

# OBESSU Board Internal Regulations

*Document adopted at the Board Meeting held in Brussels on 31st July and 1st August 2021.*

## OBESSU Board Internal Regulations

Tasks & Portfolios

Portfolios of the Board

Membership, Candidate and Affiliate organisation contact division

Rotating chair

Other tasks

Decisions of the Board

Travel

Per-diems

Representation expenses

Communication

COVID-19 Contingency Plan

Procedure for overseeing the management of the OBESSU Secretariat

As stated in the statutes the OBESSU Board has to provide the member organisations with Internal Regulations for the work within the Board.

## **Tasks & Portfolios**

Following you will find an overview of the Board portfolios regarding topics but also concrete tasks within OBESSU.

Especially the portfolios regarding topics bring a very broad field of tasks with them. The person in the Board responsible for one topic has to have an overview of the most relevant current debates, partners active in that field and is also responsible to deal with it and to take action when needed (e.g. apply for partners' events that the topic concerns, gather information when new developments arise etc.). The division of topic-fields within the OBESSU Board means that the tasked Board Member is responsible for dealing mainly with the matter and assessing when a decision requires a bigger discussion with the rest of the Board. Shared portfolios will be allocated depending on the workload. In the case of shared portfolios, there will be a content/project and activity-based division; the person in charge of the project and/or activity will be the main contact point for the Secretariat. If tasks arise, which are not split in the thematic or the procedural portfolios, an ad-hoc responsible person is assigned depending on the rest of the workload and on a direct decision of the whole Board. A procedural portfolio is something related to the internal work of the organisation.

## Portfolios of the Board

Alex	Caridad	Nadine	Petr	Rares	Staff Buddy
<i>VET (available)</i>	<i>Membership outreach (Social media and comms)</i>	VET & EAN  Membership outreach (Social media and comms)	Conference on the Future of Europe	<i>Conference on the future of Europe</i>	Maria Juanma / Pina Ele / Carmen
Global Outreach			Global Outreach  Education Funding	Digital education	Samira Carmen  Ettore
National Recovery and Resilience Plans	Non formal education			National Recovery and Resilience Plans	Ettore  Dragana
Gender Justice	Climate Justice		<i>Climate justice</i>		Samira  Maria
Democracy and Participation	LGBTQIA+		Democracy and Participation		Rute Gilda  Gilda
	Sex education				Rute
	Disabilities				Rute
<i>Migrant education</i>		Migrant education			Ettore
		<i>Curricula for the XXI century</i>		Curricula for the XXI century	Juanma
		Early School Leaving		<i>Early School Leaving</i>	Samira
	<i>Mental Health</i>	Mental Health			Gilda
<i>Staff Membership engagement</i>		Staff & Finances		Membership development	Pina Ele and Carmen
		Monitoring Committee		PoT	Maria Pina
<i>Diversity and Inclusion</i>	<i>New projects</i>		New Projects		Dragana
Code of Conduct	Diversity and Inclusion				
Advocacy Strategy	<i>Code of Conduct</i>			Development Strategy	Eleonora Pina Samira

Decolonising education					
SIRIUS	European Youth Forum			<i>European Youth Forum</i>	<i>Ettore Dragana</i>
	Generation Climate Europe				Samira Gilda
GSF + 100M	IGLYO		GSF + 100M	Lifelong Learning Platform	Carmen
ESU		AEGEE	<i>ESU</i>		Juanma and Pina
	Inclusive Mobility Alliance	OECD			Carmen
	UNESCO		Council of Europe and CDPPE	European Parliament	Rute

### Membership, Candidate and Affiliate organisation contact division

Alex	Caridad	Nadine	Petr	Rares
AKS	BSK	DOS	ASuBiH	CNE
DGS	CANAE	EEO	CSU	ESCU
RSM	CEF	ISSU	SAKKI	FSS
UDS	KYC	NSOA	OSKU	MAKOSZ
SVB	UNL	UEM	SUS	SIF
USO	SLL	UNSS	LMS	TOS
		LH		UNEL
Not members (but in contact)				
MNL	malta	ssuni	North Macedonia	
Riga		Scottish org.	Montenegro	

### Rotating chair

Is in charge of coordinating the work of the board for the time being. They make sure to support their colleagues in planning and carrying out the work, and act as a contact point for the secretariat in general matters and in case of conflict/work that hasn't been done. The rotating chair is in CC for every e-mail sent during their chair mandate. For the chair period, a Hangouts chat with the secretariat is set up for quick communication. The rotating minute taker supports the chair in their work and can take minutes, final notes etc for the mandate.

