

**AIACE-UK**  
***Minutes of the meeting of the National Committee,***  
***held at Europe House and by Zoom video-conference, 26 September 2023***

***Present***

Tom Kennedy (Chairman, TK), Pernille Andersen (PA), John Claxton (JCI), Martin Clegg (MC), Jane Cornelius (JCo), Michael Hocken (MH), Bob Hull (BH), Alan Huyton (AH), Gail Kent (GK), Louise Overbury (LO), Belinda Pyke (BP), John Wiggins (JW).  
Apologies had been received from Emanuela Savoia (ES).

**1. Agenda**

The agenda was agreed with the addition of social care as an item for discussion.

**2. Minutes of the last meeting and Matters Arising**

The minutes of the meeting held on 21 June 2023 were agreed. There were no matters arising not dealt with elsewhere on the agenda.

**3. Autumn General Meeting**

***3.1 Speaker and Venue***

BH reported that Martin Westlake had agreed to address the meeting on the theme of “The Patriot’s Dilemma; the Conundrum of Brexit”. It was agreed to cover Martin Westlake’s travel costs. JCo confirmed that the Europe House conference room was reserved.

***3.2 Organisation***

AH would send out a short ‘save the date’ message and follow-up with invitations by email and post for the 24th October. JCo and ES would manage the confirmations and order the catering. It was agreed to subsidise the lunch costs: JCo would advise on options. AH would order the Zoom extension to enable use of the EEAS Webex system.

***3.3 Revision of the Constitution***

TK presented his draft changes which focused on clarifying the status of members present at the AGM and GMs via video-conferencing and confirming the possibility of electronic voting. The draft also proposed various minor changes to bring the text up-to-date. See Annex One. TK would consult Julian Currall on the question of the quorum and attendees by Zoom.

The meeting approved the draft (with the minor change of replacing references to ‘branch’ with ‘section’).

## **4. Social Care**

The meeting thanked GK for her excellent paper outlining her research into the matter and a proposed way forward. See Annex Two.

In the discussion, a number of points came to the fore:

- AIACE could replace neither the PMO nor care providers,
- PMO were extremely helpful and cooperative on this question,
- PMO accepted queries and claims from POA holders and family members,
- Three month advance payments from PMO were possible,
- Regular information notes written in clear English would be a helpful reference for members.

## **5. State of the Regional Groups**

BP outlined the responses she had received on the activities of regional groups, noting that some were struggling to stay active. Others, notably Oxford and the South, were active. South operated via Zoom and sent out written summaries to members. Where meetings were on Zoom, either hybrid or in-full, and featured an interesting speaker it could be helpful to open them up to other members.

Concerning the North Group, the convenor had signalled his wish to step down and he was known to be suffering ill-health.

Concerning the Kent Group, one of the joint convenors had stepped down and the other intended to hand over the function in the next months.

It was confirmed that convenors should be invited to the next meeting (on Zoom) at the beginning of the agenda to discuss their thoughts, suggestions and concerns.

## **6. UK Branch Matters**

### ***6.1 Membership***

JCo reported that membership now stood at 798 with one new member due to join shortly. She and ES had submitted corrected address lists for the circulation of Vox. JCo further confirmed that the electronic welcome packs were well received. JCo further confirmed that she would routinely inform LO of survivors.

### ***6.2 Treasurer's Report***

JW reported that the finances were sound with a small surplus expected for the year.

### **6.3 Connect / Vox**

The meeting noted the appreciation received from the president concerning the last issue of Connect. BP outlined the plans for the Autumn edition which would be published in early October. BP noted the continuing absence of editorial meetings for Vox and suggested that TK/BP raise this at the next Board meeting. It was noted that AH would write the next UK section report.

### **6.4 JSIS Matters**

JCI/LO reported that progress was being made with Circle on a screening programme but this needed further discussion.

AH outlined the recent difficulties for 'survivors' who were being asked to provide a civil status certificate (or proof of marriage, though this is not made explicit by PMO) and details of their bank account (this was particularly problematic for holders of joint accounts as they would have to obtain a form signed and stamped by the bank confirming the new account holder details). MH had previously remarked that this was particularly invidious as it delayed the payment of the funeral grant at a time of trauma for the surviving spouse. It was agreed that AH write a piece for Connect to outline some preventive steps to take. TK/BH would pursue the matter at the AIACE International meeting.

### **6.5 Pensions matters**

MC reported that the likely end-of-year adaptation, following the small increase in June, was still highly uncertain. More would be known in a month's time.

### **6.6 Publicity leaflet for the section**

AIACE International had reminded sections of the opportunity to distribute a leaflet to new pensioners. Given the low numbers of UK officials still in the Institutions and wishing to retire to the UK, the need for such a leaflet was unclear. It was agreed to postpone the discussion until the next meeting when TK/BH could report on the discussion at the October Board meeting.

