

APEEE BXL III - EXCO

EXCO20, Friday 20 April 2018

12h30 to 14h30

Avenue d'Auderghem 45, Breydel building 4th floor, room 200

Minutes

Present: MSM, KD, GP, GB, GG, KK, DM, FZ, AP, Ms de Perri (Administrative Office Manager)

Excused: TH, RL, CF, AS

<u>Point</u>	<u>Subject</u>	<u>Comments</u>
1. Treasury	Proposal from the ad-hoc financial assets WG	<i>The proposal will be presented only on the next EXCO meeting.</i> <i>General comment by KD: no benefits without risk. To discuss the final proposal in May.</i>
2. Staff issues		
3. General affairs/communication	Complaints' database	<i>Discussion on the purpose and use as per proposal of FZ. Improvements will be agreed with and put in place by Vice-president Communication and IT Manager, together with the sectors.</i>
4. Sectors	a) Canteen b) Transports	Canteen: <i>debrief on the last Canteen Committee meeting.</i> <i>EXCO decided on granting free lunches to P3 class teachers acting as supervisors (as from September 2018).</i> <i>Meeting with the school on major investments in the canteen to be scheduled. MSM, AP, KD, GP will be present from APEE.</i> Transport: <i>ALE system in phasing out by Belgian authorities which constitute an issue for transport sector. Developments to be followed-up.</i> <i>The IT project for the use of tablets in the buses: technical specifications to be prepared by the WG as well as the implementing plan (delay or</i>

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		<i>externalisation) as there are other IT priorities (back up office – e-enrolment).</i>
5. AOB	Presentation of the internal procedures to the staff Visit of EPAFOS	<i>Administrative Manager officer presented the recommendations of RSM on the internal procedures. Some showed not very happy about them as they do not depend only on them. This will be the basis for the actual internal audit to be performed as of next year.</i> <i>EPAFOS is at the place. Visit and conclusions will be reported in next EXCO meeting.</i>