FF 25 Jan 2016

**Briefing Note: Key Decisions/Agreements from the Bureau Meeting 18-19 Jan 2016**

1. **Informing Members re Bureau Decisions:** After each Bureau meeting, the Director will prepare a ‘briefing note’ with the key decisions from the Bureau meeting. After checking the note with the Bureau members the note will be quickly sent to all EAPN members. The information in the briefing note will be further developed into minutes of the meeting and made available on the EAPN Members Room.  We hope sending a briefing note as quickly as possible after the meeting will speed up the process of sharing key information from the Bureau meetings with members, while giving the necessary time to develop minutes of the meeting.
2. **Allocation of Tasks and Responsibilities amongst Bureau Members:** (see attached table)
3. **Finances 2015:** EASI Budget and Projected costs to other sources of Income: Thanks to the difficult decisions agreed by the Exco and the cuts made in projected spending and careful budget management, the expected overspend is now significantly reduced and more in the region of 22.000 Euro. As it was several times expressed to Exco members, EAPN has uncommitted funds, including in the EAPN Fund, to manage such an overspend, meaning that we can enter 2016 without debts. The exact figures will not be available till the accounts for the Year will be closed (mostly waiting on the closing the accounts of the contracts with the National Networks) and auditors report available. An update will be available for the March Exco. Final accounts (EASI Budget, Costs covered by projects and other sources of finances, balance sheet and auditors report) will be available for the GA.
4. **EAPN Budget and Work Programme 2016:** The revised budget/s (EASI 2016 and Costs projected to Projects and Other Sources of Income 2016) as presented by the secretariat, following a demand from the last Exco meeting, was agreed subject to the following: 1) It should be adjusted to ensure three meetings of the Executive Committee. 2) Some Meetings should be combined to allow more people to be involved in the Annual Policy Conference and the GA. 3) We need to make these adjustments and still present a balanced budget for 2016, which was deemed possible. It was also considered that the changes proposed will be within the plus or minus 20% rule applied to Commission budgets so should not be a problem with the Commission. The revised Budgets based on these discussions will now be prepared and circulated. In principle there should be no problem with this revised budget to deliver the commitments in the work programme we submitted to the Commission. Anyway this will be double checked and presented at the next Exco meeting. Please also see attached a revised calendar of EAPN meetings 2016 in line with the decisions taken (we will now try to confirm dates for the Year).

**Interpretation:** It was agreed that we would have Spanish/English interpretation for the Bureau meetings. It was also agreed that at the March Exco Meeting this Year, we would have interpretation in English/French/Spanish. The issue of interpretation is raised in the restructuring proposals and the long term decision will be taken in that process. We will need to make a decision about the rest of 2016 at the March Exco, including a decision about how to finance this expense.It was also decided to use less elaborate technical equipment for interpretation to reduce these costs.

1. **EAPN Staff Issues:**

**Acting Director and follow up of recruitment of Director:** The Bureau began to work on the recruitment package and procedure for a new Director. There will be a chance for members to comment on the development of this package and a final decision will be taken at the March Exco. At the March Exco it will also be agreed when to launch the recruitment call. Either immediately following the Exco or at a timetable that would keep Fintan in post as Acting Director till after the GA and the agreement on the restructuring.

**Nellies leaving and recruitment of a new Communications Officer:** Nellie will finish in EAPN on the 17th June. She has agreed to work her notice period so all of the costs will be charged to the European Commission in the EAPN EASI Budget 2016. However given that Nellie works part time, that she has ‘time in lieu’ due to her and she has time under this leaving arrangement to search for new work, we don’t expect Nellie to be present in EAPN from Mid-March. We will begin the process of recruitment of a new Communications officer (part time) in February with the hope to have someone in place by 1st June. We are trying to have a stagier in place as soon as possible who will be able to help with some of the work in the period March to June.

**Projects and Finance Officer:** To fill the period while Fintan is Acting Director and to assist Fintan to keep alive our work on projects and fund raising, an external contract has been agreed with Patrizia Brandellero (former EAPN Policy Officer) to support work on projects and fund raising. The costs of this contract are within the costs allocated for the period (Jan to April) under the EASI Budget 2016 for this work.

1. **EAPN Restructuring:** Mainly the Bureau agreed on the process which is reflected in the email already sent to members on 20th Jan. The Bureau agreed that Fintan will prepare a draft, trying to reflect the (overall proposals) positions shared. This draft will be open for comments, discussions and inputs by all Bureau members and then will be presented to the ExCo to be discussed in March. We also had discussions and agreement on a revised time line (sent in the same message) and some first discussions about the process to use at the March Exco.
2. **EAPN Fund:** Sergio as Chair is already a member of the Fund Management Committee. We agreed that Maria as one of the responsibles for the Finances would be also on the Management Committee. We need to follow up on previous decision and invite the Exco member from Belgium to be on the Fund Management Meeting. We agreed to transfer the uncommitted amount in our accounts that remains from the PeP held under the Hungarian Presidency (2011) into our Fund. This will allow us to have an increased ‘rainy day’ fund for EAPN and allow us to make some grants this year. We will follow up at the next Bureau skype meeting.
3. **Skype Meeting:** Agreed to have Bureau Skype meeting in early February to follow up the work**.**
4. **EAPN and Stagieres:** AN EAPN policy position re recruitment of stagieres was approved.
5. **Exchange with Staff:** We would also like to communicate that the Bureau held a meeting with the entire EAPN Brussels team in order to reestablish a fruitful dialog and cooperation between both groups. This was seen as the first meeting of a series of others that will follow, taking place at every Bureau meeting.