

Minutes Brussels Online Handover Bureau Meeting 05/04/2020

Attending: Svenja Hahn (SH), Antoaneta Asenova (AA), Marten Porte (MP), Ines Holzegger (IH), Laia Comerma (LC), Ida-Maria Skytte (IS), Lena Höglund (LH), Dan-Aria Sucuri (DAS), Edgaras Mascinskas (EM), Pau Castellvi Canet (PCC), Marina Sedlo (MS) and Bálint Gyévai (BG)

Not present: Deimante Rimkute (DR)

Meeting starts at 10 h 05

Antoaneta Asenova thanks Svenja Hahn and the former Bureau members for the great work. Edgaras Mascinskas and Lena Höglund are thanked too, they have always been there to support the organisation in their respective functions.

Congratulations to the newly elected Bureau members and good luck for the next mandate.

1) Handover to new Bureau:

- Handover document

AA explains that newly elected Bureau members received the document yesterday with the invitation. Next week will be left to New Bureau members to read through it. Allocation of the tasks will happen further done later in the month.

AA, DAS and BG to meet next week to figure out what was targeted by the candidates so that we can start allocating tasks and design the organisation of the new Bureau.

SH highlights that she is leaving the organisation in good hands, AA will be a good leader. It's important to have a good team with you in the Bureau to make work a success. Getting to an area of trust within the Bureau is important. AA and DAS were already in the Bureau before so they bring significant experience. Events for the next months and this year are already planned. New members should quickly learn about applications and finances of the organisation: ALDE Party, Renew and ELF. Everyone wants to come to the Congress and not enough to our events and seminars so the Bureau should deal with that matter in the future. Figuring out how ELF and the European Youth Forum work will also take some time together with the organisation of events. Might be frustrating sometimes but there is also room for each of the new Bureau members to shine and shape the organisation.

PCC adds that the issue used to be the institutional memory in LYMEC for many years. Many thanks to people facilitating the handover. Asking questions is important and referring to previous Bureau members is essential when needed.

- Latest achievements

SH explains that the organisation is in very good shape. 3 staffers at the office is a very important help. We still need to recruit the third person (policy and training intern).

We negotiated an increase of the grant with ALDE. Negotiation is on-going with Renew, they still don't have an approved budget for this year. Additional funding with the Council of Europe study session is also available now and we need to apply for the next session in 2021 by mid-April.

Alumni network is now legally founded again - corporate donations can be achieved with that structure. ELF new 3 years contract framework to be negotiated again.

LH adds that new equipment and a new archiving system was implemented. Working agreement "ROI" was created now too. Bureau to approve work regulation at the first in person meeting so that we can submit it to authorities. Frequent change of staff is very hard for our organisation, the new Bureau to keep this in mind. Visual identity, we made a massive job and it's a great achievement. Communication to be maintained on the level we have done lately. Reward system for the staff has been implemented too.

- Suggestions for the future and recommendations to new Bureau

LH elaborates on what could have been done better - how do we foresee communication and how to showcase work of individual bureau members. Have an early warning system in case of issues - partner system within the Bureau team. Showing interest might be sometimes more important than actually helping.

PCC suggests cementing the handover document for the future. Different sections would include advice from past years and small updates at every Bureau change.

LH reminds that the new bureau has to realise that they will first be busy with the status quo. The online learning platform for LYMEC for example is existing but not enough taken care of. New bureau needs to continue what has been done already.

2) Ground for teamwork and cooperation in the new Bureau:

AA clarifies a few rules:

- Think about what you say and go straight to the point, don't talk around, keep to the point in general.
- Discussions of the Bureau are recorded in the minutes by BG, minutes sent after meetings for approval to all Bureau members and then published on the website.
- Trust is important and it's easy to lose it.
- The Bureau must act as one unified front - feel free to express any colliding views while debating, but not when a decision is taken by the Bureau as a team. Make sure to wait until a decision is final before sharing.
- Work, work and work again should be the red line to follow.
- Everyone is needed during the Congress. Special cases are for Vice-President, Treasurer and Communications officer busy with other tasks.
- Every Bureau member is responsible and also in front of the Congress. Every Bureau member to be questioned at Congresses.
- Trust and respect for the staff and other persons you are working with as Bureau members is fundamental.

- A few promises made during campaigns can't be done because: part of what you promised is already in place, not possible to be done (restrictions and fundings) or failed already in the past.
- Important to take pictures of each other in order to cover other Bureau members during events/Congress and ensure visibility of all team members.
- The topic of Spain won't be discussed on a daily basis in this Bureau. Also, it is key to make a difference between personal views and speaking on behalf of the LYMEC Bureau.

IS suggests implementing a buddy system. **AA** thinks it is a good idea.

DAS reminds Bureau members that we work as a team, fit your work with your tasks and put promises aside when needed.

3) Regional responsibilities: general framework:

AA explains the basic principles:

- The main difference with the last Bureau is that all countries responsible should communicate more with their respective MOs, actively engaging with the organisations. Talk to your MOs and if there is a Bureau decision, it needs to be shared with the MOs you are responsible for.
- Distribution of countries and MOs will happen in the coming weeks but as a broad picture Bureau member should expect: MP for Benelux, LC for the South, IH in Central Europe, IS in the North and MS the Balkans. DAS would also take a bit of Eastern Europe.
- Regarding the travel to MOs, please consult the guide for more information on the administrative side. If it is about an organisation that we didn't visit for a while or struggling lately, then President or Vice-President. If they aren't available then we look at availability and also cost of the trip for other Bureau members. Invitation would first go to the President and Vice-President.