### **6.7 Insurance for volunteers**

AIACE International had also reminded sections about the desirability of insurance for volunteers who visited members' homes. The need for such insurance was not obvious and the discussion was shelved for the time being.

## **6.8 Privacy Statement**

Following helpful input from member Christopher Docksey, former Head of Unit responsible for DP at the Commission, our previously agreed statement was amended to show that our legal base for collecting and processing personal data was 'legitimate interest' rather than 'consent'. The latter would be overly complex and disproportionately burdensome to manage as well as unnecessary as anybody joining a membership organisation would expect their basic contact information to be stored and used (correctly).

## **6.9 IT Helpdesk vacancy**

Following the resignation of Brian Porro, we were still without a central source of expertise for matters relating to EU Login and JSIS online. The committee noted the simplified instructions helpfully drawn up by AIACE International which were available on the latter's website. It was agreed to appeal to members for interest in the next issue of Connect.

**6.10 Committee meetings** - the next meeting would be held on Zoom on 29th November at 17h. Regional convenors would be invited.

**6.11 Regional meetings planned** - Oxford (29/9), Wessex (4/10), East Anglia (18/10).

## **7. Any Other Business**

### **7.1 AIACE International Board meeting 17/18 October**

TK/BH would attend.

### **7.2 Membership lists**

Following a request from a member, JCo proposed that we consider publishing a list with reduced information (eg email/town). It was agreed to investigate the feasibility and cost.

AH, 26/9/2023

## Annex One - Proposed Changes to the Constitution

24.09.23			
<b>Draft Revision to AIACE-UK Constitution (V3) (Autumn GM November 2023)</b>			
<b>Article</b>	<b>Existing Text</b>	<b>Proposed amendment</b>	<b>Explanation</b>
1.	<b>DEFINITIONS</b>		
(b)	"The Branch" means the United Kingdom Branch of AIACE established in London at the premises for the time being of the European Commission's Representation.	<i>Delete: "European Commission's Representation"; Insert: "Delegation of the European Union to the United Kingdom"</i>	After UK withdrawal from the EU the Commission's Representation was closed and replaced by the Delegation of the EU run by the EU External Action Service.
	The name of the Branch shall be "The United Kingdom Branch of the International Association of Former Staff of the European Union".	<i>Add: "This may be abbreviated as "AIACE-UK"</i>	For clarity since the acronym does not correspond to the initial letters of the full name.
6.	<b>MEMBERSHIP</b>		
(d)	It is possible to be a member of more than one <del>branch</del>	<i>Replace "branch" with: "national branch of AIACE"</i>	For clarity.
7.	<b>APPLICATION FOR MEMBERSHIP</b>		
	Application for membership shall be dealt * in accordance with this Constitution, <i>(omissis...)</i>	<i>Insert "with" in place of *</i>	Correction of a typographical error.
10.	<b>MEETINGS</b>		
(b)	The quorum shall be 5% of the membership.	<i>Add at the beginning: Members may attend meetings either in person or remotely using an Internet meeting</i>	This brings our arrangements in line with the reality that, since the COVID pandemic meetings held remotely or
		<i>platform. Members attending by remote means shall be regarded as "present at the meeting" for the purposes of establishing a quorum and for voting.</i>	as hybrid meetings have become the norm. The proposal improves inclusivity and makes a quorum easier to reach.
12.	<b>VOTING AT MEETINGS</b>		
(a)	Voting on any resolution at a meeting shall be by a show of hands.	<i>Add: The Committee may decide, in a particular case, that a vote should be taken by secret ballot. The voting procedure for members attending remotely shall ensure that all members are able to express their choices under equivalent conditions.</i>	To ensure equality of all members on the occasion of votes and legal certainty, procedures for casting votes both in person and remotely and for counting the resulting votes must be equivalent in both cases.
(b)	New	<i>The procedure to be used for any vote shall be set out in the notification of the meeting concerned and announced by the Chair at the meeting ahead of the vote being taken.</i>	For clarity and legal certainty.
23.	<b>ENTRY INTO FORCE</b>		
	New	<i>"This version of the Constitution shall enter into force on the first day of the month following the month of its adoption by a General Meeting"</i>	For clarity and legal certainty.

## **Annex Two - SOCIAL CARE – update from Gail Kent, Sept 2023**

Since the last meeting, as agreed I have met up with Dame Philippa Russell in London and with Sarah Ironside-Head of Medical Authorisations in PMO3 (Brussels).

### ***Feedback from Dame Philippa.***

Philippa agreed that a questionnaire is unlikely to be very useful, as our retired officials do not want to focus on future health issues, nor can they know what incapacities they are likely to have. It seems -from talking to other board members- that there are rarely problems in finding UK care homes given that costs are at least partly funded by the JSIS rather than by local authorities or self-funding. Care at home, however, is less generously refunded by the JSIS than their contribution to care homes.

