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**Minutes of the Management Team Meeting**

**1 March 2018 (10.00 – 16.00)**

Held at:

VSE Office, 235 rue de la Loi, Box 27, 1040 Brussels

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| **No. on Agenda** | **Details** | **Follow-up Actions on which the Board agreed on** |
| 0. | Attendees :  João Lazaro, (JL) President  Helgard van Hullen, (HVH) Vice President  Brendan Loughran, (BL) Treasurer  Levent Altan, (LA) Executive Director  Jeanette Fava, (JF) Office Manager |  |
| 1. | JL opened the meeting and approved the agenda. | N/A |
| 2. | Management Team Meeting Minutes 10 November 2017 - **approved** | N/A |
| 3. | Executive Board Meeting Minutes 7 December 2017 - **approved** | N/A |
| 4. | General Meeting Minutes 7 December 2017 - **approved** | N/A |
| 5. | Calendar of events  February:   * UN Conference – The team discussed the finalisation of the handbook; * Vociare Project meetings are to be deleted throughout all calendar; * Weisser Ring CH (Conference call) LA stated the call was very positive and progressions on how support could be given to each other is foreseen; * Meeting with Michelle Socco on cybercrime – JL suggested to connect with Facebook’s representatives and see what they have to offer with respect to helping Victim Support organisations in various countries doing training on cybercrime; * Meeting with Danish Minister of Justice – LA stated that VSE is currently receiving requests to do more staff related to terrorism issues. | Vociare meetings are not to be recorded in the Calendar |
| 6. | Financial overview  BL presented a financial overview of VSE with respect to income, expenditure and reserves up to end of 2017. | A separate spreadsheet with the various income/expenditure details from the various sources of VSE has to be provided by Sanjin to compliment the financial overview. |
| 7. | 2018 Work Programme Application  Application was discussed by the team.  Remarks:   * LA stated that a whole range of meetings related to cybercrime and terrorism are foreseen. He stated that VSE has a clear vision how to engage with the European Parliament (EP) and the European Commission. From the Commission’s side there is a lot on their agenda related to these two topics and therefore VSE needs to monitor well what is going on. * JL suggested that VSE needs to do a concrete plan how to influence more effectively the MEPs and that there should be one person who will be present for all committee meetings, follow the ideologies of all different groups and do projections how VSE’s voice is better heard in all groups; * VSE is committed to produce a documentary focused on terrorism; * LA stated that VSE is going to keep the present centres of excellence and do research in relation to them; * LA also informed how VSE intends to facilitate the exchange of knowledge in particular through the website. LA suggested the creation of a microsite with information and guidance to victims of cybercrime and terrorism; * The issues related to emergency contacts through the internet and helplines were as well discussed. JL stated that helplines are crucial for supporting at a distance but other things such as mobile apps and other means of communication should also be considered; * Appraisal system – JF has provided the first draft of the appraisal. LA stated that we will set up meetings to agree about each employee’s objectives. BL suggested that each employee can do his/her appraisal after one year of joining and it will continue like this each year; * More posts with VSE – Communications and Cross-Border Officers posts are to be publicized in the following weeks; * New approach to find new Members especially those who are the easiest to access is to discussed with the office manager in the coming weeks; * An intern will also be starting in the months ahead. | VSE will produce a documentary on terrorism.  Research about centres of excellence is foreseen.  Creation of microsite with information to victims of cybercrime and terrorism.  JF needs to draft the first appraisal system of VSE.  Advertisements to be published in the following weeks.  Contacts so that the intern starts in June. |
| 8. | Amendments of the Constitution   * All amendments were discussed and approved. The document was to be presented to the Members at the next Annual General Meeting. | Document should be presented to Members at the Annual General Meeting. |
| 9. | VSE Annual Conference Programme  Overall remarks:   * Advertising to be started as soon as possible; * Titles such as Mr and Mrs are to be removed from the programme; * A moderator for the discussion panels need to be found; * There should be gender balance in the speakers’ list; * JL remarked that certain categories of victims are not being included in the programme especially in the workshop sections such as victims of hate crime, refugees, LGBT, the homeless and trafficking of human beings; * A memorandum of understanding between VSE and VS Sweden has been set for signing by both organisations * JL suggested bringing one or two speakers from the Ministries while someone from the Commission should be the closing key speaker; * JL stated that certain workshops could be organised in different ways, for example in the form of round-table discussions; * JL suggested a workshop on compensation; * JL also suggested that representatives from Facebook/Google/Twitter should be invited to take part as well; * It was suggested that the 2019 Annual Conference would be in France while that of 2020 will take place in Germany. | Titles such as Mr and Mrs are to be removed from the programme  LA will contact Fredrick about the memorandum of understanding.  LA should contact Facebook |
| 10. | Any other business:  Project presented by AI  Refused by the team since the profit is not that much in comparison with the amount of work the project incurred. |  |

**Summary of Actions**

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| No on agenda | Action | Person in charge | Deadline | Status |
| 5 | Vociare meetings are not to be recorded in the Calendar | JF |  | Completed |
| 6 | A separate spreadsheet with the various income/expenditure details from the various sources of VSE has to be provided by Sanjin to compliment the financial overview | Finance officer |  | Completed |
| 7 | VSE will produce a documentary on terrorism  Research about centres of excellence is foreseen  Creation of microsite with information to victims of cybercrime and terrorism  JF needs to draft the first appraisal system of VSE  Advertisements of Conference to be published in the following weeks  Contacts so that the intern starts in June | LA  LA/Project Manager  Media Active/LA  JF  JF/Finance Officer  LA |  | Completed  Completed  Completed |
| 8 | Document on Constitution Amendments should be presented to Members at the Annual General Meeting | LA |  | Completed |
| 9 | Titles such as Mr and Mrs are to be removed from the Conference programme  LA will contact Fredrick about the memorandum of understanding.  LA should contact Facebook to send a participant to speak at the Conference | VS Sweden  VSE/VSS  LA |  | Completed  Not done  Completed |