



7331-1-2 (EFC)

17 November 2018

Distribution List

**RECORD OF DECISIONS-EUROPEAN FUND COMMITTEE
MONS HOTEL DE VILLE- 22 GRAND PLACE 18 OCTOBER 2018**

In Attendance:

Chairperson:	Commander Formation Europe	BGen D.O. Quinn
Members:	CO Netherlands NE Rep CO Italy CO Germany CO CFSU (E) CO SHAPE SCO CDLS (L) Rep NUF Rep FCWO	LCol M. van Marum Col J.P. Levasseur Col D. Constable LCol M. Penney LCol J. Galuga LCol J. Price LCol P. MacKenzie CP01 G. McTigue
Ex-Officio:	Chair EFWG COS FE CO UK Rep Sr Manager PSP NPF Acct Mgr EFC Secretary	Maj J. Murdock Cdr D. Wakeland LCol S. Morrisson Mrs. J. Thibault Mrs. M. Joly Mrs. J. Niese
Absent:	SCO Brussels D NATEX CO NATO IMS	Col G. Ivey Mr. C. Towning Col R. Elvish
Observers:	Norfolk Turkey CFSU (E) Norfolk JFC Naples Ramstein Turkey	LCol Marshall LCol J. Johnston CWO C. Poulin MWO L. Boire MWO P. Sonier MWO D. Jalbert WO G. Slate

Item	Discussion	Action
I	OPENING REMARKS	
	1. The Chair called the meeting to order at 1330 hrs. All present introduced themselves. The Chair welcomed everyone and presented the European Fund's 2018-19 priorities, budget and statistics to the Committee.	Info
II	ADOPTION OF PREVIOUS EFC ROD	
	2. The Chair asked the Committee members to review the previous record of	Info

	<p>decisions, from the meeting held on 20 Feb 2018.</p> <p>CO SHAPE motioned to adopt the record of decisions, motioned seconded by CO CFSU(E). All in favour. Carried</p>	
III	REVIEW OF EF FINANCIAL STATEMENTS AS OF 30 AUGUST 18	
	<p>3. The NPF Acct Mgr presented the financial position of the EF based on 30 Aug 2018 financial statements. The EF is currently performing slightly above budget with an actual YTD revenues of €65,439 versus a budgeted loss of – €17,724. She also told the members that the EFC has an unencumbered cash of €20,000. Sr Mgr PSP also said that the end of Sep financial statements came out yesterday and although the EFC is doing fine, it is in a negative position as it pertains to its cash flow. The EF Grant was given to all UF in September and it has placed the EF fund into a negative cash flow position. Sr Mgr PSP and Acct Mgr will look at several options for next year to ensure that the EF does not find itself in a negative cash flow situation. All members were asked to provide ideas to Sr Mgr PSP on how this can be accomplished. For example: EF could give the EF grant in 3 or 4 installments starting in June instead of two installments starting in April. The same could be done for the CANEX-SISIP grant. Options will be developed and presented to EFWG and EFC members at their respective next meetings for discussion, recommendations and decisions.</p> <p>CO Germany explained that, in the past, EF cash flow was not a problem as it had a lot more unencumbered cash and we did not see the movement of the cash as much as we can see it this year.</p>	<p>Info</p> <p>Members Sr Mgr PSP Mgr Acct</p>
IV	OLD BUSINESS	
	<p>4. <u>Travel insurance Chalet Program</u> Sr Mgr PSP researched insurances for the Chalet program and did not find any. Insurances can be purchased by members when renting a car or buying flights tickets but there is nothing we can provide for renting a chalet. CANEX-SISIP in Canada cannot provide any travel insurance outside Canada. At the last EFC meeting, EFWG was given authority to reimburse members, who could not use the chalet for exceptional reasons outside of the member's control, up to the maximum of the chalet cost. No action required.</p> <p>5. <u>Changes to the constitution</u> Changes were made and approved by outgoing Comd Formation Europe in July 2018 and new constitution was issued to all members of EFWG and EFC in both French and English.</p>	<p>Info</p> <p>Info</p>
V	NEW BUSINESS	
	<p>6. <u>Changes to the Representational Expenses</u> Two weeks ago, all recipients of the Representational expenses were advised by Sr Mgr PSP that a set amount of their Representational expenses had been clawed back.</p> <p>Comd FE explained that she needed to use the Representational Funds to pay for</p>	

public hospitality. To do this, she requested authority from the Managing director of NPP. A request for alienation in the amount of \$7800 was forwarded to CFMWS. CFO CFMWS replied and suggested to increase the ceiling of those COs requiring this instead of a claw back to all COs. Comd FE asked the opinion of the members WRT the Representational Funds. An engaged discussion followed:

- Rep Expenses enhances public hospitality;
- Rep Expenses could be used to pay a good portion of alcohol for public functions leaving more funding for Public hospitality;
- Formation Europe will continue to have a short fall in public hospitality due to the breath of our responsibilities and the relatively low baseline, thus we need to be smarter in how we plan. Hospitality fund must be used for strategic effects;
- It is possible that the amount received these past years will not available in the future;
- Each CO needs to know that they have a baseline in order to plan;
- Could COs have a baseline and Comd FE have extra funding for those needing more;
- Funding not used for Rep Expenses goes back to the EF;
- Rep Fund should be based on needs;
- We need to make better use of Rep Expenses, it should be based on needs and not on the number of people we serve;
- Those COs who have the ability to influence Canada's position in Europe the most should have access to public hospitality;
- COs need to have flexibility to do unplanned activities as well;
- In general, across all funding sources, COs have little funds to do things they need to do.

