

## Extraordinary EaP CSF Steering Committee Meeting

Online, Friday, 9 July 2021, 11:00-13:00 CEST

### Attendance:

*SC members present (9/13):* Adrian Lupusor, Sofia Strive, Tatiana Poshevalova, Goda Neverauskaite, Ruslan Havryliuk, Lousineh Hakobyan, Shahla Ismayil, Otilia Nutu, Irina Sukhy

*SC members absent (4/13):* Natia Kuprashvili, Yurii Vdoenko, Sintija Bernava, Maksym Koriavets

*Secretariat staff present:* Alexandra Sabou, Vera Pachta (Rihackova), Iustina Haroianu, François Villard

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### 1. EaP CSF Secretariat – changes in the team and appointment of an Interim Director

SC co-chair, Sofia Strive, opened the meeting, and thanked the SC members for their availability to meet online in extraordinary circumstances, given the recent announcement of a long-term medical leave of the Director of the EaP CSF Secretariat (Natalia Yerashevich). In this context, the appointment of an Interim Director of the Secretariat is key in the continuation of the work led by the Forum.

The co-chair together with Secretariat representatives:

- recalled the changes in the Secretariat team, including:
  - Onboarding period of new staff members taking on responsibilities pertaining to the Communications and Grants & Membership portfolios;
  - Collaboration with consultants taking over the work on the EaP Index during the maternity leave of the current responsible staff member as of July 2021;
  - Onboarding of Working Group (WG) Consultants who will offer technical/operational/ research support to the Working Groups, their coordinators and the Secretariat;
  - Recruitment of new trainees replacing the current Admin & Advocacy and Communications trainees;
- highlighted the legal aspects related to the appointment of a new Interim Director which would involve, among others:
  - Receiving specialised legal support;
  - Updating the files of the EaP CSF with Moniteur Belge (the Belgian registry of NGOs) in line with the latest changes in the management of the organisation,

namely the appointment of the Interim Director as the daily administrator and legal representative of the Forum;

**Vera Pachta (Rihackova)**– Advocacy Manager – was proposed for the role of **Interim Director**. Vera has extensive experience in the Forum where she served as Advocacy Manager for the past 6 years.

After acknowledging quorum necessary for decision-making processes in the Forum (9/13 SC members) and the presence of 9 SC members, the chairperson invited the Steering Committee to discuss their opinion regarding the name advanced for the role of Interim Director of the Secretariat and to vote on the appointment of Vera Pachta (Rihackova) as Interim Director.

**All the SC members present in the meeting (9/13) agreed with the appointment of Vera Pachta (Rihackova) as the Interim Director of the Secretariat for an unlimited period until the return of the Director Natalia Yerashevich from her medical leave:**

***Adrian Lupusor, Sofia Strive, Tatiana Poshevalova, Goda Neverauskaite, Ruslan Havryliuk, Lousineh Hakobyan, Shahla Ismayil, Otilia Nutu, Irina Sukhy***

Following the above-mentioned decision of the SC:

- The Secretariat will proceed with the necessary legal steps to register the mandate of the interim director Vera Pachta (Rihackova) with the Belgian authorities;
- An addendum will be added to the work contract of Vera Pachta (Rihackova) to reflect the changes in her responsibilities, portfolio and salary package;
- A new person (a consultant) will be hired to cover the advocacy portfolio until the end of the year;
- Upon the return of Natalia Yerashevich to the office, the SC will reconvene to take a decision regarding her role as the fully-fledged Director of the EaP CSF Secretariat;

**Given the current delay in the update of the composition of the SC with the Moniteur Belge, the present SC members (9/13) mandated the fellow SC members - Goda Neverauskaite and Ana-Otilia Nutu - to represent the SC in relation with the lawyer hired by the Secretariat to advise on the necessary legal steps with the Belgian authorities:**

***Adrian Lupusor, Sofia Strive, Tatiana Poshevalova, Goda Neverauskaite, Ruslan Havryliuk, Lousineh Hakobyan, Shahla Ismayil, Otilia Nutu, Irina Sukhy***

## **2. Workflow (July – December 2022): priorities, processes, and tasks**

Following the vote of the SC for the appointment of an interim director, the co-chair of the SC, Sofia Strive, gave the floor to Vera Pachta (Rihackova) to present the workflow of the Secretariat for the second half of 2021 (July – December 2021).

The Steering Committee acknowledged the workload of the Secretariat for the upcoming months and agreed to postpone the implementation of the following process for the beginning of 2022:

- Gender Mainstreaming Strategy
- EaP CSF Academy
- Membership CRM system
- Advocacy real-time monitoring tool
- Yearly project reporting (to be started in 2021 and concluded by March 2022)

### **3. Other matters**

The Steering Committee was updated about the results of the procedure for the selection of a service provider for the organisation of the 2021 Annual Assembly.

The Selection Committee (formed by the Secretariat and the AA task force members – Sofia Strive and Tatiana Poshevalova) evaluated the received offers (10) and conducted interviews with three pre-selected candidates.

Following a complex selection procedure, the contract was awarded to the company “OfCores”.

The SC was reminded to join the AA task force (currently made up of 2 SC members) – an invitation to which Lousineh Hakobyan responded positively. Other SC members are welcome to join this Task Force (and other Task Forces) by sending an email to the Secretariat ([alexandra.sabou@eap-csf.eu](mailto:alexandra.sabou@eap-csf.eu)).

The next SC meeting will take place in the first half of September 2021. Dates will be confirmed by the end of August.

**Adopted 14 July 2021**