

**Compte-rendu sommaire / summary minutes**  
**Première réunion du Comité exécutif de l'APEEE BXL III (CE1)**  
**First meeting of the Executive Committee (EC) of the APEEE BXL III (EC1)**  
RUE DE SPA 3 le 4/2/2016  
DE 13H A 14H30

**Present:** Simon Coates (SC, presiding), Komninos Diamantaras (KD), Maria Saura-Moreno (MSM), Ioannis Kroustalis (IK), Stephan Marquardt (SM), Rob Kloots (RK), Anastassios Papadopoulos (AP observer), Tomas Hruby (TH), Keir Fitch (KF), Holger Reichow (HR), Rosita Lake (RL), Jocelyne Poupé (JP, APEEE secretariat)

**Absent:** Robert Wein (RW)

**Excused:** Eva Jeslinkova (replaced by TH)

Agenda item	Conclusion	Follow-up
<b>1. Organizational matters</b>		
a) Organization of EC meetings 12 days before EB meetings between 1 pm and 2.30 pm in Spa 3	Agreed by all members of the EC.	Decision to be presented to the board for inclusion in the internal rules.
b) Possibility to allow members who cannot attend to send alternates	The EC will be composed of 11 members. APEEE President is an observer without voting rights. Granting proxies possible only to other members of the EC.	Decision to be presented to the board for inclusion in the internal rules.

<b>2. Staff matters</b>		
- Follow-up to the General Meeting's resolution: job description and calendar for the recruitment of the new staff member	Agreement on the need to have a coordinator to implement policy decisions and to report back to the board (accountability). Next board will decide after a short discussion. Final proposal of the EC on the job description to be agreed via e-mail.	Board to discuss and approve the final job description on the basis of a proposal by the EC. Board also to decide on the financial aspects (in which sector the non-budgeted costs are allocated: general affairs or pro-rata across sectors).
<b>3. Preparation of the next EB meeting</b>		
Election of the VP Communication / election of members of the communications group and possible separation of the communication and IT functions	EC recommends splitting the communication and IT functions. Both will be members of the EC.	Board to approve to split communications/IT on the basis of a proposal by the EC.
E-enrolment	EC members who can should take contact with IT companies/people they know in order to obtain letters of intent. If possible, the letters should be available for the next CA meeting.	Board to decide on the ToR and whether to go for an open/semi-open/negotiated procedure.
IT security	The board could give a mandate to the member appointed to be responsible for IT matters.	
Springfest: Opening of bank account, appointment of 2016 coordinator, new convention with the school	Agreement to open a specific bank account (in the APEEE's name and using our existing rules (e.g. two signatures)) and to proceed with a new convention.	Board to nominate a Springfest coordinator and a financial representative and see/decide on the convention. Opening of bank account to be confirmed.

<b>4. Treasury issues</b>		
<ul style="list-style-type: none"> <li>- Implementation of the Advensys report on the APEEE's IT systems (discussion)</li> <li>- Canteen: implementation of the 50 cents reduction per meal</li> </ul>	<p>CA will decide the implementation of the report (budgeted cost 10k-11k €).</p> <p>Agreement to present a draft decision to the board for a flat-rate reduction of 0.50 € per meal for the second and third terms of the current school year. Differential pricing can be reconsidered for the next school year.</p>	<p>CA du 16 février à décider.</p> <p>Board to take the final decision on the reduction on the basis of a proposal by the EC.</p>
<b>5. Other business</b>	<p>Suivi des recommandations du réviseur: le CE décide à l'unanimité le upgrade du Winbox avec du BIV.</p>	<p>CE présentera sa décision au prochain CA pour confirmation. (P.M. Le CA doit encore adopter une délégation de pouvoirs pour le CE.)</p>