**A close up of a sign

Description generated with very high confidence**

**EAPN Bureau notes, 11 March**

**Participants: Eleni (Cyprus), Carlos (Spain), Richard (France), Ian (IFSW), Honoratte (Norway), Vera (Austria), Biljana (North Macedonia)**

**Staff : Leo**

EAPN’s Bureau met online to consider our response to coronavirus, and particularly to take a decision on our upcoming meetings. The situation faced by the Bureau is not easy, and the decisions, outlined below, were not taken lightly. The Bureau tried to consider all the various matters in question in order to come to decisions.

Following the input from EAPN members of the 3 groups, (EUISG, EXCO PeP NC), as well as latest advice available from EAPN members in Spain, Luxembourg and Sweden, various governments, the WHO, and the European Centre for Disease Prevention, and the Communication (06/03/2020) we received from DG Employment on the "*Coronavirus and effects on implementation of EaSI and REC annual work programmes*", the Bureau has, unanimously, taken the following decisions:

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| D1. To cancel the upcoming EUISG in Spain |
| D2. To cancel the upcoming PeP NC meeting in Sweden |
| D3. To wait for a decision from the Luxembourg Government as to the viability of the Ex Co meeting in Luxembourg (we await an official response from the Government of Luxembourg) until Monday 16 March 2020 at the latest. |

We are well aware that many members have purchased flights directly. We assure members that we don’t anticipate that you will lose money because of this. We advise the following course of action, for **EUISG** members and **PeP NC**:

**Actions**

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| A1. Inform staff and members of the decisions | Director | 12 March |
| A2. Issue guidance to members on asking for reimbursals from airlines and support them in this | Director and staff team | 12 March |
| A3. Send letter to EAPN members which may help them claim reimbursals from airline | Director, President | 12 March |
| A4. Follow up with EAPN Luxembourg | Director | 16 March |
| A5. Issue follow up guidance to staff team | Director | 12 March |
| A6. Liaise with lawyers re. minimising costs of cancelling hotels | Director, Office Manager | Ongoing |
| A7. Negotiate with hotels | Director, Office Manager | Ongoing |