

MEETING of the EXECUTIVE COMMITTEE (EC) 2014, November 25th, 13h00 – 15h00 Paris time
– Via GoToMeeting –

MINUTES

Topic		Background
Attendance		<p>Present: Henry Liu, Reina de Bettendorf, Sabine Colombe, Reiner Heard, Silvana Marchetti, Terence Oliver</p> <p>Partially: Jeannette Ørsted (for the presentation of her memo)</p> <p>Apologies:</p>
1	Secretariat	<p>- Restructuring of the secretariat : working document (Jeannette's memo)</p> <p>Jeannette presented her memo and reported on the workload and procedures during the last mandate. With the new EC, she now has less work for the meetings. Her paper is not a technical proposal.</p> <p>Reina asked Jeannette to explain the different amounts she presented in the secretariat budget, in particular how many working hours would be necessary. Jeannette stressed that, during the past mandate, the workload increased manifold, citing amongst other things Marion's illness. Now, twenty hours should be enough and normally, as 2015 is not a Congress year, overtime is no longer necessary. But there are always follow-ups, for example from the Congress, and when the 20 hours are completed, there is always something left to be done.</p> <p>It was generally agreed that the management of member data, invoicing, receiving payments and money transfer are the core business of a secretariat. The new database will initially take time to set up but will in the long term reduce the workload of the secretariat if we make the right choice.</p> <p>Henry: A sub-contractor always needs time to run his own business. There are billable hours and non-billable hours. What is the breakdown of billable hours versus non-billable hours? What kind of tasks are included in Jeannette's billable hours? For example, is the preparation of her memo actually FIT time or her company time? Answer: this is FIT time, although Jeannette did not invoice FIT for the total time spent. But there are non-chargeable times, such as training courses that Jeannette attends on her own initiative.</p> <p>It became evident to all that everything we ask Jeannette to do costs us FIT time, her participation in EC or Council meetings or in the Congress included. Jeannette stressed several times that this is the choice of the EC.</p> <p>It is in principle very valuable for FIT to have a secretary as a kind of FIT</p>

	<p>memory. Jeannette's help is necessary especially with administrative tasks and definition of the database.</p> <p>Jeannette stressed that she never charged hours for things that are not valuable to FIT.</p> <p>She left the meeting at 13h50</p> <p>=====</p> <p><u>General thoughts</u></p> <p>The question is to define the role(s) of Jeannette and the role of an Executive Director in general.</p> <p>Sabine: The role of an ED is the complete management of the Federation. Only a high-level personality is able to meet the requirements and would charge an equivalent remuneration. FIT cannot afford to pay a real manager, only a secretary for secretarial tasks.</p> <p>Terry: The ED is outside Council and an institutional memory.</p> <p>Henry: The secretariat has primarily to handle all secretarial tasks. That is the key function. It is also in charge of membership services and is the institutional memory serving to guarantee extra-Council continuity.</p> <p>Under her contract, Jeannette is currently in charge of 6 task domains: Strategic insight, Support to FIT EC and Council, Communication, Finances, Meetings and the Congress.</p> <p><u>The EC members discussed each task domain based on Jeannette's submission and agreed the following:</u></p> <p>1. Strategic insight:</p> <p>This is the task of the President, the Executive Committee and the Council. The ED may be called upon to implement such strategies.</p> <p>2. Support to FIT executive:</p> <p>What FIT needs from the ED is professional state-of-the-art 21st century administrative support. This is what FIT members are expecting. FIT members clearly do not want to return to the volunteer secretariat of earlier times. It is also of utmost importance that a respectable international organisation has an equally respectable and exemplary administration. The administration is a key "shopfront" in upholding the reputation of the Federation and therefore a correspondingly significant proportion of the Federation's budget is devoted to this key task.</p> <p>It is difficult to see why the monitoring of the performance of paid consultants, contractors and volunteers should be shouldered by the ED. This is the responsibility of the elected Council and should therefore remain the role and task of the office-bearers. Similarly the UNESCO portfolio ought not to be handled by the ED.</p> <p>This domain should be summarised as follows: To provide the Federation with</p>
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		<p>professional administrative support.</p> <p>3. Communication:</p> <p>The points listed under Communication are mainly administrative tasks. Most of them can be summarised as “communication with members”. Responsibility for the remaining tasks may be finalised when needed. To stress the importance of this domain and the communicative aspect, we suggest that “liaise with” should be replaced by “act as interface with”.</p> <p>4. Finance:</p> <p>Reina stressed that the bookkeeping tasks (originally part of Jeannette's job description) have been handed over to a bookkeeper. Since then she has been in charge of deposits and payments and communication of all financially relevant information to the treasurer and the bookkeeper. The 3 last points in the memo are to be deleted.</p> <p>5. Meetings:</p> <p>Most meeting tasks are ultimately the responsibility of the Secretary General. The Secretary General may seek assistance from the ED from time to time; it is important to remember that there are cost implications for the Federation with the ED participating in meetings. It is essential to make optimum use of the precious resources of the ED and the funds of the Federation.</p> <ul style="list-style-type: none"> • Preparing meeting documents, including agendas, working documents and minutes, is the role of the Secretary General. • Attending the annual Council meetings: Yes, as per current contract. • Attending EC meetings: if required. The ED may be invited to provide expert opinion and advice to EC from time to time. • Following up decisions of past meetings belongs in the “matters arising” category and is thus the responsibility of the chair. However, it was agreed that the ED should be sending out reminders of decisions of past meetings. New wording: “Reminders” (instead of follow-up) for decisions of past meetings. • Organising e-votes is ultimately the responsibility of the Secretary General. <p>6. Statutory and Open Congress</p> <p>Organisation: preparing the registration list and invitation is a key ED task, as well as that of collating the reports.</p> <p>Management of logistics of FIT Prizes: no, this should be delegated to individuals appointed by Council</p> <p>Manage the registration desk on site: yes, definitely, in collaboration with the Secretary General or nominee and Treasurer or nominee, as the interface between the membership and the Federation.</p> <p>Attend the Statutory Congress: yes, especially at the registration desk, where</p>
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2	Budget 2015	<p>BUDGET</p> <p>FIT Budget 2015: budget draft and sub-budgets from the secretariat, Regional Centres and committees had been communicated to the EC. They were discussed and modified including the budget of the secretary in accordance with the decisions above. Reina will send the amended budget to the EC before submitting it to the Council.</p> <p>There is a budget for visibility actions but no actions have been proposed yet.</p>
3	AOB:	<p>Official FIT representative at the CIUTI Forum will be Olga. Henry will send a letter</p>
		<p>Next physical EC meeting in Lima on October 4th, as the legal translators forum will take place on 5 -7 October.</p> <p>Next Council meeting in Azerbaijan, but when? There is the Gala forum in Sevilla on March 22-25 where Henry may be one of the keynote speakers</p>
		<p>Iraqis: Considering the war in Iraq, EC is proposing to Council to regard their application as de novo and waive the outstanding dues.</p> <p>FIT ID card: Iraqis are asking for renewal, but the programme was abandoned in Berlin. Sabine proposes to offer the layout for the FIT membership of the association to be printed on the rear of the membership card of the association.</p>