



MINUTES STEERING COMMITTEE

Brussels, 31st January 2004

Present:

Hans van Aalst; Frans Schneider; Wolfgang Stutzmann; Kent Anderson; Leif Haar; Louise Rosthoj; Leila Lahti; Peter Hodgson; Laurence J. Kavanagh, Stefano Tirati, Benedeta Massolini, Birgitta Johansson, Rob Schuur; Geoff Scaplehorn and Marián de Villanueva.

Chairman: Peter Hodgson

Apologies:

No communication from Greece and Portugal.

Jos Leenhouts, new National Rep. for The Netherlands unable to attend. She was represented by Rob Schuur.

New National Representative: Geoff Scaplehorn was introduced as new National Representative for the UK.

1. Minutes of the last Steering Committee Cardiff, 24 October 2003

Approved. Annex about VISA use should be corrected by Marián de Villanueva.

Matters arising from the minutes

Frans Schneider will ask for a letter, if the bank does not answer his letter – concern raised over slowness of bank to react.

2. Portfolios and national reports

The Chair asked for a brief report from each portfolio holder:

Birgitta Johansson: Birgitta explained position in Sweden regarding membership drive. In addition she suggested papers should be circulated before the meetings, to improve efficiency.

Hans van Aalst suggested Working groups of members to rethink about portfolios and how best to involve the members. Open the discussions into the web, so the members can suggest something to be discussed during the next Steering Committee.

Leif Haar: Portfolios should be put on each agenda, otherwise we will forget.

Wolfgang Stutzmann: his portfolio is not about all the projects; so in the agenda should be added "OTHER PROJECTS". EFVET is involved in 3 projects as disseminator agent. Usually give € 6.000 per 2 years.

Hans van Aalst commented that EFVET can be disseminator when there is a member involved in the project, because it is a service for members. Peter Hodgson identified a further 2 projects where EFVET were included as a dissemination partner. It was noted that these projects in the main were going through the final approval stage at present.

Louise Rosthoj will mail a description of EFVET's role as a disseminator partner, which can be used in applications. Kent Andersen: Will put on the web all the "official" documents needed to disseminate the projects.

Louise Rosthoj raised the issue that there is no money for working groups to meet. This has the effect of restricting progress in some areas. Some contacts made in new Candidate countries but funding always an issue.

Revamping portfolios

Stefano Tirati explained that the portfolios should have: aims, target group, activities, ...

Hans van Aalst: EFVET is changing. Rethink the strategy and the consequences for the portfolios and budget for them. They should be clear defined and members can know about them and get involved.

Stefano Tirati: the portfolios should be defined before the next conference and it would be possible to have a meeting during it to talk about.

3. Membership

Louise Rostoj queried the fee policy for accession countries. Frans Schneider will check the information and circulate

Wolfgang Stutzman: is trying to set up an association in each region. He will prepare a document about his proposal of the fees.

Peter Hodgson: explains how UK organizes the fee.

Rob Schuur: during the next National Board, in the Nederland, they will discuss about it.

Hans van Aalst: says that it is needed a change in the policy of the fee.

4. Service to Members

Newsletter: Information should be send to Leif Haar on time. He will contact ETF to ask information about them. The newsletters had proved valuable sources of information and were timely, however we must continue to keep the flow going. Articles to Leif as quickly as possible for next newsletter

Web: Kent Andersen has set up individual e-mail addresses for SC members and presented the documents about how to complete on-line. Also presented the statistics about the visits to site – very impressive. Marián de Villanueva should send the minutes, as soon as it has been approved.

5. Conference Cardiff

Peter Hodgson and Frans Schneider are still working in the figures. It has been cheaper than 2002.

6. Conference in Italy

Stefano Tirati and Benedeta Massolini present the Conference proposals. Criteria to choose the place: economic and facilities. Early booking and pre registration have been very useful. The time to this has been extended. Discount for the 2nd person of the same organization. Conference Planning team meeting tomorrow

Conference 2005: will be in one of the accession countries. Frans Schneider and Leif Haar will be in contact with Hungary.

7. Internationalisation/or external relations

World Federation: 3rd World conference 2004 in South Africa has been cancelled by a majority vote of the board of the WFACP, the reason being used was the financial situation, but Frans explains why he thinks there is politics behind it from some of the WFACP board members. Frans Schneider will not go to the board meeting in New Zealand because of the cash flow situation of EfVET.

EVTA: EfVET will promote its conference (August 2004) putting a link into the EfVET web.

Irish Presidency: Documents: Presidency Conclusions (Brussels European Council 12/12/03) and Communication of the Commission "Education and Training 2010" sent by Jos Leenhouts were circulated for SC members to familiarise themselves.

Hans van Aalst has received two invitations. He will inform members of the outcomes following the events.

Peter Hodgson explained the developments of the NGO Platform: 6 European networks. They are looking for funds to continue with the platform. There will be a Conference on the activities and the Platform to be held on 17th May 2004 – EfVET has 10 places it can fund.

8. Financial situation

Frans Schneider reports that we are still suffering from a severe cash flow problem, as we reported to the AGM in Cardiff last October. Invoices for the membership fee for 2004 have been sent out last December, to the amount of € 87.280, but payment is very slow.

The Steering Committee approves the paper he produced on expected membership fee income to that amount for the year 2004. The president and the secretary will sign it for the accountant.

On top of that there are still substantial amounts not paid to us from previous years.

He produced a paper for each National Rep. for them to chase up the membership fee debtors of the previous years in their countries for payment.

He also mentions some examples of outstanding money owed to us:

OEEK (Greece): € 11.900 outstanding membership fees of previous years (they do not react to emails, faxes and/or letters)

AOC (UK): € 5.000 agreed payment for the E.P. event of March 2003

NGO2 project: € 33.000 agreed at the end of November 2004, EFVET should have been paid € 16.000 by now.

The aim still is to turn the negative reserve we have now per 31 December 2002 of € 27.446 into a positive reserve of 10 % of the yearly turnover within the next four years.

Negative reserves.

Birgitta Johansson asks for a balance and for a clear presentation of the cost and incomes. Marián de Villanueva agrees with Birgitta Johansson. Frans Schneider explains that this is the way the profit/loss account and balance sheet should be presented. The request would work if all the money would come in and spent in the one year. However he will try to do his best to go through the financial papers over the years and list income and expenditure.

Leif Haar propose to identify strategies and concrete actions to get money of previous years fees. He suggests to look individually to list of debtors and to approach them once back in each perspectives countries.

Laila Lahti asks to address the list of members to take off the ones who are not there.

Louise Rosthoj asks if the members of the SC are liable in case of money and other types of problems. Frans Schneider takes the responsibility for the next Steering Committee to have a quote for insuring Steering Committee members.

9. Matters arising

none

10. Date and time of the next meeting

Steering Committee: 15th of May
Conference Planning Team: 16th of May 2004
both in Brussels at 9:00 h.