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**Bureau meeting Agenda**

**6-7 March, Brussels**

**Objectives of Bureau meeting**

1. To finalise roles and responsibilities of all Bureau member and share updates on progress
2. To have an open exchange between the Bureau and the staff team about the vision and direction of the Bureau
3. To make progress on the Strategic Thinking process, notably on the Dutch Resolution and the Governance paper
4. To build understanding of the finances of EAPN and discuss a revised membership fee structure
5. To decide on potential EAPN representation on Management Committee of the Social Platform
6. To plan the Ex Co meeting in April
7. To finalise the Terms of Reference of the Membership Development Group

**6 March**

**Session 1 – Introduction**

**09 00 – 09 10**

**Chair**: Carlos **Note taker:** Leo

**Background document:** B1 Bureau notes 0219, B2 basic agenda, B3 full agenda

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| **Issue** | **Questions** | **Recommendations / Decisions to take** |
| * Welcome
* Apologies
* Approval of notes
* Approval of agenda
 | N/A | N/A |

**Session 2: Bureau Roles and Responsibilities, updates**

**09 10 – 10 00**

**Objectives: To finalise roles and responsibilities of all Bureau member and share updates on progress**

**Chair**: Carlos **Note** taker: Leo
**Background documents:** B4 Overview of Accountabilities / Deliverables, B5 Overview of Responsabilities

**Suggested Methodology:** Bureau members share updates on progress against the accountabilities and deliverables.

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| **Issue** | **Questions** | **Recommendations / Decisions to take** |
| We agreed in December that each Bureau member would develop a specific document, outlining their ‘deliverables and accountabilities’, so that all Bureau members, and the wider EAPN network, would understand who is focusing where. In the interest of transparency and accountability, we should all finalise these documents and make them available on Members Room. The idea had been that Bureau members would share regular written updates on their progress against these ‘deliverables’. | N/A | 1. Each document is uploaded on Members Room and shared with the Ex Co.
2. Roles of Bureau members presented to Ex Co in April
3. Bureau members share written updates one month in advance of each Ex Co meeting, to inform the Director / Bureau report
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**Session 3: Bureau and Staff Team – Building Understanding and Relationships**

**10 00 – 11 30**

**Objectives: To have an open exchange between the Bureau and the staff team about the vision and direction of the Bureau**

**Chair:** Ian Note taker:
**Background documents:** B6a, EAPN draft Staff Organigram 2019, B6b Bureau ToR

**Suggested Methodology**: Bureau to share a brief overview of its vision, direction – both politically, and for how it envisages working with staff. for discussion.

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| **Issue** | **Questions** |
| The first meeting of the new Bureau is Brussels is an ideal opportunity for new Bureau members and the staff team to get to know each other, to discuss ways of working between the Bureau and Staff Team. We’ll aim to set up an exchange between the Bureau and the staff team which will focus on the political direction and vision of the Bureau (in relation to the direction of EAPN and the link between the Bureau and the staff team), and the role of the staff team in relation to the Bureau.  | 1. **Are the roles of the Bureau and the Staff Team clear to everyone? If not, what needs to be clarified?**
2. **How do we plan to put into practise the commitments in the Bureau ToR, notably:**
* Staff members can be present in relevant parts of the meeting. All relevant parts of the meetings are, in principle, open to staff members who are directly involved in the area of work being discussed. This principle depends on the availability of finance, the costs involved, and prior discussions between the staff member and Director based on the agenda.
* A member of staff could thus be present at all times. Where this is not possible, the Director will provide feedback to the staff team, as per the ToR of the regular staff meeting.
* A Trade Union representative(s) must be present at all discussions concerning working conditions / staffing.
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**11 30 – 11 50 Coffee break**

**Session 4: Strategic Thinking part 1 – Governance and Structures**

**11 50 – 13 20**

**Objectives: To make progress on the Strategic Thinking process**

**Chair:** Honoratte, Ian **Note taker:** Leo
**Background documents:** B7a Strategic Thinking 2019 plan, B7b Background paper on Governance, B7c (for reference) 2015 proposal for restructuring

**Suggested Methodology**: Ian to present paper and lead discussion on key questions

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| **Issue** | **Questions** | **Recommendations / Decisions to take** |
| The first phase of the Strategic Thinking process mandated the Director to work with the bureau to present strategic recommendations for our governance structures to the membership. Leo, Ian, Honoratte and Eleni have been working on these recommendations. This Bureau meeting is a key stage in this process, and should help this committee progress with the paper.  | 1. What pros and cons do the Bureau see for our current structures?
2. What pros and cons do the Bureau see for the proposed structures? What other options should be considered?
3. What is the best strategy for taking this discussion forward?
 | 1. Bureau mandates the Committee to incorporate the results of these discussions into the paper which will be shared with the Ex Co for the April meeting.
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**13 20 – 14 15 Lunch (Bureau and Staff Team)**

