# **A close up of a sign Description generated with very high confidence**

Draft notes of EAPN Bureau meeting

13 August

Webex

**Bureau meeting**

**Participants: (members):** Vera(Austria), Eleni (Cyprus), Ian (IFSW)

**Participants (staff**): Leo

**Apologies:** Richard (France), Biljana (Macedonia), Honoratte (Norway), Carlos (Spain),

**Item 1 – Minutes of last meeting**

Minutes of last Bureau meeting approved, subject to any further comments by other Bureau members who were not present. **If no comments are received by 20 August, the minutes will be considered accepted.**

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| **Action** | **Responsible** | **Deadline** |
| A1. Send any comments on the minutes to Leo | Bureau members | 20 August |
| A2. Take forward previous action point on planning Ex Co session looking at roles and responsibilities of different EAPN structures | Leo and Vera, then Magda and Biljana when they are back | End August |
| A3. Take forward the planning of a Stakeholder Analysis on our key issues | Eleni, Vera and Leo, then with Sian when she gets back | End August |

**Item 2 – 30th anniversary celebrations**

**Key discussion points**

Eleni has started the thinking, and has a draft document outlining the plans. The idea is to incorporate the celebrations into our existing meetings throughout the year (Bureau, Ex Co, EUISG, General Assembly, PeP), finishing with a specific event either during GA or PeP. This would be the most basic level, organising several sessions on the overall theme of the celebrations **(’30 years should have been enough’?),** linking with the priorities outlined in the work programme. These discussions should be incorporated into the work programme for 2020.

A secondary level could involve advocacy meetings with new institutions, short story competition, a public event, European Journalism Prize, a series of media articles throughout Europe.

Celebrations should be closely linked to our existing priorities.

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| **Action** | **Responsible** | **Deadline** |
| A4. Send further comments on the draft document about 30th celebrations | All Bureau members | 20 August |
| A5. Discuss celebrations further and write into Work Programme | Leo and Eleni | End August |
| A6. Develop a timeline of actions throughout 2020 | Eleni, with Leo | End August |

**Item 3 – Policies and Procedures**

**Key discussion points**

Ian has been working on various policies and procedures, notably:

* Conflicts of Interest (discussed at last Ex Co)
* Complaints Procedure (discussed at last Ex Co)
* Ex Co code of conduct (for next Ex Co)
* Division of responsibility between Ex Co, Bureau and Staff (for next Ex Co)
* Policies on wellbeing and burnout, shared with the staff team and bureau for comments

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| **Action** | **Responsible** | **Deadline** |
| A7. Rework the documents for Ex Co and send to Bureau | Ian | 16 August |
| A8. Send comments on documents | Bureau members | 23 August |
| A9. Incorporate any Bureau comments into documents, incorporate an example **(Family members, Eleni)** | Ian | 26 August |
| A10. Send documents to Ex Co | Leo | 30 August |
| A11. Discuss the wellbeing and burnout policies, and the response from Rebecca, to plan next steps | Ian and Leo | Early September |

**Item 4 – Staffing Updates**

**Key discussion points**

Bureau members welcomed the update on staffing issues, notably:

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| **Role** | **Name** | **Start date** |
| Policy and Advocacy Officer | Mathias Maucher | October, precise date TBC. Permanent role. |
| Communications Trainee | Sandy Callenbroum | 30 September, 1-year role |
| Communications Intern | Isabelle Longfellow | 2 September |
| PeP / Development Intern | Klea Dima | 26 August |
| Policy Intern | Francesca Perolli | 2 September |

The interns are all coming via existing programmes with which we have links. The Communications Trainee is funded by the EaSI budget, using the funds saved from Elke moving to 3 days a week.

**Item 5 – September meetings**

**Key discussion points**

* Ex Co meeting should include updates on the various projects
* Ex Co discussions on improving ways of working should start by looking at all structures of EAPN and the role they all play. It should look at ways of working between the structures (communications, updates), and then look at specific ways of working of the Ex Co – this should involve building on the discussions from the June meetings, but should also focus on the sub-groups that the Ex Co needs to put in place (re-launch the Fundraising and Financial Diversification Committee, small body to look at statutory documents, political strategy?) **Eleni and Leo**
* Ex Co should have a session where we share info from the national level. In groups of 7-8 members, they should present on a few questions, notably: a) How the network functions b) What the political situation is right now in relation to poverty eradication c) How the network best works to achieve its aims?
* The political declaration should outline our political priorities for the new Institutions, building on recent publications (position on post-2020 strategy), letters to new leaders and the elections campaign. If possible, staff team to make a first draft and then send to our structures for first comments, with clear deadlines for engagement. Given staff turnover, we’ll need a good partnership between staff and members here!

**Decision**

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| D1. We agree that, if possible, it could be good to have the General Assembly in Germany next year, to coincide with German Presidency of the EU Council. |

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| **Action** | **Responsible** | **Deadline** |
| A12. Send comments on [draft agendas](https://docs.google.com/document/d/1-rdZWlubU24GmjrQC9pKFd7dCO87XvTGm1R72gpI2sY/edit?usp=sharing) | Bureau members | 16 August |
| A13. Rework agendas | Leo | 23 August |
| A14. Work together to plan the Ex Co info sharing session | Leo, Vera, Magda, Membership Development Group | 30 August |
| A15. Work together to plan the Theory of Change discussion | Leo, Eleni, Noeleen | 30 August |
| A16. Reach out to EAPN Germany to check their willingness and capacity to organise the General Assembly meetings next year. | Leo | End October |
| A17. Work together to plan the Ex Co session on structures | Eleni and Leo | Early September |

**Item 6 - Projects**

**Key discussion points**

EAPN has a few projects we work with moving forwards, notably:

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| **Project name** | **EAPN role** | **EAPN lead** |
| Working Yet Poor | Half time staff member to coordinate our role. Coordinating member input in up to 7 countries. Involving people experiencing poverty in working groups at national level. | Will need Project Officer. |
| Social Rights 2020 | Advisory Committee | Sian, though will need replacing when she retires |
| Social Citizenship | Advisory Committee | TBC |
| Measuring Absolute Poverty Using Reference Budgets in an EU Context | Advisory Committee | Vera, supported by a group (yet to be formed) |

Further details to be shared when available.

**Date of next webinar**

Wed 4 September, 14 30 – 16 00 Brussels time