**AGENDA**

**Staffing and Finance Sub Committee**

**Brussels, 27 January 2017**

**Participants:** Amel Yacef, Laurentia Mereuta, Vilana Pilinkaité, Wouter Van Bellingen

Regrets: Jamie Schearer

**Participants ENAR Secretariat:** Michael Privot, Claire Fernandez, Myriam De Feyter

Venue: ENAR Office, 67, rue Ducale, 1000 Brussels

Accommodation: Motel One

Timing : from 11 am to 5 pm

|  |  |
| --- | --- |
| **No** | Matter |
| 1. | Welcome by Amel Yacef  DECISION: Adoption of the agenda  DECISION: Adoption of the minutes of previous meeting 12/2016  Apologies from Jamie, but she wants to remain a member. |
| 2. | **Harassment case**  Amel forwarded both letters to Roger on the harassment case and informed the Committee about the feedback.  DECISIONS:  Amel will return to Roger to remind him about finding another representative for Roger’s organisation. Wouter agreed to give an update to the upcoming Board on the SFSC committee. DONE  **OM and labour legislation**  DECISIONS:  The Operating Manual will have to be changed because of the NPC change.  The JD on finance in the OM will have to be changed when Myriam leaves. Myriam was asked to work on that so that is it ready before she leaves. DONE  Other changes in the Operating Manual  DECISIONS:  The SFSC agreed that the Director also gets recup overtime for Saturday work. Before this was restricted to work on Sunday. DONE  Update on staffing  Anne-Sophie informed the management that she is interested to apply for the administrator job opening up following Myriam’s departure.  Wouter had doubts regarding the fact that the senior budget officer would only be hired parttime but he acknowledges that the present budget is to low to hire immediately a fulltime. Michael confirmed that based on the experience of other networks a part-time is possible. Amel suggested to give contracts to Myriam if this would be necessary.  Claire explained the work of the two consultants who will be hired to do some of her tasks during the maternity period: counterterrorism toolkit + National Action Plans against racism.  DECISIONS:  The SFSC agreed with the new JD of administrator, junior secretary and part time senior budget officer and gave the go ahead to launch the new jobs whenever it is necessary. DONE  The SFSC agreed that the administrator job vacancy will only be made available to all staff members and interns. Any interested staff member or intern should apply in writing and be interviewed and tested.  The Administrator will not be replacing Myriam at Management level. S/he will also not be the line manager of the senior Budget Officer who will directly report to the Director and/or Deputy Director Advocacy.  The SFSC agreed that Juliana Walhgren is the line manager to the new training officer working on NDI. DONE  DECISION:  VISA card management  The SFSC agreed that one of the two office VISA cards (presently belonging to Michael Privot and Myriam De Feyter and of which one NEVER leaves the office) should be – prior Myriam’s departure ) – be transferred to Claire Fernandez, Deputy Director.  The SFSC confirmed that the Director is the line manager of the Administrator but when the Director is not available, he will be replaced by the Deputy Director who will be allowed to make finance decisions and to line manage the Administrator. Same for the Budget officer. |
| 3. | **Workload discussion**  Amel committed firmly to a reduction of the workload and to improve the work situation of the members in general. She insisted on the coaching issue. Budget wise the management will need to look how this could be fitted in future budgets or if the EC would agree to cover it. To be discussed when drafting the 2018 budget application.  DECISION:  The SFSC declared its absolute support for individual coaching and of the change. Security issues came up as needed to be reflected for themselves and the team. What if something happens again. Amel confirmed that the Board and Management understand the need to decrease the workload and that the staff understands that change also has to come from themselves.  GOAL FOR FUTURES WORKPROGRAMMES: 75% work + free 25% for things coming from outsides.  The SFSC asked to work with a monthly and yearly work plan.  With respect to security issues, it was suggested to organise for the staff a training on first aid.  These decisions should have an impact on the theory of change and objectives. |
| 4. | Labour Legislation  Mrs Storz, ADMB (ENAR’s Social Bureau) presented in a very comprehensive manner the Belgian Joint Committee legislation and content (present CP 337, other possibility CP 329). She explained the history behind the Joint Committee legislation and provided a comparative overview of the pros and contras of both CPs. The CP 329 calculated on the present staff situation of ENAR is - due to ENAR’s specific field of work – more expensive than under the CP 337. For example, under CP 329, organisations can hire young people without a diploma and get for this special tax or social security advantages. As ENAR has no work for this category of people, it will never enjoy these benefits. Therefore, it is from this point of view financially not interesting to change CP. As this discussion is initiated by the management to give more salary security to the staff and not by the Belgian social security and tax offices, ENAR has no obligation to change the CP.  DECISION:  The SFSC decided to present to the Board to maintain the CP337 but to install salary scales following CP 329. Myriam was asked to prepare detailed salary scales per job/person. DONE |
| 5. | End of meeting |