**Session 5: Strategic Thinking – Participation / Dutch Resolution**

**14 15 – 15 45**

**Objectives: To make progress on the Strategic Thinking process**

**Chair**: Vera **Note taker:** Leo
**Background documents:** B8 Implementing the 2017 Dutch Resolution

**Suggested Methodology:** Vera to highlight the key points of the paper and lead a discussion on the key points.

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| **Issue** | **Questions** | **Recommendations / Decisions to take** |
| The Director and the Dutch Network were mandated by the Ex Co to clarify what we need to adjust in order to implement the meaning and spirit of the Dutch Resolution. These adjustments concern the Statutes, the Standing Orders, the internal structures.The Dutch Network has prepared a paper with clear recommendations, for discussion by the Bureau and other EAPN bodies, as part of the Strategic Thinking process, for decisions at the General Assembly in September 2019.  | 1. What is the Bureau’s position on the key proposals in this paper (affiliate membership, role of People Experiencing Poverty in EAPN Structures?)
2. Are the changes proposed to Statutes and Standing Orders acceptable?
 | 1. The Bureau should put this paper to the Ex Co, with a specific recommendation on what to take forward and how, under the leadership of Vera and Richard.
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**Session 6: Social Platform Management Committee**

**15 45 – 17 00**

**Objectives: To decide on potential EAPN representation on Management Committee of the Social Platform**

**Chair**: Carlos **Note taker:** Leo
**Background documents:** B9 Social Platform MC Elections, B10 Social Platform MC Elections Timeline

**Suggested Methodology:** Carlos to introduce, group discussion on key questions and recommendation.

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| **Issue** | **Questions** | **Recommendations / Decisions to take** |
| EAPN is a founding member of the [Social Platform](http://www.socialplatform.org/). We have not been on the Management Committee for the last 2 years. The Management of the Social Platform is strongly encouraging the Director of EAPN to apply for a role on the Committee. There are clear advantages of being on the Committee – shaping the agenda of the Platform, shaping its strategic direction for the future, ensuring EAPN’s positions are more prominent in the Platform’s work, and ensuring specific representation opportunities for EAPN. However, there is a clear time commitment issue or between 1-2 days per month. | 1. Does the Bureau think we should run for a role on the Management Committee?
2. Who should run?
3. How do we cope with the time commitment, recognising our existing heavy workloads? If a member of staff takes on this role, where does s/he make the time from?
 | 1. EAPN should apply for a role on the Management Committee if we can find a way to free up 1-2 days per month of the individual representing EAPN in this space, by sharing our responsibilities.
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**17 00:** Close

**17 30:** Social Dinner

**7 March**

**Session 7: Induction / Finances (could include Membership Fees and Reserves Policy)**

**09 00 – 10 15**

**Objectives: To build understanding of the finances of EAPN and discuss a revised membership fee structure**

**Chair**: Richard **Note taker:** Philippe
**Background documents:** B11 Budget vs Expenditure overview, B12 Membership Fees Options, B13 Reserves Policy

**Suggested Methodology:** Richard to present documents and lead discussion on key questions and recommendations

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| **Issue** | **Questions** | **Recommendations / Decisions to take** |
| In the December meeting of the Bureau, members highlighted that EAPN finances is one area where they don’t feel comfortable. The Finance Manager has thus been working with the Treasurer to rectify this.This session will provide an overview of EAPN finances and share a global budget vs expenditure update.We’ll also discuss membership fees and a potential reserves policy. | 1. Is the suggested system of membership fees appropriate for EAPN, for your network?
2. Is the reserves policy appropriate for an organisation like EAPN?
3. Any outstanding questions on EAPN’s finances?
 | 1. Bureau should recommend these papers to the Ex Co for decision in April, under leadership of Richard.
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**Session 8: Ex Co Planning**

 **10 15 – 11 15**

**Objectives:** To plan the Ex Co meeting in April

**Chair**: Carlos **Note taker:** Leo
**Background documents:** B14 Ex Co draft agenda 0419

**Suggested Methodology:** Carlos to present draft agenda. Aim to agree leadership and objectives of each session.

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| **Issue** | **Questions** | **Recommendations / Decisions to take** |
| We have the first Ex Co meeting of the year coming up, and need to plan the agenda. | 1. Anything missing / inappropriate in agenda? Any changes / additions?
2. Who will chair the different sessions?
3. How can we ensure leadership of other Ex Co members during this meeting?
4. What is most important to include in the induction session?
 | 1. Bureau mandates Director to revise the agenda based on today’s discussions, and, working with relevant colleagues, to develop background papers to be shared with Ex Co 2 weeks in advance of the meeting.
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**11 15 – 11 45 Coffee break**

**Session 9: Members, Membership Development**

**Objectives: To finalise the Terms of Reference of the Membership Development Group**

**Chair:** Biljana **Note taker:** Magda
**Background documents:** B15. MDG draft ToR

Methodology: Biljana to introduce discussion on ToR and process for moving forward

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| **Issue** | **Questions** | **Recommendations / Decisions to take** |
| The mandate of the last Membership Development Group has come to an end. On behalf of the Ex Co, the Bureau should look at the draft ToR and process to elect new members of the MDG, prepared by the staff team. | 1. Is this ToR and proposed process acceptable to the Bureau?
 | 1. Bureau to mandate the Membership Development Officer, working with Biljana, to incorporate changes in this document and instigate the process of elections to the MDG, to be finalised during the Ex Co in April.
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**13 00:** Lunch

**14 00:** Potential meeting with members of Intergroup on Fighting Poverty from European Parliament, **TBC**