

Council Meeting Agenda

21 May 2013, 0900 – 1500

DEPP offices, Paris

1. Minutes of Council meeting held on 10 April 2013.
attachment
2. AEA-Europe Officer
To consider a draft job description for an Association post. (*Sarah*)
To follow
3. Committee structure
To discuss a strategic paper on the structure of the Association's committees and agree next steps. (*Sandra, Gabriella, Guri*)
attachment
4. Conference preparations
To receive reports on preparations for forthcoming conferences.
 - a) Paris 2013 (*Sandra*)
 - b) Tallinn 2014 (*Jo-Anne*)
 - c) Glasgow 2015 (*Jo-Anne*)
 - d) Location for 2016 (*Sarah*)*attachment*
5. To receive an updated marketing plan and agree feedback to the Marketing Officer.
attachment
6. To receive the financial statement. (*Henk*)
attachment
 - a) File storage and access matters
 - b) Data protection policy
7. Any other business
8. Dates of next meetings



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Items postponed for face-to-face meeting in Rome, 11 September 2013

- Strategic discussion of financial and business matters
 - i. membership (Henk/Sandra to produce paper)
 - ii. conference targets and fees (Henk to produce paper)
 - iii. How better can we safeguard our resources? Do we have, for example, an investment policy, a policy relating to travel and accommodation claims? (Henk to produce paper)
- Engaging with members

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**Subscriptions and
other financial
matters**
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