

**Minutes Bureau meeting
Luxembourg
08/03/2020**

Present: Svenja Hahn (SH), Antoaneta Asenova (AA), Edgaras Mascinskas (EM), Lena Höglund (LH), Dan-Aria Sucuri (DAS), Pau Castellvi Canet (PCC) and in addition Bálint Gyévai, Secretary General (BG).

Not attending: Deimanté Rimkutė (DR).

Meeting starts at 9 h 10

Finances (BG, LH)

External auditors and update finances:

- Proposal for assistance from the External Auditors with 4 meetings a year. It would help to smoothen processes, avoid unexpected book-keeping questions, guidance and better oversight, more professional approach but also follow up on the manual journals, cash administration, the paypal system.
- LH worked hard on making sure to comply with the advises that we got from the auditors in the past couple of days. Corrections had to be made in the manual journals of this year and last year as well. Correct balance sheets and annual results are now available.
- Result for this year is the following: **18 000 EUR** surplus by the end of the year. Explanation of the profit: sorting out books and correcting mistakes from previous years, staff costs (change of staff), Congress costs (Brussels + London).
- Negative year next year is advisable: Staff cost and Congress costs are difficult to predict, that has to be kept in mind for the next Bureau. Cheaper fee for Congress shouldn't be done, we need our own revenues in any case. The exceeding money could be used for the 45th anniversary next year.

The annual financial report has to be signed by all Bureau members and then sent to the external auditors in order to close the books and make them approved by the Congress.

Additional financial aspects:

- Reward system was discussed and decided by the Bureau for current and future staff members.
- Mediwet: an external organisation for health support of workers following our work regulation should be subscribed for LYMEC.

Alumni network:

- Statutes refounding and meeting to relaunch the process on 17 March in the evening.
- We will have to discuss and adopt the statutes but also decide on who is doing what.

Next Council of Europe application for 2021:

- The topic has to be selected. LH, AA and DAS to discuss it but we would do something on equality and diversity.

Spring Congress (BG, AA)

Elections tool and validation election document

- Candidates must be announced before the relevant agenda point.
- V-P + Treasurer have 4 minutes to present their applications.
- Internal Audit and IFLRY have 2 minutes.
- Common Q/A for Bureau members, all at once.

Add a disclaimer: Wrap-up of all the existing documents to facilitate understanding of the elections process.

Newbies session:

- DAS will do it. He will be briefed by BG who prepared already a briefing.

Resolutions:

- Policy reform working group outcomes should be discussed before the rest so it will be outside of the snap vote on order of resolutions.
- 32 proposals were submitted including the 9 from the policy book reform group (document summarizing the outcomes of the working group was sent to the Bureau and shared with IOs). They propose the merger of Belarus resolutions for example and archiving of about 25 resolutions.
- FEL resolution arriving hours after the deadline can't be considered. IMS were delayed because of the change in delegates but they reached out to notify about their resolution being submitted with a small delay.

Working groups:

1. WG and the proposals related to civil rights, freedom, faith and gender rights.
2. Rest of the topics together.

We have to split the chairs the following way, BG to come up with a comprehensive proposal:

- WG 1: Ani/Danica
- WG 2: Sissel/Monika
- Chair:
- Danica can't chair any session on finances and bureau reports since she was involved as Secretary General.
- Resolution tool:
- PCC to take care of this during the event and already before when amendments are coming in.
- BG to reach out to the service providers of the tool to take out the "page feature" to facilitate management of the tool during Congress and avoid the situation we had last time.
- Coronavirus related actions and communication:
- Give recommendation/disclaimer: "Congress is going to take place: precautions and measurements - wash your hands, not have close physical contacts, hand-shaking and encounters, use sanitisers. In addition, we are monitoring the situation on the ground."
- In practice, this means that we have to order sanitisers + recommendations from World Health organisations to communicate to delegates.
- Evening programme:
- Plan time for a farewell video for the Bureau at the end of the Congress.
- Regarding the party part: 2 drinks per person + ticket system should be put in place. Theme: Roaring twenties was already announced.
- Invest in a data package for BM in need to be able to communicate on spot - Bureau communications line - 28 EUR/ 2 GB. We should have it upon arrival, we need to ask Sanda to give us local offers.
- Reports:
- Reports were submitted by members of the Bureau. Only one is still missing.

