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

**Decisions**

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| D1. We should never have meetings in places which are not accessible. The staff team must ensure this decision is implemented immediately. |
| D2. Small Committee will lead on planning for 30th birthday celebrations, looking at how a 2020 conference, General Assembly and PeP would contribute. |
| D3. We will undertake a Stakeholder Analysis of the priorities coming out of our Theory of Change and our recent decisions on priorities, to be discussed at Ex Co in September. |
| D4. The Bureau recognises that the Director, having discussed staffing issues with Ian (Bureau member with responsibility for Staffing) should simply inform the Bureau members of his decision. |
| D5. The President should be informed of these issues in advance. |
| D6. We should start the recruitment process for Amana asap, ideally bringing a replacement on board for a fixed term contract, recognising that a staff review should start in September. This person should be an experienced Policy officer who should be able to support Sian in delivering the current work programme, and whatever policy aspects will be in the 2020 work programme. |
| D7. Application process should be open, we should not bring in friends of the staff team or the members. |
| D8. All documents should be sent 2 weeks in advance. Bureau and staff must plan accordingly – though we recognise exceptions are of course possible. |
| D9. Docs to be clearly marked – draft v1, 2, 3 etc, or final. Tracked changes should be used. Longer documents should have very short Executive Summaries. We should also follow the procedures for creating and finalising external policy documents, with the paragraph at the end which explains the status of the document (See annex) |
| D10. Session chairs (could be Bureau members or other Ex Co members) have the full responsibility for chairing that session. Bureau members should support each other during the sessions, and can use the whatsapp group for these purposes. |
| D11. Bureau members should sit together during Ex Co sessions and session chair should sit next to the President – we’ll thus need to change seats! |
| D12. In order to ensure democratisation of Ex Co, we need a limit on individual interventions. Individuals cannot manipulate the discussion, and the Bureau shouldn’t respond to each question / criticism individually. A few points must be taken, then the Bureau can respond – under the leadership of the chair of that session, who may either respond, or ask the relevant member (Bureau or staff) to respond. |
| D13. Bureau members should not respond immediately to individual requests / queries, before we have discussed as Bureau. Responses should only come from Bureau members with responsibility for the specific area – other members should respect the agreed division of responsibility. |
| D14. Ex Co meetings could include country updates on politics and poverty – this could be prepared in advance by members and could be the basis for exchange and positions. |
| D15. We will accept to be on the Advisory Committee of the Poverty Indicators project. Before deciding who will represent us, we will obtain further information about exactly what is expected of us. |
| D15. Individual members will not have future travel funded until they have submitted their boarding passes, and they will not be eligible for pre-booked tickets |
| D16. Individual members will not be reimbursed until they have provided all justifications  |
| D17. Individual members who do not attend meetings (after flights have been booked) will not be reimbursed, unless there is a valid medical reason, with justification provided. ‘Workload’ or ‘other meetings’ are not acceptable reasons.  |
| D18. Finance Manager and Treasurer should monitor this situation ( see D15-17) regularly, as part of the ongoing Risk Management System |

**Actions**

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| **Action** | **Responsible** | **Deadline** |
| A1. Eleni, Carlos, Honoratte and Vera to lead an exchange about the 30th anniversary celebrations (in 2020), across the Conference, GA, PeP meeting, coming up with a proposal | Eleni | End August TBC |
| A2. Plan session at next Ex Co to explain roles and responsibilities of our different groups | Leo and Magda, with Biljana and Vera | End August |
| A3. Map new MEPs against those who signed our pledge | Rebecca | 21 June |
| A4. Inform office of other ‘friendly’ MEPs | Members | 21 June |
| A5. Send message to new MEPs, pushing them to form an anti-poverty Intergroup in the Parliament, come to the PeP meeting, engage with EAPN in their country, participate in roundtable on poverty in October, and organise a poverty hearing in the Parliament. | TBC | TBC |
| A6. Explore how we map the expertise of our Ex Co members | Leo, Sigrid and staff team | End August |
| A7. Plan a session on a Stakeholder Analysis, based on annex 1. | Leo, Eleni, Vera, with Sian | Mid-August |
| A8. Refine job description of Policy Officer  | Bureau, after Amana has updated it | Asap |
| A9. Share a video on how to use google translate to help prepare for sessions | Leo to draft, Carlos to send | 20 June |
| A10. Develop email policy (i.e Never mix email chains, how we label emails (for info, for decision, for feedback etc), avoid sending long emails, have fewer emails from the office, emails should contain a couple of lines from a doc and then the link to Members Room…) | Leo, with Elke | End August |
| A11. Remind Ex Co of importance of conferring with EUISG, Comm’On, PeP NC in advance – this is part of their responsibilities as Ex Co members.  | President | End June |
| A12. Incorporate some of these points into the draft Code of Conduct | Ian and Eleni | End August  |
| A13. To explain the decision about structures, prepare an email to send to members asap. | Leo and Carlos | 20 June |
| A14. Use the stakeholder analysis form as a basis to analyse our different alliances, and clearly propose which alliances to prioritise and how to engage. The Bureau will **inform** the Ex Co of this decision. | Carlos and Leo |  Mid August |
| A15. Assess what is likely to happen with the SDG Multistakeholder Platform with Kelig, and decide  | Leo | TBC |
| A16. Draft and send email to the members who are regularly not sending justifications, with the general rules and these decisions. | Philippe to draft, Leo to check, Philippe to send |  End June |
| A17. Check whether the Commission now accepts electronic boarding passes under EaSI | Philippe |  End June |
| A18. Draft and send reminder email to Ex Co, EUISG, Comm’on, PeP NC, outlining the general rules for reimbursement, and these decisions. | Philippe to draft, Leo to check, Richard to send |  End June |