4) On-going projects for 2020 and calendar:

- ELF Berlin IMS event: what's next? (BG, LC)

1. The Bureau decided to hold the event online in view of the current circumstances. We won't be able to postpone the event to later (we don't know when) and the topic fits an online format.
2. Laia will be the responsible Bureau member and will contact and give inputs on speakers.
3. Date will be defined together with ELF but we will have it before the end of May still.

- ELF Copenhagen event: state of play (DAS)

1. About climate change and environment - list of experts we have to keep.
2. Democracy foundation in Denmark and FORES from Sweden gave already useful inputs. We are in stand-by for the moment monitoring the local situation.
3. We will take the decision on whether to have it online by the end of the month.

- Council of Europe study session in July 2020 (LH)

1. **LH** explains that the Youth Department of Council of Europe study session will happen from 8 to 12 July 2020 in Strasbourg. Saturday, 18th of April we will have a call with the trainers to prepare the meeting. IFLRY has done it several times, it's the first time we do this. Everything is taking place in their facilities. Minor transactions through our accounts, most of the financial aspects are going through them. Diversity and communication is the topic - how do you communicate in such a manner that you attract diverse participants. How can we diversify the membership of our youth organisation.
2. DAS, BG, LH, Eva Tovmasyan and Tanya Lyubimova are registered as trainers. We also have an in-house trainer from the Council of Europe assigned to us. One new Bureau member needs to look into this, it should be LC, she might replace BG if possible to do so. One or two Bureau members should be trained for trainings in general. Attempts to do more structural funding rather than politics dependent is the objective and we need to organise trainings to make that happen.
3. **Application for the second event in 2021.** Deadline to submit is the 15th of April to apply for the first half of 2021 - Lena to look into this and communicate the 3 themes we could work on. Lena to work on a concept and the Bureau will have one day (14th of April) to comment on this. Lena to work on this with Marten. First application was denied, we tried to do too much therefore the agenda and outcomes should be smaller but more targeted.

- ELF publication "values and international trade"

1. Last event before the crisis was the event in Luxembourg. People wrote essays and got feedback but also inputs from speakers during the seminar.
2. Deadline to submit the final essays is the 13th of April.
3. Event connected to publication to be organised (book launch). IS to work on that together with the office.
4. Fee to be foreseen to edit the publication and also for the visual creation. Some skills are gone with Edgaras so we need to look into alternatives.

5) Next Bureau meetings:

1. Personal sessions with each of the elected Bureau members will take place in the week after Easter (14-18 April).
2. Next Digital Bureau meeting on 20 April at 19h on ZOOM.
Every first Monday of the month at 19 h is the usual meeting moment.
3. In person meeting dates proposed as follows: 12-14 June 2020 in Brussels or 3-5 July 2020 in Brussels. We will plan according to the possibilities linked to COVID-19.

6) Autumn Congress 2020:

Location and dates - Paris between 12 and 15 November 2020

LH explains that the booking has to be made as soon as possible. Regarding the Spring Congress, we spent less than 7000 at the end. Therefore, we have more money for the Autumn Congress. Only 1500 EUR were spent from group money so far. We would get in a normal year 40 000 EUR for the two Congresses. We wait for the Group to communicate us the amounts.

Budget we have: 17 000 from LYMEC money and then the group would give around 30 000 probably. Normal Congress would cost 35 000, we would have more this time, probably more than 40 000 EUR.

Regarding a request to increase the number of delegates: Increase of delegates would make the Congress cost way more. It becomes difficult to find appropriate venues with that many people. More people, harder it is to navigate the whole debate part also. Increased participation would mean increased participation fees as well.

Bureau suggests starting on Friday morning, full Saturday and Sunday until noon:

- Opening in Party HQ on Friday
- Conference room at Congress hotel venue for Saturday and Sunday morning.
- More informal dinner the first night. Formal dinner for Saturday.
- Everything at the same place is the best.
- Hotel not located in as central a place as the HQ of the party.
- Bureau meeting on Thursday before and in the afternoon on Sunday.
- No Congress seminar with ELF happening again: lack of respect, additional workload...

7) Policy and training Intern recruitment:

- Interview of the shortlisted candidates after Easter - over Zoom with BG and AA together.
- Hiring by the beginning of June the latest.
- Age limit to be specified for the calls in the future, not indicated clearly enough.

8) IMS:

- Election of the Steering Committee to take place by end of May. We will launch the call in the coming weeks.
- Marina and Benjamin were elected for other positions, so we need 2 new persons in any case for the positions.
- The IMS Steering Committee responsible will be Marina Sedlo.
- Timeline to be defined between MS and BG for the whole process.

9) Invitations:

- ELF GA on 8 May taking place Online - AA and BG to go.
- European Youth Forum GA on 6 June taking place Online - IH to attend.
- ELF Ideas Accelerator 24 June in Brussels - LC and BG to propose a concept and apply.
- European Youth Forum training sessions 8-12 July - MS and IS to go in their respective functions.
- Centerstudenter Congress on 25 April taking place online - IS is going, she has to be registered as soon as possible to meet the deadline.

10) AOB:

- Press release to be created and announcements to be made on Social Media about the new Bureau and elections. Bureau members are expected to send very short bios and a picture of themselves by Wednesday 8 April end of the day. It will also be used for the website by BG.
- E-mail addresses activation will take place next week too.
- Registration of the new administrators with the authorities and credit cards authorizations will be a whole process to start in the coming weeks.
- Survey on personal data of Bureau members needed for flight bookings and registration with Belgian authorities will be sent by BG next week.
- LYMEC branded business cards and email signatures will be made for the new Bureau too.
- **MP** points out that a data leak took place on the zoom invitation for the Congress. In fact, emails sent out to participants highlighted all emails. We need to find more information about this and report it to GDPR authorities to be on the safe side. BG to look into this with DAS.

End of the meeting at 14 h 30