.30 – 13.00) 2017
Chair: Sergio Aires

24 January

Present: Sérgio Aires, Saviour Grima, Maria Jeliaskova, Carlos Susias, Vilborg Oddsdottir, Peter Kelly, Jasmina Kronic, Leo Williams.

Apologies: None

Various members of staff attended for parts of the meeting.

1. Minutes of previous meetings

a. Sept 2016 Bureau Meeting

Subject to minor spelling and grammar errors (to be corrected) the minutes were agreed.

b. Dec 2016 Bureau Skype Meeting

The following amendment needs to be included: 'The Bureau decided to propose the following changes to the meeting calendar. June 2017 – Ex Co, EUISG, Policy Conference. Autumn 2017 – Ex Co, EUISG, GA, Capacity Building'

Action: Leo to make these changes to the previous minutes, Sigrid to put the minutes online.

2. Staff Issues

a. Fintan's Contract

It was agreed that the Project Manager's Job Description needs to be strengthened, notably:

- FF should be managing **contracts**, not just the EMIN project. This needs to be clarified
- Clarify that the role is 3/5 (22h48m), split over 4 working days
- FF should coordinate project staff in close collaboration with the Director
- Reporting on progress to stakeholders should also be done in collaboration with the Director, notably when it comes to external representation
- Clarify that all projects report back to the Bureau / Exco, via the Director
- Clarify FF's role in relation to fundraising for future projects
- Remove the section on advising other project managers

Decision: Leo, Peter and Jasmina to modify the Job Description to reflect the discussions, in collaboration with Fintan. The Bureau will have the final sign off.

Action: Leo to lead this process and come back to the Bureau by 30 January, with an aim to sign off the contract by the end of January.

b. Staff Pay Scales

Following a discussion and a demand of the EXCO, the staff pay scales have been subject of attention. Taking in consideration the documentation presented (namely comparisons with other NGOs Brussels based), the Bureau is unclear on the current state of play, and would like clarity on the following issues:

- Who is paid what
- What benefits the staff have
- Where the money for the salaries comes from

Action: Leo to work with Philippe to put this information together by 10 Feb.

It was noted that the pay scales ('grille de salaire') within EAPN are no longer being used.

Decision: The Bureau would like to see a proposal for making pay scales more coherent and consistent in the future – and only in relation to staff who may join EAPN in the future. The Bureau is not considering altering current contracts or salaries.

Decision: The Staff Rep should be invited to any future discussions about this issue.

Action: Leo to make a proposal to the Bureau by the end of February.

c. Interns

In general, the Bureau agrees with the policy of not having unpaid interns, as a reflection of our values. We should only accept interns who come under a recognized scheme, where they are funded and where their insurance is covered.

It was also agreed that we should have clear agreements with interns about what their work will involve.

Action: The Bureau will consider our existing intern's policy in the next meeting.

d. Director's feedback from discussions with all staff members

Following an overview of LWs initial reflections from his first 2 weeks in the office, the discussion focused on the following points:

- There are questions around whether we should be more 'campaigny' – opinions are divided on this issue.
- The Director will need the support of the political bodies to prioritise specific areas of work, and to take the input of the staff.

Action: LW to update the Bureau on staff issues at the end of Feb.

e. Director's Office

Before Leo came to the Office, the Bureau had decided that the Director should have their own office, and is not happy that the staff had completely ignored this decision. However, given Leo's analysis and recommendations, it was agreed that we should stick with the current situation and see how it evolves.

Action: Leo to monitor the situation and report back to the bureau by the end of Feb.

3. Financial Issues

a) Finalisation of 2016 Accounts

We are still awaiting some invoices, and many reports from the contracts have not yet been received. As such, the accounts are still some way from being finalized – however, Philippe does not foresee any major issues – as long as the contracts provide enough co-financing.

It was noted that there are predicted overspends in certain areas and underspends in others – overall, these differences balance each other out. Many of the underspends will change drastically when all the contract reports are received.

The audit is scheduled for 22-23 March. The Commission has a few months to ask questions – in a worst-case scenario the accounts may not be finalized until July / August, which makes it difficult to organize a GA in the first half of the year. Taking this into consideration the Bureau will propose to the EXCO that the June Ex Co meeting could be a specific space, classed as an extraordinary GA to provisionally approve the accounts, to be totally in order with Belgian Law.

b) 2017 Budget

Decision: We need a simplified global budget which includes all our income and expenditure, not just the EASI budget.