Handover to next Bureau (all)

- Document should contain the contacts with MOs and who is responsible but also where
- Bureau members to write about each person's area and state of relation with their MOs.

IMS Event Berlin (BG, EM)

Programme:

- Few speaker names are on the table so far, they have to be confirmed still.
- Cybersecurity center is based in Helsinki for the EU and in Estonia with NATO. Both should be contacted for this event.
- IMS Steering Committee to be kept in the loop regarding the organisation of the event.

Logistics:

- Julis President in Berlin to help us with the venue. FDP rooms availability and its price to be checked as potential venues.
- Budget to be taken from the Copenhagen event if needed.
- BG is In touch with FDP to join their Congress.

Event Copenhagen (BG, DAS):

- DAS will meet with Fores and email to the Danish organisation for the programme.

Renew Summer Academy (BG)

- 82 spots will be reserved for LYMEC.
- Interpretation will be provided for FR/RO participants.
- Grand Centrale to be contacted for the venue for the last evening. Their second floor bar could be a good deal for that.

EYE: update (BG)

- Plan-B was explained and implemented: the ELF and LYMEC participants had to be registered in other teams because the ELF team was put on a waiting list.

Communication (DR, DAS, EM)

- Libertas:
- We keep the latest articles in the newsletter.
- Going from mailchimp to another company will be suggested to the next Bureau for the Newsletter.
- Image Video:
- Not enough material is available for this.
- Recap Video:
- Recording was made this weekend with all BM and SG. EM will prepare something. We should launch it before the Congress, the week before Congress week.

Work regulation (BG)

- Decision on affiliation with Mediwet was made.
- The final version will be presented at the next Bureau meeting.
- To be signed by the Bureau and published with authorities.

Committee of discipline and arbitration: case closure (SH)

- Email to the committee and all parties by SH saying we close the case will be done in the coming days.

News from MOs (all)

- LH to meet with FCY for money overpayment issues. Meeting will be planned with KOL leadership as well.
- Mladé ANO to pay in cash at Congress for MO fees.
- CUF payment: Double payment of their participation and MO fees - BG dealing with it.
- Nowoczesna Youth reached out to us finally. We answer questions they might have ahead of their Congress about international partnerships.

News from IMS (EM, PCC)

- Nation builder:
- Call with tutorial with Nationbuilder person took place
- Move IMS to Nationbuilder and potentially the website in the future
- Laura training soon to deepen knowledge of the staff
- Half a year is needed before fully launched
- Next Bureau to discuss to move the website to Nationbuilder

Invitations:

- Eurovision conference organised in the Netherlands on 14 May by D66/Stichting IDI. - to see with the next Bureau, someone located close can drop by.
- Political Shapers Academy - next Bureau to see if possible to join even after deadline.

AOB

- AA to go to Greece for Young Liberals Greece Congress so that they fulfill the statutory meeting criteria - video message from SH will be sent in addition.
- Letter from the National Youth Council Ukraine to help them with European Youth Forum membership: we never recommend it for National Youth Councils, we never worked with them in this case. We will communicate that we “support endeavours but not vocal on supporting national youth councils on this matter, not in our mandate - we appreciate attempts and could eventually support on spot”
- Sergiu requested us a report for the FNF event in Chisinau from last May: we made clear that it is not our responsibility, there is no cooperation agreement for us to do this, he was the project leader.
- Online learning Platform (PCC) - ELF project happening on this. We need to underline the importance of “skills” vs “theory and knowledge”. BG will attend the workshop on this in Brussels.
- 1 May - Julis Congress in Berlin - DAS is going.

Meeting finishes at 11 h 45