In Philippa's view we in AIACE UK would benefit from a dedicated support cell (me!) who apart from explaining JSIS procedures if needed could signpost reliable UK sources of information and advice. Ideally there would be a link person to each of the devolved nations, as rules differ. She offered to send me a small collection of reliable information which could then be sent on to enquirers to use as they chose. Philippa believes that there is a lot offered locally, about which our pensioners may be unaware, but which make life easier. I understand she is thinking of carer support groups, day care centres and so on. Whilst we cannot influence, except as individual voters, future decisions on care which are likely to be taken by the next government, we can keep abreast of changes coming and be vigilant about moves to do more online and any expectation of higher levels of care expected to happen at home.

### ***Feedback from Sarah Ironside***

Of course, we in the UK are mainly dealt with by the wonderful team at ISPRA, but I did ask Sarah if she had any figures about the number of people getting refunded from the Care section of the JSIS, so I could try to assess the likely workload for any AIACE UK volunteers. However, she said they were unable to break down in this way.

Sarah did say that they would be encouraging new retirees to think ahead and already fill in a form allowing a relative or spouse to act with the JSIS on their behalf if needed. I have a copy of the form, but I wonder whether it is compatible with UK LPA laws.

Sarah has put me in touch with 2 people in her team, one dealing with the rules on Carers and one dealing with Care Homes

## **CONCLUSION**

- I would be happy to build up expertise on care- though I can see Michael H is far more expert than I am- and to help those struggling with JSIS procedures.

- I do not want to be contacted by phone, but I am happy to phone people back if they request this.
- Also, to be clear, I think if someone is perfectly lucid but dislikes e mail, they should still contact JSIS directly to receive paper documents and not expect one of us to print forms for them! We do not replace PMO.
- In parallel we should continue to ensure in the various committees that the JSIS maintains at least its current policy on refunding care.
- Do other International AIACE sections have a dedicated Care ambassador? Perhaps Tom and Bob could find out at the October meeting.

Final

## **AIACE-UK Privacy Policy**

### **Our contact details**

Name: AIACE-UK

Address: AIACE-UK, % Europe House, 32 Smith Square, London SW1P 3EU.

E-mail: [webmaster@aiace.uk](mailto:webmaster@aiace.uk)

### **The type of personal information we collect**

We currently collect, process and store the following information:

- Current name, address and contact details
- Record of payments of membership fees
- Any notes related to membership provided by the member
- Preferences as regards communication and regional groups
- Email communication between you and our Ambassadors.

If you register with the Website, then we store your name, username, email address, date of registration, login information and, where provided, pension number.

### **How we get the personal information and why we have it**

The personal information we process is provided to us directly by you so that we can process and manage your membership of AIACE UK and ensure communication about our activities. We receive the information from:

- The membership application form
- Corrections or amendments to data that you submit to us
- Registration to the website.

We may share information about members, as follows:

- With the OIB for mailings of Vox or other publications,
- With the PMO when you ask us to pursue a specific issue,
- With our regional Coordinators where you ask to be a member of a regional group.

Our Website contractor has access to basic information (username, email, login information etc.) for the purposes of resolving problems of access to the site.

We may also share aggregated information with AIACE International, but not personal information.

## **We use the information that you have given us in order to**

- Contact you about our activities
- Ensure that you receive AIACE publications by email or post
- Contact the administrations if and when you have asked us to help you with an issue.
- Manage the organisation and its finances
- Manage the Website and in particular the section for members only.

Under the UK General Data Protection Regulation (UK GDPR), the lawful ~~basis bases~~ we rely on for processing this information is that are:

~~(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Secretary or the Membership team. You can contact the Webmaster to have your details deleted from the website registration system.~~

~~(b) We have a legitimate interest to manage your membership of the organisation.~~

## **How we store your personal information**

Your membership information is securely stored on a database that is password protected and to which there is very limited access.

Your website registration data is securely stored on our website that is managed by a third party contractor and our own webmaster.

Regional coordinators have your contact details and store these offline or via their own email or other private systems.

Email addresses only, without links to names or other contact details, are stored on a third-party emailing system to facilitate dissemination of AIACE publications and news.

Contact details are stored by the OIB for dissemination of Vox and other publications.

We keep your contact details for as long as you are a paid-up member of AIACE-UK. Following resignation, we retain the data for the calendar year relating to your

membership. We will then dispose of your information by deleting the records from our systems.

## **Your data protection rights**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information where this is not required for essential administration of your membership.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information, by exclusion from membership lists, by exclusion from sharing with regional coordinators.

Your right to object to processing - You have the right to object to the processing of your personal information, including the right to resign from the organisation where your objection cannot reasonably be upheld.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to the EU administration or to another branch of AIACE .

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [webmaster@aiace.uk](mailto:webmaster@aiace.uk) or [office@aiace.uk](mailto:office@aiace.uk) or to the Europe House address (see above) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting the Chairman of AIACE-UK or the [webmaster@aiace.uk](mailto:webmaster@aiace.uk) or [office@aiace.uk](mailto:office@aiace.uk) or to the Europe House address (see above) .

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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