Action: Philippe to circulate the draft global budget to the Bureau

c) Cashflow

We have a cashflow issue at the moment because we are waiting on numerous payments, notably EMIN, EASI 2016, EASI 2017. We currently have enough funds to continue operations at a normal level until the end of February. Ideally, we need to think about having an open line of credit with our bank to deal with such issues, but we have not been able to organize this to date.

Action: Leo and Philippe to investigate other potential loan options, or delaying payments on social charges and other payments where possible.

Action: Leo to research the potential of a short-term loan from the EAPN Fund.

4. Application for EASI Framework Partnership Agreement 2018-2020

We expect the next call for a Framework Partnership Agreement to be launched in April / May – but they may well be late. We will probably need to submit a proposal in August, so we will need strong planning and timelines. We expect the call to be similar to the last one, with maybe more focus on employment.

While we need a strategic plan for the 2018-2020 FPA, it was agreed that we do not want to restart another strategic planning process at the moment. So, we need to confirm with the Ex Co that we want to apply for this funding (it represents 90% of our income) and agree whether we build an application around our existing Strategic Plan (2016 – 2018) or we build on the last application directly.

It was also noted that future strategic plans need to be wider than one specific funding stream.

Action: The Bureau should inform the Ex Co of this dilemma

Action: Leo to propose a process for us to at least review and update our strategic plan so that we can make a strong application.

5. EAPN Evaluation work 2017

In general, we do not invest enough in evaluation and learning, and we should look at this moving forward. We have 4000 euros available for evaluation in 2017, and the plan is to focus on three items:

- a. New ways of working of the Ex Co policy work
- b. Learning exchanges
- c. National poverty watch work

Decision: LW will lead on this.

Action: LW to prepare a Terms of Reference for the evaluation (to be agreed with the bureau), reach out to a few potential evaluators and present options to the bureau by email. The evaluator should be appointed and the methodology clear by the end of March.

Preparation of April 2017 Exco

a) Learning Exchange

Decision: Sérgio and Jasmina (as members do the Membership Development Group) can take a lead on this session, working with Magda. It will be important to link this session with the priorities of the Membership Development Group.

b) How to develop or work on MAFF, ESF and FEAD

Action: The Bureau to start an electronic exchange about how we will develop work around these issues, as there is no methodology in place to date. It was noted that we need to spread the burden between the Ex Co and the EUISG, as agreed at the GA, and that the staff does not have the capacity to lead on these extra issues. We will need to find innovative ways to deliver on these work streams – noting that there may be funds available for ‘consultancy support’.

c) How to advance the work on Financing of Social Protection

It was agreed that there is currently too much on the agenda – this will be postponed.

d) How to do the Exchange between NN well

e) Follow up re BREXIT

Peter and colleagues will have work to help guide this session.

f) Draft agenda – other items to add?

We will need to ensure that the application process for the EASI Framework Partnership Agreement is discussed.

Everything related to migration should be dealt with in the same session.

Action: Leo to update the agenda with these suggested changes.

Action: Bureau to have a skype meeting to discuss methodology and finalise agenda.

6. Engagement with European Organizations

It was agreed to invite EOs to a meeting on the afternoon of 9 May (14 00 – 16 00), after the next Bureau meeting. We should aim to discuss the following:

- The added value of EAPN to EOs and vice versa
- What EOs would like from EAPN
- How EAPN can improve the situation

It will be important to meet individually with EOs beforehand, and to ask them to prepare their thoughts.

Action: Leo and Magda to meet with all Eos in advance of the meeting

Action: Leo and Magda to prepare a draft agenda for the meeting, for discussion with the Bureau.

7. EAPN Fund

It was agreed that the next meeting of the Management Committee should take place the week of the next Bureau meeting (w/c 8 May, so probably 10 May TBC). It was noted that there is still one space on the Management Committee, which we would ideally like to a woman to take for gender balance.

2016 grants have been distributed, notably to 3 national networks (Austria, Italy and Poland), one European Organization (ATD 4th World) and to support the PeP meeting.

There is enough left in the fund for one more round of grants – currently about 40K.

