

Minutes Online Bureau meeting 25/03/2020

Present: Bureau members: Svenja Hahn (SH), Edgaras Mascinskas (EM), Lena Höglund (LH), Dan-Aria Sucuri (DAS), Antoaneta Asenova (AA), Deimanté Rimkutė (DR) but also the Secretary General: Bálint Gyévai (BG)

Not attending: Bureau member - Pau Castellvi Canet (PCC) excused

Meeting starts at 20 h 10

Finances (LH)

Update on finances and 2020 Budget:

- LH increased participation fee and MO fee reduction budgeted for 2020 due to the circumstances and the refund of participation fees.
- Additional external audit services would cost 1500 EUR for the year. It's a very good price for this kind of service. We will use this definitely.
- Staff costs will be lower than expected because no intern could be hired due to the COVID-19 (Coronavirus).
- Communication line was also reduced because it was not used to the given level.
- Book-keeping system will cost more as well, the fees increased.
- Buying a camera and equipment for the office (3000 to 4000 EUR) has to be checked with the new Bureau if needed. We need people to use and be able to use the material.
- Bureau meeting costs will be lower this year due to Corona. New Bureau will need to use that budget too.
- 3 500 EUR are added to the Autumn Congress - scarce offers from Paris so far, that situation has to be discussed with the new Bureau.
- We don't know the amount we receive from Renew yet, to be followed up in the coming weeks.
- 3000 EUR were added for the project fund for the next Bureau to spend.
- **Deficit of 10 000 is expected with this Budget.**

Skopje Congress Refund:

- Processing is still on-going, expected to be received for the end of next week. We will know more about the amounts we get back in the coming days.

Membership fee reductions:

- BIH Liberali reduction to 10 EUR accepted by Bureau.
- Civil Forum is beyond the deadline to apply for reduction at Spring Congress so they should apply at the Autumn Congress and pay reduced fee in the meanwhile. They already paid back their debt from the past 2 years.

Civil Forum suspension:

- One of the recommendations of the committee of discipline and arbitration was to put their membership for discussion among other recommendations so we keep the approach even if debts are paid.

Office:

- Reward system signed and sent to the relevant authorities
- Lunch vouchers to the assistant if possible? BG to look into this option.

CUF overpayment of fees:

- Request from them to keep the money for future payments - pay back part of it and keep fees for this and next year MO fees (2020+2021) but also the Autumn Congress participation fees for 3 persons.

Remaining outstanding MO fee payments for 2020 will be reminded to the missing MOs including MladiLDP from Serbia, they need to partially pay their debt back too.

Congress (BG)

Zoom Platform:

- The tests made so far are very useful and going well, we learn everytime more information on how to use the tool for the Congress. That will lead to the release of a final version of the digital Congress guide next week to make sure everyone is well prepared ahead of the Online Congress.
- The office is organising three training sessions to help delegates and IOs to understand how it works.
- Calls and briefings were organised already with the internal auditors and the chairs to have everyone on the same line.
- Niklas, Clara and BG will be going to the office together.

Voting Tools:

- ElectionRunner is set up for elections with candidates, BG to update it further with latest information about candidates closer to the Congress.
- "Anyone against" approach and roll call vote administered by internal auditors used for remaining agenda points.

Communication to delegates:

- The last communication will be sent out next week with updated documents and written questions and replies to them.

Chairs:

- Most of the details are set already, we just had a call with them.
- Practical discussions were done with the chairs, now it's about implementing and distributing properly the tasks.

Elections:

- Presenting camera for the candidates, they will be addressing the Congress when running for the position.

Files and presentation:

- Office is working on the Congress presentation, an updated version will be sent in the coming days.
- 30 seconds recording to be sent for ALDE delegation candidates not represented at the Congress.
- When a private session starts (MO votes and discussions), BG prepares a list for quick out and back to the waiting room for the relevant delegates.

Annual presentation:

- KPI presentation for annual/mandate report. EM and SH to come up with the slides for it.

Communication (DAS)

Video:

- We have now the wrap-up to share ahead of the Congress. Image video wasn't the goal. DAS is planning on releasing it on Saturday (1 week before Congress).

Congress communication:

- Very difficult job: we need screenshots, results, decisions, congratulating MOs and Bureau members to be covered. Reshare stories will be done too.
- General post that we have the online Congress is set for the morning.
- New MOs template will be created with logos to greet them for joining our organisation. .
- As much as possible will be prepared for the day of the Congress with the candidates' pictures. Svenja will help during the day of the Congress.

Transition Board Meeting (SH)

It takes place on Sunday, 5 April from 10 h to 12 h. Agenda to be sent out on Saturday after the Congress to elected members.

All Bureau members should send in their inputs for the handover guide by the end of the weekend.

Alumni Network (BG)

Association de fait instead of ASBL was found better by the founders of the network. It gives a more flexible structure and can be started easily, its better at this stage.
Bureau to support this idea.

News from MOs (LH, SH)

The Civil Forum from Belarus asked us about an election observation mission for their next elections. We don't send anyone, we don't do this.

News from IMS (EM)

Active debates took place with the candidates ahead of the elections. Steering Committee to be elected soon after Congress. Next Bureau has to keep this in mind.

AOB

We need one more person to run for the substitute auditor position. We need to ask around in MOs.

Study session:

- Organisation on-going still for July.
- Preparatory meeting to happen in April probably. Date to be defined soon.
- Next application over Easter for next study session in 2021. Equality and diversity to be the topic.

Bureau meeting next Thursday evening for last details regarding the Online Congress.

Meeting ends at 21 h 45