

*Unionists from all countries unite!*



**Dates for EWC “Bureau” meetings during the second half of 2015.**

<b>13 January</b>	<b>:</b>	<b>Paris</b>	<b>OK</b>
<b>10 February</b>	<b>:</b>	<b>Paris</b>	
<b>10 March</b>	<b>:</b>	<b>Paris</b>	
<b>14 April</b>	<b>:</b>	<b>Paris</b>	
<b>19 May</b>	<b>:</b>	<b>Belgium</b>	
<b>9 June</b>	<b>:</b>	<b>Paris</b>	

# 13 January 2015

## Paris

**Present:**

- Fabien PIERRE
- Sébastien GENDRE
- Pascal JUNG
- Raymond Wittenbol
- Fatima Belhachemi

**Excused:**

- Marie Jo Azzopardi

**Invited:**

**Agenda:**

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## **1 - Renewal of the Bureau and operating procedures**

The Bureau members' terms of office have to be renewed during the course of 2015. The elections will be held during the seminar in June 2015.

The election process involves electing the secretary and assistant secretary beforehand then the renewal of the members.

The plan is to extend the current six-member "Bureau" to have a total of eight members.

The "Econocom/Osiatis" group will no longer be holding any kick-off meetings for the time being, so the European staff representation body will not have any meetings between employees and their representatives. In order to help replace these events, the Bureau is planning to organise a monthly meeting in each country in order to set the stage for the 2015 seminar where the entire organisation will be reviewed for 4 years.

Visits are planned to Spain and Germany and of course to France and Belgium.

Under this heading, and to make it easier to organise the meetings, it is proposed to ask each country to appoint two representatives for countries not represented in the Bureau. They will be the key contacts and will be invited to Bureau meetings at least twice a year. This initiative will be outlined during the next Committee seminar.

The next Bureau meetings are scheduled for 10 February, 10 March, 14 April, 19 May and Tuesday, 9 June 2015. The 19 May meeting is set to be held in Belgium, where the opportunity will be taken to organise the final preparations for the June 2015 seminar.

Under a new spending approval procedure treasurers are required to submit a document itemising the financial commitments made during the previous month. During the Bureau meeting the document will be signed off by the secretary or assistant secretary, who will also approve the expenses incurred by the Committee.

## **2- "Germany" issue**

The Bureau stressed that the sale of the "Services" subsidiary in Germany will be monitored by the European group in charge of the issue, even after the transfer. Towards this end, the group is planning to meet representatives of the staff and the management of the transferee, "Techno Group IT Services". The two-day visit will take place in February during week 7 or 8. We are waiting for the date to be confirmed.

The visit is to be organised by someone from the group (Pascal, Fabien, Sébastien). The group will call upon the services of the usual translator, unless the person is unavailable.

The Bureau stressed that Wolfgang Büelles is going to be invited to the EWC seminar and will remain a member pending a definition of the entire "Germany" project for the group.

## **2- Provision of equipment and operating resources**

Representatives who still do not have the appropriate facilities should be allocated phone packages in order to improve the channels of communication between the European members. As the expenses incurred would be fairly reasonable, this provision has been decided upon prior to the allocation of computer facilities. According to the decision taken during the previous meeting, the computer facilities will be provided gradually, two allocations every two months.

## **3- Kick-off meetings for Belgium and other countries.**

As the kick-off meetings are no longer relevant and are reduced to small groups depending on the country, we suggest that the members of each local work council should be invited. The date is 5 February for Belgium. They are expected to be held in several locations in France. More to follow,

## **4- Next plenary session**

The next plenary session is due to be held in April 2015. Towards this end, it is planned to ask "Jean-Louis Bouchard" to take part.

## **5- "Spain" issue**

The group in charge of Spain will be visiting the country to meet staff representatives. Organised by "Fatima Belhachemi and Pascal Jung" the visit is due to take place in late March. We will be getting in touch with Spain shortly in order to plan the trip. In order to make communication easier, "Martin Porres" will be accompanying the group in charge of the issue, or if that is not possible the services of a professional translator will be used,- "Morocco – Metropolis" issue

The group in charge of the "Morocco" issue is planning to pay a visit on 17, 18 and 19 March. The initiative is designed to ensure the "Metropolis" project is monitored at staff representation level and to arrange for a visit report to be drawn up. "Fatima Belhachemi, Virginie Joveneau, Pascal Jung" will be meeting staff and management during the visit.

## **5- Next EWC seminar**

The development of the European Works Council's activities requires attention to be paid to the

expenses incurred. Under this heading, two financial and organisational studies are due to be produced with a view to selecting a venue for the next seminar.

"Raymond Wittenbol and Pascal Jung" are in charge of the study as regards holding the seminar in "La Rochelle".

"Fabien Pierre and Sébastien Gendre" are in charge of the study as regards holding the seminar in "Perpignan".

