

## Minutes of the Bureau Meeting 25 and 27 Sept 2016 – Venue EAPN Office

**Present:** Sérgio Aires, Saviour Grima, Maria Jeliaskova, Carlos Susias, Vilborg Oddsdottir, Peter Kelly (25only)

**Apologies:** Jasmina Krunic

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

### 25 Sept 2016

1) **Adoption of the Agenda:** Agenda was adopted

2) **Adoption of Minutes of Bureau Meetings:**

- **Adoption of Minutes of Bureau Meeting of 21 and 22 April:** adopted
- **Adoption of Notes of Skype Meeting 9 Sept:** adopted
- **Matters arising:** All issues were followed up or will be covered by other items on the agenda

3) **Finalisation of preparation for Interviews**

➤ **Discussion about what we want from a Director:** Some key conclusions from the discussion were:

- Essential that we are confident that the person has strong management skills
- Needs to be able to complement our weaknesses, relational management, budgeting and fund raising.
- However, they must also be knowledgeable and able to contribute to the content and policies needed to fight poverty
- Important that they have supportive views about the expertise that people in poverty can bring to the fight against poverty
- The person needs to know that it is not just managing but that they also have deliver work content and to have to be able to do that
- Important to have a sense that they will work well with Exco and staff
- Has to be able to think outside the box. Has to be able to reach the interest of Networks not in the EU

➤ **Agreement re written test**

- Agreed to adjust text that was used last time

➤ **Agreement re procedure for the interviews:**

- Clear we only offer the position to one of these candidates if we are satisfied we have a good candidate
- Agreed scoring system for selection
- We agreed a set of questions that will be used for the interviews. Follow up questions based on the answers can be asked by anyone.

4) **Last Step in Restructuring Discussion**

It was agreed that no further document was needed. The minutes of the last Exco were clear enough. The changes primarily relate to the Exco. Rather than more written clarifications we now try to demonstrate the changes by the way we organise and run the Exco meetings.

5) **Preparation for the GA**

- **Agreement on the formal GA Agenda:** A draft agenda had been sent. This was approved. We had some exchange about the importance that each national network makes an activity report, but we also need to make use of these reports to share information and exchange. Perhaps we should do this at the March Exco.
- **Likely proposal from EAPN Sweden (and others) re voting weights:** Fintan informed that it is likely EAPN Sweden with others will make a proposal to change Standing Orders in relation to voting. It was seen that there is a clear procedure for this and that if the proposal is made it can be dealt with clearly at the GA. If the proposal for change is successful it will apply from the 2017 GA.
- **Discussion re EAPN France letter re translations and interpretation in FR and German:** It was agreed that Fintan should write to them to say that Sergio and he will be happy to meet with them during the GA. He should also inform them that what they ask is a change in the draft work programme so if they want that to be dealt with at the GA they must use the procedure for that as outlined in the GA procedures document. It was re-stated that whatever we decide about interpretation should not be changed during the three year mandate of the Exco.
- **Financial Report 2015:** All is in order for the 2015 accounts and Fintan explained the long procedure we had this year with the Commission to finalise the 2015 accounts. It was requested that we prepare a very clear document to explain all the issues and in particular the figures in the Balance Sheet.
- **Appointment of Auditors:** Fintan outlined some dissatisfaction with our Auditors and gave some examples of long delays in getting responses and late requests for information. It was agreed that first we must make sure we have the auditor's report for the GA and then we could look to find new auditors to propose to the GA for the 2016 accounts. WE should check who other Eos are using.
- **Discussion re Programme for the Thursday morning:** A proposal was made by Fintan. WE had some discussions about how to ensure some more political discussions during the GA. However, it was recognised that we needed to make the final programme in cooperation with BAPN and their members. It was suggested that it might be better if these activities were in the afternoon of Thursday rather than the morning.
- **Discussion re final declaration:** We had an exchange on what should be the content and use of the final declaration. Carlos agreed that he with his colleagues from Spain would make a first draft based on the exchange we had.
- **Any practical concerns:** There was some exchange about public transport to reach Bruges

## 6) Work Programme 2017

A lot of the time was spent discussing concerns that holding consecutively (Exco, EUISG, Capacity Building, Annual Conf and GA) in one bloc in June will not be feasible. It was also expressed that having the GA in June with so little of the work programme 2017 delivered makes it difficult to assess and decide what is needed for 2018. Now solution to the problem was reached.

## 7) Preparation for the Exco

- **Agreement Agenda and discussion re main items:** Fintan had circulated a draft agenda. Some changes were proposed including adding an item for exchange re refugees and migrants. The item on ESF and FEAD was removed and should be included in the March Exco agenda. Some other shifts in the agenda were proposed to try to fit better to the new way the Exco should work. Fintan to redraft the agenda.
- **Update re Finances 2016:** There was little time for this exchange. The key information is that we expect to be within budget and to reach the matching funds requirement. An executed

2016 budget was presented and a projected budget for 2016. Some discrepancies between the two budgets were noticed (it was explained that this is due to whether Patrizia (fixed contract to help with Funds and Dev area while Fintan is acting Director) is recorded in the staff line or as a contract staff person. This correction should be made before the budgets are presented at the Exco in Bruges.

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### 8) Selection of candidate for Director

Two candidates were called back for second interviews. Following these interviews there was a round of reflections and then each member of the interview panel was asked to make their selection. Following this the Acting Director and the Staff representative on the Interview panel were asked to leave so that a final decision could be made by the Bureau members. When Director and staff rep returned, we were informed that Leo was the final choice for Director and that Sergio would prepare a note for Exco members to inform them. It was agreed that Fintan would prepare the documents and information needed and that Sergio would follow up with Leo. Sergio would also write to Josef who was the second candidate called back for second interview. Fintan would be in touch with the other candidates.

### 9) Staff Issues (some Bureau members had to leave to catch flights before this issue was dealt with)

So there were only brief discussions.

- **Update re Staff:** Elke has begun and now work is happening to clarify communication role (Elke) and information role (Rebecca). Fintan informed about progress to have a new intern.
- **Trade Union Issue:** Still some clarifications to be done on the document. Fintan will follow this with Sergio
- **Contract with Fintan for 2017:** A draft of the new contract for Fintan was circulated. This needs to be sent to all Bureau members and dealt with at the next Bureau Skype meeting. In short Fintan hopefully will be employed at least three days a week in 2017, one day to work on ESF project and two days to work on EMIN 2 project (if successful). He may also be available for other projects mutually agreed with Director and Fintan. The Director and the Development officer will be the responsible for Fundraising and project development.
- **Follow up re staff scales;** Now follow up has been done with ENAR who are working on a comparable pay scales. Fintan will check with them to see where they are at with this work.

### 10) Membership Development Group (MDG) and Fund Raising

- **Follow up re EAPN Fund Grants 2016:** Sergio will write to Bureau to get agreement on the recommendation of the MDG to support EAPN Italy and EAPN Austria's application. They also recommend to ask the Fund Management Committee to also support the application from EAPN Poland. It is also proposed to support the application from ATD 4<sup>th</sup> world. Support will also be asked for the 2016 PeP.
- **Next meeting of Fund Committee:** Should happen in Jan 2017
- **New Project – Energy Poverty:** There was no time to discuss this application

### 11) AOB

- **Meeting Invitations:** We are trying to set up meetings with SPC, with cabinet of Juncker, also with Director for Inclusion in DG Employ and cabinet of President Schulz. If high level officials involved and we get enough notice, we will try to involve Bureau members.
- **Dates for next Bureau meetings:** We will set date in Bruges