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**Notes of Bureau meeting**

 **23 May 2018, 10 – 11 30 CET**

**Participants: Sergio, Carlos, Maria, Leo**

**Apologies: Peter, Vilborg, Jasmina, Saviour**

**Notes of last meeting**

Agreed, removing the reference to using the 2012 process for if there are more than 2 candidates for the role of President.

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| **Action** |
| A1. Locate relevant documents on election process | Leo | End May |

**10 05 – 10 25 July Ex Co planning**

**Key points from discussion**

* Need to include space for an evaluation of the Policy Conference
* Bureau will need a background document about risk management (budgets, cashflow, staffing) in advance of the Ex Co discussion – though we might consider allocating slightly less time than proposed to this
* Need an update on projects (including Re-invest), as well as a consideration of EMIN3, EEA and DEAR funding options. It will be important to take our time for EMIN3 and DEAR – we need to avoid rushing decisions through without giving them the proper consideration.

**Decisions**

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| **D1. Include a political discussion (current political developments at EU level about which we should be aware) including the MFF, rather than a discussion of the EAPN Vision and Values, which should come under the Strategic Thinking process** |
| **Action** |
| A2. Update risk management table and share with Bureau | Leo | 8 June |
| A3. Find space in agenda for projects, and prepare background | Leo, with Magda, Fintan and Sian | 14 June |
| A4. Prepare the political discussion | Staff team | 21 June  |

**Finances and priorities**

**Key points from discussion**

* Maria and Carlos do not want to engage in discussions about altering the structure, size, number of length of meeting of the Ex Co.
* When money is freed up in the future, it would make sense to have procedures for how we decide on reallocations – especially given that the Commission now allows for much more reallocation within and between budget lines.
* We need to plan how we rebuild our social reserves – membership fees are one options, with X% being allocated to the reserves each year. This is a discussion to revisit.

**Decisions**

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| D3. We should be prudent and allocate half of the 35000 euros now, and evaluate our savings on 15 June when we know about the national contracts. We prioritise the PeP Support Officer and the Fundraising Training. |

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| **Action** |
| A5. Recruit a PeP Support Officer with the available finance | Leo | Aim to start in early August |
| A6. Evaluate savings on 15 June | Philippe and Leo | 15 June |
| A7. Draft procedures for future reallocations | Treasurers TBC | TBC  |
| A8. Prepare a future discussion on building up social reserves | Treasurers TBC | TBC |

**EAPN and** [**General Data Protection Regulation**](https://www.eugdpr.org/)

**Key points from discussion**

* Leo gave an overview of EAPN’s actions to date and future plans for GDPR.
* Different countries are having different interpretations of GDPR, and thus EAPN members will need to follow the legislation in their country. There will not be a ‘one size fits all’ approach.

**Decision**

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| D4. Bureau agrees with the definition of ‘legitimate interest’ proposed by Rebecca and Leo |

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| **Action** |
| A9. Continue implementing the GDPR plan | Staff team, under leadership of Rebecca, Data Controller. | Ongoing |