<b>Period</b>	<b>Chair</b>	<b>Minute taker</b>
July 2021 - September 2021	Alex	Nadine
October 2021 - November 2021	Caridad	Alex
December 2021 - January 2022	Rares	Cari
February 2022 - March 2022	Petr	Rares
April 2022 - May 2022	Nadine	Petr
June 2022 - July 2022	Caridad	Nadine
July 2022 onwards	<b>To be discussed</b>	<b>To be discussed</b>

### **Other tasks**

- Events
- Campaigns & initiatives
- Advocacy and External Representation

### **Decisions of the Board**

Generally the Board strives to follow the principle of consensus when it comes to decision-making. If a consensus cannot be reached, the Board follows the decision making process as stated in the statutes:

- *Decisions are made with a simple majority.*
- *Board's decisions are only valid if a majority of Board members vote in favour of the proposal, provided that more than half of the Board members are present.*
- *Every Board member has one vote.*
- *A closed vote will be held if at least one Board member asks for it.*

*Art. 7 comma 3 of the OBESSU Statutes*

### **Travel**

- The board agreed on using the method of each one booking their travel themselves, unless differently agreed on an ad-hoc basis. To decrease the amount of investment of their own savings, OBESSU gives the possibility of having a 500 EUR loan. This amount will be transferred after signing a contract and must be returned at the end of the personal mandate.
- When booking the travel, the board should choose the cheapest option within reason (taking into account hours travelled, time of flight and the need to be fresh and with energy for events). The environmental policy of OBESSU approved at the GA in June 2019 applies.

- If 1st class happens to be cheaper than 2nd class, proof is needed for justification. (e.g. a screenshot comparison of the two prices while buying the ticket). This document needs to be submitted with the reimbursement form.
- From midnight to 6am and when there is no public transport available, it is allowed to use a taxi. To receive the reimbursement of taxi expenses an official receipt is needed and should be included in the reimbursement request together with an explanation of the expense.
- The costs incurred in transportation with own means (e.g. car) can be claimed for reimbursement only in case this is cheaper than public transport (proof to be shown) or more convenient (e.g. time-energy balance). In this case a reimbursement on the basis of the direct claim of flat rate per km should apply. The rate is fixed to 0.20 EUR per km. Flat rate includes costs of tolls and parking.
- In case of missed flights, the Board and Secretary General will make a quick case-by-case evaluation on what to do, taking into account the importance of the event, travel costs, possibility of someone to replace the Board member, and any other relevant information.

## **Per-diems**

- To guarantee that the board members are provided with food whilst travelling, a system of per-diems is in place. A full per-diem is 50 EUR.

For the travelling days it is as follows:

< 5 hours of travel: no per-diem

5-8 hours of travel: ½ per-diem

> 8 hours of travel: full per-diem

For every working day away from home when food is not provided, board members are entitled to a full per-diem. Per-diems should be requested only for events where food is not provided.

## **Representation expenses**

In case of representation with external partners, should OBESSU cover expenses connected to the representation.

## **Communication**

- In urgent communication, the Board and Secretariat label their mails either [YELLOW] or [RED], meaning that an answer will be needed within respectively 3 days or 24 hours.
- The e-mail is sent specifically to the person(s) responsible for the portfolio with the chair for the moment in CC.
- General e-mails are sent to the whole board, addressed specifically to the chair for the moment.
- The Board agrees to meet bi-weekly over Zoom. Date and time are coordinated by the Chair of the period.
- The main communication tools are email and Telegram, and Hangouts for communication with the Secretariat.

- WhatsApp is used for instant messaging about all concerns, unless more reasonable/proposed to continue the conversation over e-mail. The board has agreed upon reasonable expectations (24 h) for responsiveness on Whatsapp, and keep each other informed on exceptions from this.
- Zoom calls will be used in addition to written communication.
- To acknowledge the fact that communication can create extra costs for board members, they are entitled to a maximum of 192 EUR a year for communication costs (16 EUR/month). They will be claimed on a quarterly basis upon the signature of agreement.
- The reimbursement of such costs follows the rules of transparency and of self-assessment of real costs. Receipts should be attached for corresponding costs.
- Communication costs can be requested maximum three times per year, quarterly, and within the financial year they apply.

### **Procedure for overseeing the management of the OBESSU Secretariat**

- The Board is involved in every hiring: they agree on the call for the job opening, receive updates from the Secretariat on applications, and take part in the shortlisting of candidates and timing for interviews. Decisions on hiring are made in cooperation between the Board and the Secretary General.
- The Board is involved in any internship application process. The Board takes part in drafting the tasks of the intern and receives regular updates from the Secretary General on their work.
- A Board member can participate in the candidates' interviews if they wish to. The whole board receives an update on the single interviews and comments from the Secretary General/other staff members conducting the interviews.
- The Board continuously evaluates the work of the staff members, through updates, reviews and meetings with staff members.
- Problems arising in the work of the Secretariat are discussed within the Board. The Secretary General and staff members should report any problem to the Board.
- In case of breach of the law or unacceptable behaviour not in line with OBESSU's values, the staff member in question will be immediately suspended following a decision from the Board.
- Dismissal will be the last solution. The Board and/or Secretary General will first engage in constructive dialogue with the employee in question and propose various steps to fulfil within a certain timeframe.
- More information can be found in the HR strategy.