

Minutes Online Bureau Meeting 21/01/2020

Starting at 20 h 10

Attending: Svenja Hahn, Edgaras Mascinskas, Dan-Aria Sucuri, Lena Höglund, Antoaneta Asenova and Bálint Gyévai, Pau Castellvi Canet (joined later)

Not attending: Deimante Rimkute

Finances (LH)

- Feedback internal audit
 - 1) Sum up machine is not an option anymore, we had to give it back because of license issues on their side. Internal auditors suggested for us to use [“revolut”](#) (but need for internet to make it work) so a bit like Paypal. Other systems might be too expensive to use. We need to look into this further.
 - 2) Bureau members to make separate refund forms for the different events/different items they are claiming in the future. **Bureau agrees to follow this recommendation.**
 - 3) BG and LH worked on the booking of cash payments in the Xero system.
 - 4) In 2020, we would need to adapt to get some professional help from external auditors/book-keeping agency to get to another quality level of the finances. In fact, time of the Treasurer should be spent more on grant applications, fundraising rather than book-keeping. **Bureau agrees to move forward with this idea, it will be discussed with the external auditors.**
 - 5) We need a better checklist in the future to follow-up on the different payments to be made and when we should expect them. The Secretary General will be preparing that.

- 6) End of the year surplus: less holiday pay and smaller bonus for the Secretary General (Belgian rules), Congress didn't cost that much either at the end.
- 7) **Bureau discussed end of year payments and the final financial results of 2019 and made due decisions.**
- 8) LH will coordinate the study session with the Council of Europe youth department in Strasbourg outside of her mandate. **Bureau agrees and will consult with next leadership on that.**

- E+ 2019 reporting

Discussion about the report and the annexes, BG is working on it currently. Deadline is 29 February 2020.

Electoral Congress Spring 2020 (BG/ SH / AA)

- Elections

Applications and campaign were clarified on website and in emails - deadlines are set: 7 February/ 6 March/ 20 March.

- Policies

Reform process - tabling depends on the outcomes of the working group. Its on its way, participants are working. There are 3 phases: phase 1 is now, 30 people are participating. There is a fair distribution of the people in the groups. 6 resolutions were given with 3 people each. Groups are supposed to come up with joint proposals and then work on resolutions to archive.

- Draft agenda: approved by the Bureau

The Bureau validates the draft agenda that will be published by BG.

Consideration on the programme: we should aim at end the point on finances on Friday. We would then start on Saturday with membership issues.

- Membership issues

Discussion about the overall membership situation, debts and MO fees. Suspensions, disaffiliations and attempt to get in touch with non-responding MOs.

Discussion around potential new members:

- Young liberals Greece to apply for full membership.
- Swiss Green liberals positive but lack of communication from the Bureau. They need to attend more events before applying.
- South Tirol organisation with 1 observer (André to apply as IMS).

- Organisation and evening programme

What is already booked and paid: venue/accommodation/flights/lunch/coffee breaks/dinners/party place/bus/drinks.

We are in the process of booking a photographer and ensure we have a second minute-taker.

BG will also ask for a desk at the entrance of the room for registrations but also plan the shipping of material well ahead (End of February).

- Resolution tool Congress

BG to initiate the system with SH and PCC to take care during the Congress.

Events (BG/ AA)

- New ELF guidelines discussion
- No more candidates to elections in ELF training events will be allowed. BG to meet the ELF secretariat to discuss this and look for relevant amendments to the YCA project.
- Updated rule: registrations have to go through ELF and approval of the programme is needed first - final say LYMEC.

- Luxembourg event:
 - Accommodation/conference room/Lunch and coffee breaks are booked.
 - Flights are booked for PCC and LH. DAS will book flights to and from Brussels.
 - **Bureau decides to rent a second car and to use AA's to get to Luxembourg and back. It's the most efficient and cheapest solution.** TRF will be submitted by EM and AA (parking fees to be included).
 - Parliament visit should be more focused on values and trade.
 - Dinners to be confirmed (1 offer/2 places)

Speakers:

- Ivo from D66 was contacted.
- Nicolai from former Malmstrom office was approached.
- Monica Semedo, MEP, contacted by the local team.
- ELF representative will be defined later.

HR (BG/ AA)

- New assistant
 - Proposal to have Clara Puig from Spain as new administrative assistant.

Bureau agrees following the assessment made and the summary of the applications and interviews reviewed.

- Call for policy intern to be open by the beginning of February
 - CoE YD projects will be highlighted as a plus in the call.

- ROI (Règlement de travail - work regulation)

BG is awaiting a final version from the lawyers of GroupS. He will then meet with Svenja to discuss the details before presenting and discussing it with the whole Bureau. Hopefully this can happen in the coming weeks.

Important questions:

- When should staff be paid?
- How many days in advance days off need to be requested?

BG will also ask about the cost of this process with GroupS (social secretariat).

Communication (DAS)

- Social Media Update (DAS)

We are not doing that good anymore. Congress and Christmas video didn't reach out that well. Now we have the wrap-up and the registrations for our future events shared. Luxembourg event to be promoted more tomorrow.

Proposal to record short videos from Bureau members accepted. It would be focused on specific topics and an assessment of the finishing mandate.

LH: **Erasmus** is growing, we could gather inputs from exchanges on daily life. Not necessarily political but turned to it by us.

SH: **Conference on the future of Europe** might be a good topic to mention. This could be a last social media campaign.

EM to help in producing gifts for instagram and record the short movies as goodbye.

- Libertas (DR)
 - Blog on website was created, BG to ask for comments in order to ask for improvements.
 - Internal auditors were not happy, large cost for what it is according to them.

Working groups

- Policy Book (AA)

See explanation at the point about the Congress.

- Situation in Catalonia - request at the Congress to create a WG.
 - Balanced position to be looked for in this WG.
 - Involve different organisations who delegate their people. Select a person that is representative (balanced and diplomatic person).
 - Focus on Catalonia only, not independence issues in general.
 - To be discussed at the in person meeting in Brussels, the chair needs to be selected carefully.

Comem report YFJ Amiens (DR)

- Not present, Deimante didn't attend the call
- LH: We didn't hear anything from her, long document was adopted but no report on what happened. It would be interesting for the new Bureau.
- Most significant meeting of the YFJ during this mandate, we should have an update.

IMS (BG)

- Nation-builder IMS

Information was requested by Laura from ALDE Party. We are going to create our sub-nation soon. Training will take place for LYMEC staff and Bureau. EM and BG to coordinate this.

Alumni network (BG/ LH)

- Next steps: Founding GA appointing Board
 - Statutes ready to be deposited but need for a founding GA appointing a Board.
 - Next Bureau to start with their own vision of the project.
 - BG to ask around for availability of potential candidates. First need to see who is interested and gather them. Vedrana could chair it.

Website (BG)

- Plug-in issues on payment of membership fee:
 - Cost of moving the website and maintain would be too high in general. It's an expensive business. We can't redo the whole website.
 - Option 2 is going to be implemented which is having a new form with payment information.
 - Next Bureau to deal with it. To be recommended to them to consider new service provider.

AOB

- AA was invited to an event in Skopje by BDF, second weekend of February:

It is the follow-up of the seminar that took place in Brussels as part of an ELF project. The goal is to deliver a resolution with participants to the Spring Congress. Everything is covered. AA could also meet the local organisation (LiDEM) and go through the Congress planning.

Bureau agrees.

- Vesna interested in participating in the Luxembourg event:
Bureau agrees, they should send someone to the event to get to know each other.

Meeting done at 21 h 58