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Dates of EWC Bureau meetings for the second half of 2104.

8 July:	Paris ok
26 August:	Paris ok
30 September:	Paris ok
28 October:	Paris ok
26 November:	Zaventem ok
16 December:	Cancelled
13 January 2015:	

## 26 November 2014

### Belgium - Zaventem

#### Present:

Marie Jo Azzopardi  
Fabien PIERRE  
Sébastien GENDRE  
Pascal JUNG

#### Excused:

Raymond Wittenbol  
Fatima Belhachemi

#### Invited:

**Agenda :**

<b>2- TRANSLATION COSTS (ORAL/WRITTEN).....</b>	<b>3</b>
<b>4- EQUIPMENT SUPPLIES PROCEDURE.....</b>	<b>3</b>
<b>5- "SPAIN" ISSUE.....</b>	<b>3</b>
<b>6 - EUROPEAN WORKS COUNCIL WEBSITE .....</b>	<b>3</b>
<b>7 - "GERMAN" ISSUE .....</b>	<b>3</b>
<b>8 - FORTHCOMING EWC SEMINAR.....</b>	<b>4</b>
<b>9 "ITALY" ISSUE .....</b>	<b>4</b>
<b>10 -BUREAU COMPOSITION.....</b>	<b>4</b>
<b>11 - KICK OFF .....</b>	<b>4</b>
<b>12 - LIST OF DECISIONS/ACTIONS.....</b>	<b>4</b>

## **1- Change to meeting dates**

As the members' various schedules do not fit in with the date for the Bureau's December meeting, the next gathering will take place on 13 January 2015 during which the opportunity will be taken to decide on the next six meeting dates.

## **2- Translation costs (Oral/Written)**

The company "Géné Electra" has been chosen by the Committee members for the organisation of the plenary sessions. The company is in charge of making the arrangements for the 27/11/2014 meeting.

## **4- Equipment supplies procedure**

The equipment supplies procedure approved during the meeting will be put into practice in the wake of the forthcoming Bureau meeting in January 2015. "Sébastien Gendre" will be in charge of the roll-out and is also taking over equipment purchasing management duties.

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

The Spanish representation has been confirmed with the arrival of eight delegates ready to take part in the preparations for the forthcoming plenary session. The Bureau will be hosting an information session during the first quarter of 2015 to let the Spanish representatives know about the staff representation body's background and activities.

## **6 - European Works Council website**

In order to cater for the need for information, particularly in the case of the Spanish representatives, the Bureau members have decided to confirm the estimate for revamping the website so that may it include the Spanish language and the Committee is considering redesigning the platform in order to improve the channels of communication with employees. Under this heading, specialists will be approached during the month of January for the purpose of receiving an estimate.

## **7 - "German" issue**

The Bureau has decided a meeting should be held to become acquainted with the new acquiring entity and this will take place during the week starting on 16 December 2014 or the week starting on 2 January 2015. The Committee members would like "Philippe-Hervé Hoffman" and the relevant employees to attend.

## **8 - Forthcoming EWC seminar**

No location has been decided upon yet for the seminar. Owing to practical considerations five options have been chosen to be discussed shortly:

- Italy
- La Rochelle
- Perpignan
- Berlin

Conversely, the dates for the next seminar have been agreed upon: from 29 May to 3 June 2015.

## **9 "Italy" issue**

The action plan for initiating contacts with staff representatives in Italy is unfolding according to the process decided upon.

## **10 -Bureau composition**

The question of the Bureau's composition will be considered during the next seminar, in June 2015.

## **11 - Kick Off**

During the 27 November 2014 plenary session, the group management team was due to be questioned about the organisation of the forthcoming "Kick Off" events and the involvement of the Committee members.

