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**Minutes**

**Management team meeting**

**14th November 2018**

**Brussels, Belgium**

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| **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.
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| **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 PlanPlan to develop intranet asap.  |  |
| **8** | **AOB:**Weisser Ring received money from Google to develop No stalking app  |  |

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| **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 |  |  |