

APEEE BXL III - EXCO

EXCO26, Thursday 7 March 2018

12h30 to 14h30

Council Europa Room EB S3.13

Present: AP, FZ, GP, JN, MSM, TH, Ornella di Perri (Administrative Office Manager), Lucas Tasho (IT Manager)

Excused: CF

Draft Agenda

<u>Point</u>	<u>Subject</u>	<u>Comments</u>
1. Procedure	Minutes EXCO meeting on 07.12.2018	To be approved by written procedure
1. Treasury	a) Budget implementation monitoring b) Update of the annual road map of financial and internal control. c) Renunciation of outstanding mounts for services 2017/2018	a) Members expressed their dissatisfaction on the way the monthly accounts are presented as they do not represent actual figures. Treasurer will discuss it with the accountant. b) WG Internal control abolished Monthly accounts: no need for September/October Draft budget to be prepared as of May each year. Renewal of the contract with External accountant c) Decision adopted with modifications
2. General affairs/staff	a) HR needs in 2019 and the time-schedule for the recruitment of part-time posts	a) Further discussion will follow within the WGs on the needs for each sector.
4. General affairs/IT/Communication	a) Follow-up of IT projects	a) Tablets for transport: tested. Need to buy the rest of the tablets. On-line payment Xafax: to be tested. Development of back-office is

