



Adoption by the Board

CA 6/2017 REV 2

APEEE BXL III

Mandate of the canteen working group

Mission

This working group is established in accordance with Articles 2 and 7 of the APEEE's internal rules of procedure.

The mission of the Canteen WG is to ensure the day-to-day management of the HORECA sector. It keeps the Executive Committee (EXCO) and the Board regularly informed and provides them with the necessary support and proposals for decisions related to the HORECA services of the APEEE.

The HORECA services of the APEEE include: the canteen service for students, the canteen service for teachers, the cafeteria service for Secondary students and teachers, the snack for periscolaire activities, the snack for the OIB guarderie and other catering services provided by the sector within the school premises (picnic for school excursions, coffee and meals for school events, Springfest, etc.).

1

Composition

According to Article 7 of the APEEE's internal rules of procedure:

- The canteen WG is chaired by the APEE Board member in charge of the canteen sector, and may comprise a maximum of five participants.
- A higher number of WG participants may be decided by the Board, only if justified by the subject matter or if additional input is required at a certain point.
- Contributing members who are not members of the Board may express the interest to take an active part in WG meetings and activities with the approval of the Board. Their selection is based on their specific expertise or interest. Contributing members are not required to participate in the day-to-day management of the canteen sector.
- All canteen WG members are bound by confidentiality requirements as decided by the Board.

Main tasks of the WG

The Board defines the main tasks of this WG in line with the APEEE statute and internal rules of procedure.

The WG can be invited by the Board to reflect or give opinions on any ad hoc matter within its remit and may elaborate proposals.



The WG's main tasks include:

- Ensuring the implementation of the Food policy as approved by the Board, including its review and elaborating proposals for improvement.
- Following-up of the implementation of the Canteen convention with the school, participating and providing input for the meetings of the Canteen Committee.
- Examining the draft proposal for annual budget and accounts elaborated by the APEEE staff and the external accountant, and discuss it with the Treasurer. Monitoring the actual implementation of the budget previsions.
- Examining and elaborating proposals for decision on the pricing of the canteen sectors' activities.
- Providing with opinion and support to other tasks relevant of the competence of the member of Board responsible for the sector and related to the regular running of canteen operations, such as follow up of parents/teachers/students' complaints (article 15 of the APEEE's internal rules of procedures) or the approval of expenditures of less than 2000 euros (article 14 of the APEEE's internal rules of procedure).
- Providing the Executive Committee and/or the Board with proposals for decision on all the matters falling under the remit of its competences.
- Providing assistance to other WGs and to any APEEE Board member who may ask its support on matters of the WG competence (i.e. organisation of the Springfest).

2

Procedures

In implementing its tasks, the WG will consult and collaborate closely with the APEEE staff, in particular the operational manager and the office manager (article 2.f of the APEEE's internal rules of procedure).

As set out in Article 7 of the APEEE's internal rules of procedure, the canteen WG :

- shall prepare documents for policy decisions to be taken by EXCO or the Board respectively and shall perform ad-hoc tasks delegated to them.
- may discuss and adopt positions regarding the day-to-day management of the sector based on this mandate while keeping the EXCO and the Board regularly informed.

The canteen WG shall deliberate by consensus. The dates of their meetings and their minutes will be communicated to the APEEE HR and Operations' Manager, to the President as well as to the competent preparatory Committee's Chair or the Vice-President for Information and Communication. The Chair shall refer to the WG's reports in any EXCO minutes, which shall be addressed subsequently to the Board for information and for approval of any policy decision.

The WG has access to relevant information with a view to executing its tasks (Article 11 of the APEEE's internal rules of procedure).