****

**Minutes**

**Management team meeting**

**14th November 2018**

**Brussels, Belgium**

|  |  |  |
| --- | --- | --- |
| **Item No** | **Details** | **Action** |
| **1** | **Attendees:**    João Lázaro, President - (João) Helgard van Hullen, Vice President - (Helgard) Levent Altan, Executive Director - (Levent) Geraldine Hanna, Treasurer - (Geraldine) Aleksandra Ivankovic, Deputy Director – (Aleks) Jeanette Fava, Office Manager – (Jeanette)    Other staff mentioned in the minutes:    Mazen Alsiufi, Finance Officer - (Mazen) |  |
| **1.** | **Minutes of the previous meeting approved**  Change to action Barnahus model   * advise VSE team to draft principles for child support models to be shared with Board.   Matters arising – all bar child support principles to be complete |  |
| **2** | **Finance Report**   * To look at the new report in order to conservatively estimate the anticipated spend. * To have a different view of where the money is spent. |  |
| **3** | Commission see our deliverables and Direct Costs. Commission may not always agree to accept the spend.  **3 areas to be spent**:   * APAV to design an intranet at 5k Euro. * Single organisation bid fine at this amount of money.   **Consumables**:   * buy printer * update furniture   **Advocacy and publicity materials**:   * Leaflets for VSE * Promoting membership,   No ability to accrue – costs have to be expensed in the year.  Increase Comm. Officer role from 50% to 100% |  |
| **4** | **Update on Operational Activities**  11th Dec 18 – Strategic litigation workshop – 3-hour workshop   * Good advertisement tool for organisations and give them a seat at the table. * Workshop will explore what, why, how and case studies will be shared to help, shape and inform the debate. * Need to the lawyer bought into the case.   There are national and international levels at which this could operate.   * Links to our strategic objective regarding enforcement. |  |
| **5** | **Autumn Conference**   * All speakers bar one has been concerned.   **Cybercrime Strategy**  This year we plan to develop a training module on cybercrime, run conference and run initial Facebook training.   * Laws being developed regarding non cash payments and there is plan to involve the victims in this. Hoping it will be adopted by March. * Upcoming elections May 22nd 2019 will change the Commissioners. Plans in place re trying to influence their future plans. * VSE seek to develop a broader cybercrime training package which members can translate and use with clients. * Tools to improve practical support e.g. how to collect the evidence, * Training for Justice actors, how to engage with victims, e.g. police not always responsive as they’re not sure what to do. * DG Home looking to increase the reporting of this, improve the data available,   Research: will look at mapping of gaps, problems, etc. |  |
| **6** | **Standards**  Lev looking to explore our approach to assess organisations. It concerns us too how is best to conduct assessment and how it is assessed. First draft of certificate now complete. |  |
|  | Info for members – survey for annual report   * Need to improve the information we have on members. * Joao highlighted that the final version should not be agreed until after the field visits for assessments as this will help inform.   Two purposes:   1. Help inform the mapping of our members for our website 2. Include information about our members in our annual report.   Needs to be a user-friendly survey with clear definitions of what we mean. |  |
| **7** | **VSE Structure**  Financial oversight will be going forward to the Executive Director.  Need to improve our advocacy work with the Commission.  VSE Intranet Plan  Plan to develop intranet asap. |  |
| **8** | **AOB:**  Weisser Ring received money from Google to develop No stalking app |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Action** | **Person in charge** | **Deadline** | **Status** |
| 1 | Gerry and Mazen to look at the future internal reports.  To be made a comparison with previous years**.**  Lev to send Gerry a copy of the agreement with the Commission and how we account for it. | Gerry,  Mazen,  Lev |  |  |
| 2 | Going forward minutes to be issued within 2 weeks of meetings |  |  |  |
| 3 | DLA to provide a Piper to map how this could work in the member states. |  |  |  |
| 4 | Lev to send out agenda and running order for 11th – 12th December | Lev | 11/12 December | Done |
| 5 | Gerry to send Lev and Joao details of assessment standards from SfJ Working with Victims and Survivors. | Gerry |  |  |
| 6 | Lev to issue updated organigram | Lev |  |  |