



# EXECUTIVE COMMITTEE

Yobana Bermúdez

Chair

Copa Cogeca, Rue de Trèves 61, 1040 Brussels

Wednesday, 20 September 2023

# AGENDA (CET TIME ZONE)

- 15:30 Welcome from the Chair, Yobana Bermúdez
  - 15:35 Adoption of the agenda and of the last meeting's minutes (03.07.23)
  - 15:40 Action Points
  - 15:45 Membership of General Assembly
  - 16:00 Working Groups
  - 16:15 Secretariat
  - 16:30 Statutes
  - 16:35 Seat
  - 16:40 Reimbursement Rules
  - 15:50 AOB
  - 16:55 Summary of actions points
- 17:00 End of the meeting*

# ACTION POINTS (3 JULY 2023)

## Role and Impact of China on World Fisheries and Aquaculture:

- Topic to be addressed in a more comprehensive manner in Working Group 2, including potential further exchanges with Nigel Peacock
  - Agenda item scheduled for 20 September 2023 Working Group 2 meeting

## Secretariat:

- Secretary General to send e-mail to DG MARE's Advisory Councils Coordinator requesting information on the appropriate procedures as well as the acceptability of a "hybrid solution" (direct work contract for the Secretary General position and outsourcing of the support staff positions via a service contract) for the organisation of the Secretariat
- Invitation to tender for the outsourcing of the administrative and financial services to be published on the website, based on the previous open tender procedure
  - Email sent to ACs Coordinator on 6 July 2023 (reply pending)
  - Tender published on the website on 17 July 2023

# ACTION POINTS (3 JULY 2023)

## Secretariat:

- Secretary General to prepare a comparison between the tender procedure and the costs of hiring of support staff directly
- Recruitment offer for the Secretary General position to be published on the website
- Information provided in the background documents circulated ahead of the previous meeting
- Recruitment offer published on 17 July 2023

## Work Programme of Year 8 (2023-2024):

- Amended draft Work Programme to be formally submitted to DG MARE and put forward for approval by the General Assembly
- Draft budget to be further amended by the Management Team and the Secretariat to eliminate the foreseen deficit
- Amended draft budget to be officially submitted to DG MARE and put forward for approval by the General Assembly
- Work Programme and budget submitted to DG MARE on 20 July 2023
- Approval by the General Assembly scheduled for 20 September 2023

# MEMBERSHIP OF GENERAL ASSEMBLY

## ➤ Endorsement of new member

- Irish Fish Producers Organisation (IFPO) from Ireland

## ➤ Endorsement of new member

- Union du Mareyage Français (UMF) from France

# WORKING GROUPS

## ➤ Working Group 1

- Julien Lamothe

## ➤ Working Group 2

- Pierre Commère

## ➤ Working Group 3

- Benoît Thomassen

# SECRETARIAT

## ➤ Decision on the structure of the Secretariat

- Call for Tender – Administrative and Financial Support Services
  - One submission received (EBCD) - Positive evaluation from the Evaluation Committee

	Per Year				
Fees per task	Estimated Number of days/items in a year period	Price per day/item		Total (Column 1 x 2)	
Staff costs (for each person of the team)	<b>2 persons:</b> - Administrative Assistant (0,2 time or 1,5 hours per day) - Finance Officer (0,3 time or 2,5 hours per day)			36.010 € per year	
			Per month		Per year
			1.060,00 €		13.780,00 €
		1.710,00 €	22.230,00 €		
Office costs (if applicable)		100,00 € per month		1.200,00 € per year	
Sub-total without VAT		2.870,00 € per month		37.210,00 € per year	
<b>Note: These prices do not include VAT</b>					
Other costs (if applicable)	-	-		-	

# STATUTES

## ➤ Approval of modifications to the Statutes, in accordance with the Code of Companies and Associations of Belgium




- New Code of Companies and Associations (Belgium) – need to adapt by 1 January 2024
  - Removal of the precise address, but only mention of region
  - No longer required that number of members exceeds number of directors
  - Minimum notice period for convening general meetings is increased from 8 to 15 days
  - Liability of director is extended to correspond to the liability of company directors
  - Associations can be declared bankrupt
  - Clarifications of scope of day-to-day management
- Modifications and references to new code must be integrated in the Statutes to be proposed by the board of directors and approved by the General Assembly.
- Decision of the General Assembly to be filed in the clerk's office of the Commercial Court
- Publication in the Annexes of the Belgian Official Gazette



# SEAT

## ➤ Approval of the transfer of the seat of the association

- New seat: Virtual Office at Regus EU Commission (Schumanplein 6 Brussels 1040)
- Cost: € 1.989,24 per year (VAT included)

	 Business Address	 Virtual Office	 Virtual Office Plus
<b>Business Address Services</b>			
<b>Professional Business Address</b> A real, prestigious address for your business	✓	✓	✓
<b>Mail Handling</b> Collect your mail at the centre or have it forwarded daily, weekly or monthly	✓	✓	✓
<b>Live Receptionist Services</b>			
<b>Local telephone number</b> Local telephone number to enhance your local presence		✓	✓
<b>Live Receptionist</b> Someone to answer calls professionally in your company name		✓	✓
<b>Workspace Access</b>			
<b>Unlimited Business Lounge access</b> Work where and when you need to with access to over 3,300 business lounges		✓	✓
<b>Extended Workspace Access</b>			
<b>Office Use Plus</b> 5 days access to all locations			✓

# REIMBURSEMENT RULES

## ➤ Approval of update to the guidelines on reimbursement of travel expenses and subsistence allowances

- If place of departure is 50km or less: no reimbursement / allowances
- Travel expenses of members: Maximum of 350€
  - Rail, standard class air travel, mileage allowance of 0.22 per km
  - Taxis fares are not reimbursed
- Subsistence allowance: 113€ per day
  - Place of departure less than 100km away: 50% reduction
- Accommodation costs: 116€ per night
  - Possibility of extra night (meeting days + 1)
  - Exceptionally, two extra nights (meeting days + 2)

# AOB, ACTION POINTS, END OF MEETING

- **AOB**
- **Summary of action points**
- **End of meeting**