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**Decisions and Action Points from March 2019 Bureau**

**Decisions**

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| D1. At least once a year, the Bureau will have an open discussion with the full staff team. |
| D2. Once we have agreed our new governance structures, we will come back to the Dutch Resolution paper and consider the specific proposals on participation of PeP in these structures. **Leo, Ian and Honoratte will take this forward.** |
| D3. By 4 votes to 2, with 1 abstention and 1 member not present, the Bureau decides that the Director should apply to the Social Platform Management Committee, as ordinary member. |
| D4. Cash flow is an issue that must be prioritised in advance of 2020, recognising the difficulties we will face |
| D5. Guidelines for reporting on national level contracts must be respected by those members who take these contracts. EAPN will not accept the financial risks associated with late and incomplete reports. The contracts and commitments must be respected by all parties. |
| D6. The reserves policy will be adapted based on the Bureau discussion and put to the Ex Co for decision |
| D7. The Membership Fees policy will be adapted based on the Bureau discussion and put to the Ex Co for decision. Fees should be obligatory and based on a sliding scale. |
| D8. If EAPN Fund is brought back to EAPN’s control, 90% of funds should support PeP meeting, 10% should go to reserves. |
| D9. To help guide discussions, the Director should clarify whether the agenda item is **for noting, for discussion, or for decision.**  |
| D10. Papers should be shared with Ex Co members 2 weeks in advance |
| D11. Bureau will sign off on new papers / procedures before submitting to Ex Co |
| D12. When we move to vote on an issue, EAPN must respect the vote, and not continue discussing and questioning. Votes must be considered to be a final decision.  |
| D13. We need a clear list of Ex Co members, with brief details of experience and expertise. This should be on Members Room. |
| D14. The MDG is a group of the Ex Co, not of the Bureau – it must thus report to the Ex Co. |
| D15. EAPN should **not** aim to recruit new members– we should focus on strengthening the members we have, with a clear focus on EU and EFTA countries (as per our statutes) and engaging European Organisations better. This means that the only potential new member would be EAPN Liechtenstein. This should not change until after we finish the strategic thinking and have finalised the question of our governance structures. |
| D16. The Arts Inequality project should go ahead with these active members – but as a collaboration between these members, with a small amount of staff time at this stage |

**Actions**

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| **Action** | **Responsible** | **Deadline** |
| A1. Upload relevant documents (roles and responsibilities of Bureau members) on Members Room and make wider membership aware. Include basic details [here](https://www.eapn.eu/our-structure/eapn-bureau/) | Sigrid, Leo |  End April |
| A2. Share appraisal process with Ian and Honoratte | Leo |  End April |
| A3. Finalise the relevant policies and procedures and share with staff team, for input | Ian, with Leo |  End May |
| A4. Rework the governance proposal based on discussions, including a section on WHY we have started this process, where things came from, where and how members have participated, send to Ex Co | Leo, Ian, Honoratte |  21 March  |
| A5. Reach out to 2 Ex Co members each in advance of April meeting to discuss the proposals | All Bureau members |  Ex Co meeting |
| A6. Respond to the Dutch Network | Leo |  TBC |
| A7. Check the French and Spanish guides, as well as the work coming out of the Comm’On Group, on how to ensure participation of PeP at the national level, and see whether these can be useful for the whole network. | Magda |  TBC |
| A8. Send proposals for strengthening PeP meeting and its role in EAPN to Leo and Magda | Bureau members |  End May |
| A9. Work with Dutch Network to add a page on how we will include PeP work and resolutions at European and national levels | Leo and Magda |  TBC |
| A10. Discuss and decide how we can enable the Director to do this within his existing time commitments. Options under consideration include:* Bureau takes more responsibility for governance issues
* Reducing the time the Director spends on projects
* Reducing the time the Director spends on management
* Reducing the time the Director spends on fundraising

These options all have financial and political implications which need to be carefully considered.  | Bureau, with Director |  Mid-June |
| A11. Adapt reserves policy and membership fees policy | Leo  | March 21 |
| A12. Prepare document on exceptions, criteria, processes etc for those members who cannot / will not pay membership fees,  | Richard, Philippe, Leo | TBC |
| A12. Prepare clear paper with proposals for using EAPN Fund, if and when it is brought back to EAPN’s full control | Leo, Carlos, Richard |  TBC |
| A13. Finalise agenda and background papers accordingly | Leo and Staff Team | 21 March |
| A14. Develop Ex Co member list and publish on Members Room | Leo and Admin Team | End May |
| A15. Circulate the MASS to the Bureau | Magda |  Mid April |
| A16. Update MASS and decide on plan for implementation, to be presented to Ex Co | MDG, with support from Magda |  End July |
| A17. Respond to membership requests accordingly | Magda |  Ongoing |
| A18. Confirm decision on arts inequality project with active members, and with wider membership | Leo | End April |
| A19. Confirm decision on arts inequality project with artist | Leo | Early May |
| A20. Start to plan how the arts inequality project could work | Leo, with members and artist |  Ongoing |