



EUROPEAN ANTI POVERTY NETWORK

Notes of EAPN Bureau Meeting

10 May 2021, Zoom

Participants (Members): Biljana Dukovska (Macedonia), Carlos Susias (Spain), Eleni Karaoli (Cyprus), Honoratte Muhanzi (Norway), Ian Johnston (IFSW), Richard Delplanque (France)

Participants (Staff): Hélder Ferreira, Philippe Lemmens

Apologies: N/a

Session 1: General Intro

- Agenda approved
- No conflicts of interest

Richard notified Bureau members that he would stop performing his duties in EAPN due to personal and professional reasons.

The President, in name of all Bureau members, thanked Richard for the previous notice regarding the end of his mandate and **highlighted his effort, dedication and passion** performing his job/role in EAPN.

Session 2: Draft Agenda for the General Assembly

The Director presented the draft agenda for the General Assembly scheduled for June 17, 2021.

The first session will be mainly focused on the Reports from 2020.

- Technical and financial Reports from 2020
- Presentation, discussion and voting on all the Reports 2020
- Discharge of the Ex Co Members

AOB: Open discussion with the members with reference to subjects they possibly want to include in the General Assembly in June.

Bureau members considered that EAPN should have a small report of EUISG and PeP activities.

The Director highlighted that EAPN will create a report that will include all the activities and the main deliverables throughout the year.

Richard expressed that, commonly, in GA they present the report of activities of the previous year and the draft proposal for the following year. **Richard also underlined the need to comply with Belgian law.**

The President referred that at the June GA they will only discuss the 2020 Report, the 2022 proposal will be discussed in the Extraordinary GA and explained that **the Belgian law requires they present the Report of the previous year until June 30.**

Phillippe pointed out that since EAPN is at the end of a four-year partnership agreement with EC, it is not possible to draft the budget for 2022. **The 2022 draft will be proposed when the framework provided by the EC is known.**

Bureau members agreed on the following suggestions for sessions: Framework Partnership Agreement and Work Programme 2022 (including GA attributing the Ex Co the mandate to decide); Conference on the Future of Europe; Members activity in 2021 – challenges, opportunities, etc

The Director emphasized that due to the meeting on 14th Friday, **EAPN goal is to send the draft agenda by the end of 17th Monday**, to comply with 1 month notice. Ex Co members can discuss collectively what are the important matters and they can also be part of the agenda.

Action: Send the final draft GA agenda to Ex Co members

Responsible: The Director

Deadline: 17 May

Eleni proposed to send the main documents, simultaneously, with the main aspects of the agenda on the 17th and indicated that a more organized structure of dialogue and debate should be sent a week later.

The president recalled that due to unusual conditions EAPN will have two GA's. The first GA in June, and an EGA due to the election of the new Ex Co and Bureau.

Session 3: Proposal of calendar for the Statutes Amendments

Eleni presented the draft proposal of calendar for the Statutes Review. The draft was divided in three chapters:

- **Titles I-III:**

June 11, 2021- The SRC sends Titles I-III to the Ex Co members

July 11, 2021- Ex Co members submit a written response with their proposals for Titles I-II

September 3, 2021- (Ex Co meeting) The Ex Co members discuss orally the re-drafted proposal for Titles I-III

- **Titles IV-VII**

July 1, 2021- The SRC sends Titles IV-VII to the Ex Co members

August 1, 2021- Ex Co members submit a written response with their proposals for Titles IV-VI

October 8, 2021 (Ex Co meeting) The Ex Co members discuss orally the re-drafted proposal for Titles IV-VII

- **Titles VIII-XI**

August 1, 2021- The SRC sends Titles VIII-XI to the Ex Co members

August 30, 2021- Ex Co members submit a written response with their proposals for Titles VIII-XI

November 5, 2021 (Ex Co meeting) The Ex Co members discuss orally the re-drafted proposal for Titles VIII-XI

Bureau members approved the proposal of calendar for the Statutes Amendments elaborated by Eleni and the Director.

To conclude the session **Eleni added that since the internal regulation is based on statutes, it would be examined later.**

Action: Integrate the 3 revised chapters into one document, for final submission and approval by the Ex Co members

Responsible: The Director

Session 4: Proposal for the National Networks contracts process

Philippe introduced the proposal for the National Networks contracts.

- **A first payment of 40% will be sent to the Network when a contract has been accepted (filled out correctly) and a Debit note and workplan have been received by EAPN**
- **A second payment of another 40% will be sent to the National Network when the money from their 1st payment has been spent totally. In order for EAPN proceed with the payment, an interim financial report with all justifications has been sent, together with a Debit note for this payment, to EAPN**
- **The final payment will be sent after EAPN receives all documents and eligible justifications, after finishing all relevant activities**

Deadline: On **15th February 2022**, a meeting of the ExCo should be organized, where the contracts which are not finalized will be discussed and a decision on the process to be followed can be decided by the ExCo. **The deadline date for finalizing the contracts should still be the end of February 2022.**

Philippe emphasized that **the sooner the report is sent, the sooner EC will be able to start verifying it and making the last payment.**

Some Bureau members proposed to anticipate the deadline for finalizing the contracts.

Biljana was concerned with funds distribution (2nd payment) and had some questions regarding expenses (for ex: translation expenses).

Ian was apprehensive about how the proposal would be presented in Ex Co meeting. In his opinion, **EAPN needs to encourage and be more supportive with the national networks.**

The President established that in all Ex Co meetings, **a contract status report should be introduced in order to see the work carried out by the national networks and what are their necessities.**

Philippe responded to the comments with a few remarks:

- **An earlier deadline was suggested** in the past and **Ex Co members rejected**
- The rules are defined by the contract with the EC. The financial rules of the EC are very specific, **all the expenses must be clearly explained and justified** and must **be clearly linked to the work executed by the NN**
- If the expenses are linked with the Work Program, NN's need to supply a proof to make them eligible

Eleni suggested that a mandatory seminar would be held for all national networks that want to apply to the contract.

Bureau members approved the proposal for the National Networks contracts process with some observations:

- **Networks are encouraged to look at the remarks made in former years to make sure that the expenses submitted are eligible and clearly justified**
- As it has been the practice in the last few years, **there will be a zoom information session focused on the contracts with National Networks, which members are strongly recommended to attend.**
- **Regular reminders will be sent to the Ex Co member at the approach of the deadline of submitting the final accounts** with updates on the contracts and their status.

Session 5: Preparation of the Ex Co meeting

The Director presented the Ex Co draft Agenda.

Bureau members agreed in introducing the following remarks:

- **Discussion of the scheduled date for the Extraordinary General Assembly** and provide members the opportunity to confirm or propose changes to that date
- **Reaffirmation of the Ex Co decision that there will be no elections in this GA**
- **Add a session regarding EAPN's engagements** (for ex: Future of Europe · EESC Events · Porto Social Summit · PeP Meeting 2021)

Action: Improve and Update the Ex Co draft Agenda

Responsible: The Director

Distribution of the sessions:

- **Welcome and Introduction** (Chair: **Carlos**)
- **Draft Agenda for the General Assembly and date for EGA** (Chair: **Eleni**)
- **Proposal of Calendar for the Statutes Amendments process** (Chair: **Eleni**, with Helder support)
- **Proposal for the National Networks contracts process** (Chair: **Biljana**)
- **Information regarding EAPN'S engagements** (Chair: **Ian**)