## **12 - List of decisions/actions**

<b>Purpose</b>	<b>Person responsible</b>	<b>Dates</b>	<b>Comment</b>
<b>"Technical resources" procedure</b>	<b>Sébastien Gendre</b>	<b>September 2014</b>	<b>Sébastien Gendre and Pascal Jung are jointly preparing the procedure</b> <b>26/08/2014: Procedure being prepared</b> <b>26/11/2014: Implementation of the procedure on 15 January 2015</b>
<b>Initial provision – "Nicolas Bresson"</b>	<b>Sébastien Gendre</b>	<b>June 2014</b>	<b>8 July 2014: Pascal is providing him with a telephone and laptop.</b> <b>26/08/2014: Underway</b> <b>26/11/2014: Underway</b>
<b>Request to prepare country-specific presentation of staff representative bodies</b>	<b>Fabien Pierre</b>	<b>September 2014</b>	<b>8 July 2014: Underway</b> <b>26/08/2014: Underway</b> <b>27/11/2014: Underway</b>
<b>Notification to invite members to attend Bureau meetings.</b>	<b>Fabien Pierre</b>	<b>September 2014</b>	<b>8 July 2014: Underway.</b> <b>26/08/2014: Undertaken 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>Professional liability insurance</b>	<b>Fabien P/Marie Jo A</b>	<b>Septembers 2014</b>	<b>8 July 2014: Action plan to be initiated.</b> <b>26/08/2014 underway. Issue taken up by Fabien and Marie Jo, as insurance cover in Belgium may meet the needs.</b> <b>26/11/2014: Fabien makes an appointment for January 2015.</b>
<b>Organisation of "meeting speaking" coaching</b>	<b>Fabien Pierre</b>	<b>September 2014</b>	<b>8 July 2014: Underway.</b> <b>26/08/2014: Pending proposal from Sicts.</b> <b>26/11/2014: Underway.</b>
<b>Setting the date for the next plenary session.</b>	<b>Secretary / Assistant secretary</b>	<b>September 2014</b>	<b>26/08/2014: The date will be approved after the meeting between J-P Roesch and the Bureau.</b> <b>26/11/2014: Action closed.</b>
<b>Organisation of the meeting in Germany</b>	<b>Pascal Jung / Fabien Pierre</b>	<b>August 2014</b>	<b>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.</b> <b>26/11/2014: Planning a new meeting for the week starting 16</b>

			<b>December or week 2 in January 2015.</b>
<b>Trade union situation in Morocco</b>	<b>Pascal Jung</b>	<b>August 2014</b>	<b>26/08/2014: Underway. 27/11/2014: The visit will take place in the first half of 2015.</b>
<b>Plan to contact trade union bodies in Italy</b>	<b>Pascal Jung / Fabien Pierre</b>	<b>September 2014</b>	<b>8 July 2014: Action plan initiated. 26/08/2014: No staff representation structure available for the <a href="#">moment</a>. The action plan will be continued. 27/11/2014: Underway.</b>
<b>Organisation of travel to Spain</b>	<b>Pascal Jung</b>	<b>September 2014</b>	<b>26/08/2014: Underway. 27/11/2014: Action closed.</b>
<b>Organisation of the Osiatis trade union coordination meeting</b>	<b>Fabien Pierre / Sébastien Gendre</b>	<b>December 2014</b>	<b>26/08/2014: Underway. 27/11/2014: The Bureau is contemplating a forthcoming meeting in February.</b>
<b>Archiving EWC documents</b>	<b>Pascal / Marie Jo</b>	<b>September 2014</b>	<b>26/08/2014: Arrangements for archiving EWC documents 27/11/2014: Action closed.</b>
<b>Signature for the latest minutes</b>	<b>Marie-Jo</b>	<b>September 2014</b>	<b>26/08/2014: The secretary prints the minutes and has them signed by the management 26/11/2014: Underway</b>
<b>Provision - Stéphane W. Nicolas B.</b>	<b>Pascal Jung</b>	<b>September 2014</b>	<b>27/11/2014: Action closed</b>
<b>Provision of mobiles telephones for the Spanish representatives.</b>	<b>Pascal Jung</b>	<b>November 2014</b>	<b>26/11/2014: Underway. Plans for purchasing in the first quarter of 2015.</b>
<b>Application for the provision of telephone equipment for Frédéric Madeleine</b>	<b>Pascal Jung</b>	<b>November 2015</b>	<b>26/11/2014: Pascal Jung is in charge of allocations</b>
<b>Change to and translation of the "Provision of initial equipment" procedure</b>	<b>Sébastien Gendre</b>	<b>January 2015</b>	
<b>Organising training for the Spanish representatives</b>	<b>Fabien Pierre / Pascal Jung</b>	<b>1st quarter of 2015</b>	

The Bureau  
Marie-Jo A. secretary  
Fabien P. assistant secretary.

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