

**Bureau Responsibilities 2018 – 2021**

**Bureau members:** Carlos (Spain), Ian (IFSW), Saviour (Malta), Biljana (Macedonia), Vera (Austria), Eleni (Cyprus), Honoratte (Norway), Richard (France)

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|  | **Detail** | **Bureau lead** | **Bureau support** | **Ex Co support** | **Staff support** | **Objectives** |
| **Staff issues** | Manage and support the work of the Director | **President**  | Richard | N/A | N/A | * Regular support / check ins
* Preparing agendas and decisions
* Annual appraisal process
* Support recruitment processes for key positions
* Ensure Director is spending his time effectively
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|  | Staff relations (complaints, tensions, well-being, legal issues) | **Ian** | Eleni (legal aspect) | Ex Co | Leo, legal support, Philippe + Elke (well-being) | * To ensure EAPN’s policies, practises and workplans respect the human capacity in the team, and to promote a happy and healthy working environment.
* To hear grievances from staff team
* Note: Must work closely with Richard, as Treasurer
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|  | Staffing review (Strategic Thinking process) | **Honoratte** | Saviour TBC |  | Leo, legal support | * Clear recommendations on our staffing needs, based on the outcomes of the Strategic Thinking process.
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| **Network development / Movement building / Membership development** |  | **Biljana** | Vera | Jiri, Kamila | Magda, Leo,  | * Work through movement / network issue
* Sit on Membership Development Group
* Overview development of ‘Participation as a human right’
* Overview the discussion / decision about individual membership
* Overview the annual training programme
* Revise induction programme for new Ex Co members, and new members in general
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| **Finance** | Treasurer | **Richard** | President  |  | Philippe | * Reserves policy
* Reallocations
* Presenting accounts to Ex Co and Bureau
* Note: Must work closely with Ian, as Bureau responsible for Staffing Issues
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|  | Fundraising | **Eleni** | President  | Iris? Guy? TBC | Leo, Elke, Philippe, others as needed |  |
|  | EAPN Fund | **President**  | Treasurer  |  | Leo, Magda | * To sit on EAPN Fund Management Committee
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| **Governance** | Statutes and Standing Orders | **Eleni** | Ian | TBC | Leo | * Ensure our governing documents are coherent and strong enough, especially in view of the Strategic Thinking outcomes
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| **Strategic Thinking** | Overall – guiding Director | **Honoratte** | **Saviour TBC**All Bureau members.  | Freek, Kamila, Sergio | Leo | Note: As this is top priority for the Bureau, it should be on every Bureau agenda, and all members should be engaged and active here.  |
|  | Dutch resolution (including implementation) | **Vera** | Ian | Jo | Leo, Magda | * Link with EAPN Netherlands on the implementation of Dutch resolution
* Lead discussions within Bureau, Ex Co, GA.
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|  | Translating into statutory and structural changes (wider than Dutch resolution) | **Eleni** | Ian |  | Leo | * Ensure our governing documents are coherent and strong enough, especially in view of the Strategic Thinking outcomes
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|  | Staff review | **Honoratte**  | **Saviour TBC** |  | Leo | * Clear recommendations on our staffing needs, based on the outcomes of the Strategic Thinking process.
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|  | Structures review | **Ian** | Honoratte, Eleni |  | Leo | * Lead on the review of our structures (with staff team or with consultant), lead decision process in Bureau, Ex Co, GA.
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|  | Building ownership | **Biljana** | Vera |  | Leo, all staff |  |
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| **Communication** | Political frames and narratives around poverty – our key messages | **Vera** | Biljana | Joan, Laila, Sergio, Honoratte | Elke, Leo, Sian  |  |
|  | PeP inclusion, practical | **Vera / Richard** | Honoratte |  | Elke, Magda | Note: Must link with Comm’On Group. |
|  | Campaigns, including social media | **Biljana** | Vera | Jiri | Elke, Florence | * Support and guide the staff team in developing strong, visible public and media campaigns
* Include Parliamentary elections
* Note: Useful to engage Portuguese Network if possible.
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| **Future of Europe** | Ensure EAPN is influential in these spaces, represent. | **Carlos** | Honoratte |  | Leo, Sian | TBC |
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| **EUISG link** |  | **Vera** | Richard |  | Sian, Amana | * Feedback Bureau discussions to EUISG SG
* Feed in EUISG discussions and worries into the Bureau
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| **Projects** | Inequality project lead | **Eleni**  | Vera |  | Leo currently, TBC | * Ensure legal issues worked through
* Support Director
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|  | Journalism Prize | **Vera** | Biljana |  | Elke, Magda, Leo | * To ensure the Journalism Prize ‘goes European’ and is funded
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|  | Comm`ons Group | **Vera** | Honoratte |  | Elke, Magda | Note: Must link to PeP inclusion work.  |
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| **EOs** |  | **Ian** |  |  | Leo, Magda | Progress better involvement of EOs in EAPN  |