Based on the kind of applications we received, there was a discussion around using the fund for regional work on poverty, or perhaps for in depth analysis of poverty and inequality in Europe. If this change is made we would need to update the call for proposals, which currently focus on solidarity grants for our members. This conversation should be taken forward in the Management Committee in May.

Magda will be working on highlighting how grants have been used (website, publication) and the next steps for fundraising. It was agreed that we should prioritize working on Fintan's idea of an online concert – the complication being how we can collect the funds.

Decision: Magda / Membership Development Group need to provide an analysis of what has happened to date. How much money has been distributed, to whom, and what had been done with it.

Decision: We will drop the EAPN Fund Prize.

Action: Leo to discuss with Magda and inform the Bureau when this is feasible.

Action: Leo Fintan and Magda to discuss the fundraising idea and feedback to the bureau by mid Feb.

25 Jan

8. Policy Conference

The conference should be held in Brussels (outside the institutions) on 15 June, followed by the Ex Co and EUISG on 16/17 June. The morning of the conference should be internal, building consensus. The afternoon should be externally facing, and used as an advocacy moment.

a. Topics. (Europe 2020 and SDGs, EMIN / Social Standards)

Numerous potential topics were discussed (Post Europe-2020 and the SDGs, the Social Pillar follow up, EMIN, EU Funds, The Future of Europe). Half of the bureau favoured the idea of focusing on the post Europe 2020 and SDGs, half favoured either the Future of Europe or the Social Pillar. It was felt that the EMIN project would give plenty of space to discuss minimum income. There was a proposal from the

staff to focus on the Social Pillar in June, and then the SDGs in the Autumn meetings. However, no firm decision / recommendation was taken on the topic.

Suggestion: Focal points from Bureau and EUISG should come together to decide the focus of the conference in mid-February if possible.

b. Process

Decision: Sergio and Maria will be the focal points for the bureau. The EUISG will decide internally who their focal points will be. Leo and Sian will lead from the staff.

Action: Sian to feedback on who the focal points will be from the EUISG.

9. EUISG

- The meeting will take place in Spain and will be preceded by a conference on rural poverty. There will then be a session on capacity building on migration, led by the Migration Task Force.
- The Task Force on using human rights frameworks to fight poverty is producing a toolkit.
- The Group will start to look at 'New Ways of Work'
- The Annual Convention on Growth (24 April) will focus on youth inclusion – we will push for invitations to be coordinated by national governments, as this results in greater participation from EAPN members.
- The Group is focusing on Poverty Watch Reports at the national level, aiming to produce material which is useful at both the national and European level.

10. Alliances, Sign ons and external meetings

Action: LW to make a proposal for the Ex Co in April, to be discussed with the bureau.

12. Follow up Participation and PeP work

The PeP 2016 report will be ready in early Feb. The EC has already committed to the 2017 meeting, and we need to start the process as soon as possible in order to book dates, venues etc. There will be a preparatory meeting for the 2017 PeP at the end of March, most likely in Latvia. The preferred dates for the PeP meeting is w/c 6 November.

Action: Magda and Leo to finalise basic concept note to share with the EC by 10 Feb.

13. Development of the Network

There still need to be follow ups made from the Sep 2016 Membership Development Group meeting – and indeed 2016 did not see much action on membership development, because of internal capacity issues. It is quite urgent to update the EAPN website where the development area is totally empty.

Action: Magda to finalise the notes asap and undertake the follow up actions

In 2017 the MDG will have one face-to-face meeting – though they will also have skype meetings to decide how best to use resources. The group needs to decide what can be done this year, and what needs to be taken to the bureau and / or the Ex Co – who are requested to give more priority to membership development, if possible.

Action: Magda to propose how best to use the 90-minute discussion during the April Ex Co.

Action: Magda to ensure that the group comes up with a clear plan for membership development in 2017, with actions, indicators, expected results etc.

Action: Leo to ensure that the capacity building section of the website is brought up to date, with the relevant reports.

14. Next Presidencies

- 2017 – Malta – Estonia
- 2018 – Bulgaria - Austria
- 2019 – Romania – Finland
- 2020 – Croatia - Germany

15. AOB

- It was agreed to hold the set of 4 Autumn meetings in Ireland. Action: Sergio to confirm the decision to the list, Leo to liaise with EAPN Ireland
- Leo to respond to the discussion about whether we issue a statement on migration
- Date for next Bureau meeting **8-9 May 2017**