**3rd SFSC meeting minutes**

**21 June 2017**

**Present**: Amel, Wouter, Vilana

**Apologies**: Laurentia

**Secretariat**: Myriam, Anne-Sophie, Michael

1. Agenda adopted and to add into AOB: hotels for members living in Belgium

2. Minutes of 2nd SFSC adopted

3. Update on staff situation

* Job applications:

New applications: interviews for logistic assistant on 17/07 and budget officer on 18/07.

Ask Picum and Amnesty to send us their good candidates who are not selected in their own application processes if we don’t find anyone during our own selection process.

MDF to relaunch the person of the placement programme for the Budget Officer.

Wouter will be participating in the interview.

* Update on workload and supervision by Michael. Team is demanding for regular supervision where work is discussed with management, in parallel to coaching which should focus on personal growth and work environment related questions.

Issue of underestimating (e.g. time for reaching out to members) or overestimating the workload, but conversation is moving forward internally.

To review next year: impact of coaching and supervision.

MP: coaching – need to know your strengths => through S&S with Amel

**Action:**

- **MP to report in December on progress in the team regarding coaching and supervision**

**- Child care: agreement in principle but need to think about how to frame it (age criteria, capping, application...)**

4. Update on finances

* Reporting issue: shall we send the reports prepared for other funders to the EC?

1. Check with other networks
2. Look for confidentiality clause
3. Send lighter reports

* Salary scales:

**Action:**

- **SFSC thanks MDF for the level of detail and transparency of the salary scales until 2021.**

Reflection on the team

- Need to make the link between advocacy and networking.

**5. AOB**

* Hotel for members living in Belgium

a) Members of the Board should contact Amel/Wouter in case of such demands – no 1 to 1 with the logistic assistant (to avoid pressure, emotional blackmailing)

b) ENAR should have a policy on this issue – to be drafted by the secretariat: it is allowed if there is an activity until late in the evening, and if the person does not live in Brussels.

c) Staff that is not involved in logistics should have a generic answer to members or others: contact Anne-Sophie/Michael.

d) Code of ethics to be circulated by Amel => maybe at the September Board meeting, start with a conversation on values and use this as ground rules.

* Black Caucus: we should assess the benefits, and if there are none, we should not spend time on this, in particular if people who benefited from the programme did not send a report, make connections, or bring something back to ENAR.

**Actions:**

* **Members of ENAR living in Belgium to ask Amel/Wouter if wish to stay at the hotel during a meeting**
* **MP/MDF: draft a policy on hotel stay for members living in Belgium**
* **Staff faced by such request to relay them to ASM/MP**
* **Amel: circulate code of ethics when available**