## 5- EWC website

We have been able to include the "Spanish" language as a result of the investment previously decided upon in order to revamp the European Works Council's website. The site is now up and running and the information is available in **English, Dutch, Spanish and French.**

## 12 - Summary of the decisions/actions

See annex 1

The Bureau

Marie-Jo A. secretary

Fabien P. assistant secretary.

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**Annex 1: Summary of decisions/actions**

Purpose	Person responsible	Dates	Comment
"Technical resources" procedure	Sébastien Gendre	September 2014	Sébastien Gendre et Pascal Jung are jointly preparing the procedure <b>26/08/2014: Procedure being prepared</b> <b>26/11/2014: Implementation of the procedure on 15 January 2015</b> <b>13 January : Action close.</b>
Initial provision – "Nicolas Bresson"	Sébastien Gendre	June 2014	<b>8 July 2014: Pascal provides him with a telephone and laptop.</b> <b>26/08/2014: Underway</b> <b>26/11/2014: Underway</b> <b>13 January : Underway</b>
Request to prepare country-specific presentation of staff representative bodies.	Fatima Belhachemi	September 2014	<b>8 July 2014: Underway</b> <b>26/08/2014: Underway</b> <b>27/11/2014: Underway</b> <b>13 January : Fatima Belhachemi takes over the action, France, Belgium, Germany, Spain</b>
Notification to invite members to attend Bureau meetings.	Fabien Pierre	September 2014	<b>8 July 2014: Underway.</b> <b>26/08/2014: Done via "Bureau" reports.</b> <b>27/11/2014: Fabien is no longer sending reports but an e-mail with the address of the European site specifying that the report is available will be sent to the representatives.</b> <b>13 January : Action closed.</b>

Professional liability insurance	Fatima Belhachemi	September 2014	8 July 2014: Action plan to be initiated. 26/08/2014 underway. Issue taken up by Fabien and Marie Jo, as insurance cover in Belgium may meet the needs. 26/11/2014: Fabien makes an appointment for January 2015. 13 January : Fatima Belhachemi takes over the action and arranges to have the appointment earlier.
Organisation of the meeting in Germany	Pascal Jung / Fabien Pierre	August 2014	26/08/2014: The need to travel to Germany will be decided upon after the 28 August meeting, between the group in charge of the issue and the German trade union representative. 26/11/2014: Planning a new meeting for the week starting 16 December or week 2 in January 2015. 13 January : Date and organisation underway.
Trade union situation in Morocco	Pascal Jung	August 2014	26/08/2014: Underway. 27/11/2014: The visit will take place in the first half of 2015. 13 January : The visit is planned for 17,18,19 March 2015.
Plan to contact trade union bodies in Italy	Pascal Jung / Fabien Pierre	September 2014	8 July 2014: Action plan initiated. 26/08/2014: No staff representation structure available. The action plan is being continued. 27/11/2014: Underway. 13 January : Fatima Belhachemi mobilises the group.
Organisation of visit to Spain	Pascal Jung	September 2014	26/08/2014: Underway. 27/11/2014: Action closed. 13 January : Date and Organisation underway.
Organisation of the Osiatis trade union coordination meeting	Fabien Pierre / Sébastien Gendre	December 2014	26/08/2014: Underway. 27/11/2014: The Bureau is contemplating a forthcoming meeting in February. 13 January : Action closed.
Signature for the latest minutes	Marie-Jo	September 2014	26/08/2014: The secretary prints the minutes and has them

			signed by the management 26/11/2014: Underway 13 January: The secretary and the assistant secretary sign the minutes and transfer them to the management.
Provision of mobile telephones for the Spanish representatives.	Pascal Jung	November 2014	26/11/2014: Underway. Plans for purchasing in the first quarter of 2015. 13 January : Underway
Application for the provision of telephone equipment for Frédéric Madeleine	Pascal Jung	November 2015	26/11/2014: Pascal Jung undertakes the allocation process. 13 January : Underway
Change to and translation of the "Provision of initial equipment" procedure	Sébastien Gendre	January 2015	27/11/2015: 13 January :S Gendre asks for the translation to be done by a specialist agency
Organisation of training for the Spanish representatives	Fabien Pierre / Pascal Jung	1 <sup>st</sup> quarter 2015	27/11/2015: 13 January: To be done during the Bureau's visit to Spain.
Meeting to prepare for the next seminar: meeting with French representatives. (Bureau/France)	Fabien Pierre	1 <sup>st</sup> quarter 2015	13 January : Organisation underway.
Meeting to prepare for the next seminar: meeting with Belgian representatives. (Bureau/Belgium)	Fabien Pierre	1 <sup>st</sup> quarter 2015	13 January : Organisation underway.
Organisation of the seminar's subject matter	Bureau	1 <sup>st</sup> quarter 2015	13 January : Underway.
Issue: Protection for delegates	F Pierre/S Gendre	Permanent	13 January 2015. F Pierre and S Gendre have an appointment on that day with Franck Fanguero to discuss the question of protection for delegates.