Sr Mgr PSP explained that CFMWS decides how much each COs will receive. It is to be noted that CFMWS does not give Formation Europe funding, it only authorizes Formation Europe to spend its NPP on Representational Expenses. We receive an annual message from CFMWS, this year the message said (in italic):

- *EUROPE, REGIONAL AND LOCAL CO, SCO, SCR, SNR, MIL REP, NLR, ACO AND CMDT NDC - 1260 CANADIAN DOLLARS:*
- *CA NMR - 3000 CANADIAN DOLLARS*

At the Feb 2018 EFC meeting, we voted on the amount that each recipient would receive, this year it was €660 and €800 for COs with CWO and €1584 for NMR. The amount EFC decides to give cannot be higher than the amount permitted by CFMWS. Acct Mgr and Sr Mgr PSP will address the Rep expenses with Chief Financial Officer CFMWS to see if there could be flexibility in how the fund is distributed within Formation Europe.

After much discussion, it was decided that all EFC members will send their ideas, suggestions to Sr Mgr PSP WRT the future of the Representational Expenses funding NLT end of Nov 2018.

For example:

- Baseline of 60% to all current recipients

Members
Sr Mgr
PSP

- Surplus fund of 40% managed by Comd FE

7. Discussion and comments from EFWG on the growth of Formation Europe establishment as it relates to the European Fund

- Can the Comd CFE designate a non-NATO CAF member to be either the UF Chairperson or the local CP for NPP?
 - EFWG said that this happens in Canada and that this should not be a problem. Sr Mgr PSP and Mgr Acct offer lots of checks and balance to Comd FE WRT the local UFs.
- If the CDLS(L) becomes more independent in terms of C2, do we look to establish a separate Fund for them to continue to host them under FE?
 - EFWG said that there is no intent from CDLS(L) to move away from the present arrangement.
- CAF is growing in Europe but European Fund is not;
 - Sr Mgr PSP will look at the feasibility of having a unit canteen in Riga;
 - Members need to minimize the appetite for NPP funds and live with what they have.

8. Change to local UF constitutions to suit local needs

In general, UF membership is defined as per the EF constitution membership. UFs request that they be permitted to amend their local constitution's membership to allow, as appropriate to local needs, other members than those approved by EF (ie CTA, LEE, GAC, other government depts.). CO CFSU(E) explained that he has a fair number of CTA at his unit and that they are not eligible to participate in any events because they are not members of his UF. This is contrary to the notion of one strong team. CO CFSU(E) had asked his EFWG Rep to bring a different motion than the one discussed in this meeting. What he wanted was a European Fund grant to his UF for his CTA (not their families) to allow them to participate at four (4) annual UF events (Welcome and Departure BBQ, Christmas dinner, etc). Due to the high number of CTA, CFSU(E) UF cannot afford this.

EFWG

Chair indicated that because this was not the motion brought forward to the EFC, this issue is to be discussed again by the EFWG and reported at the next meeting in Feb.

9. New Chalet in Garmisch-Partenkirchen

The Chalet coordinator, Manon Desjardins-Boudrias, has changed the chalet in this region and the new chalet is now in Garmisch-Partenkirchen. It came highly recommended. It is accessible by train, the new owner is very responsive and this chalet has great reviews. It is sold out this winter.

Info

10. Academic Program

The Academic program has its best participation ever with 21 participants. The EFC had approved €500 per student for a total of €5000 at the last EFC budget. This will not be enough to pay all students and the budget needs to be increased by €5500.

	<p>Motion by CO SHAPE, seconded by CO Netherlands NE Rep to increase the budget by €5500. All in favour. Carried</p> <p>EFWG recommended that the budget for next year be capped to €7000 and divided equally amongst eligible students to a maximum of €500 per student.</p> <p>Motion by CO Germany, seconded by NUF Rep to capped next year budget to €7000 divided equally amongst students to a maximum of €500 and if there is only one or two additional students, EFWG will ask, secretarially, the EFC members to vote extra funding. All in favour. Carried</p> <p>EFWG recommended to modify the rules of the Academic program to allow students, who take one year off, after high school to be eligible for the Academic program.</p> <p>Motion by SCO CDLS (L), seconded by CO CFSU (E) to allow students who take one or more year off after high school graduation to be eligible for the Academic Program if their parents are still EF members at the time of payment of the grant. All in favour. Carried</p> <p>11. <u>Support to families when CAF member deploys, goes on TD in excess of 30 days</u> EFWG recommends that the rules of this program be changed to include spouses of EF member deploying on NATO/UN/Military deployments.</p> <p>Motion by CO SHAPE, seconded by FCWO that the rules of this program be changed to include spouses of EF members deploying on NATO/UN/Military deployments. All in favour. Carried</p> <p>12. <u>Introduction of new Canadian Canteen Ramstein Manager</u> Mr. Marc-André Gaudet has been hired to manage the CCR. He comes with a wealth of experience. He was the D PSP Manager in Suffield and is a former Steward. He worked at NATEX as the manager of the Warehouse in the past.</p>	<p>Sr Mgr PSP</p> <p>Sr Mgr PSP</p> <p>Sr Mgr PSP</p> <p>Sr Mgr PSP</p> <p>Sr Mgr PSP</p> <p>Info</p>
VI	OPEN DISCUSSION	
	<p>13. <u>Contingency funds to assist COs when CAF members are in need</u> CO CFSU(E) has raised this issue: What are the resources available from the EF for emergencies? ie family violence, neighbour disturbance, etc. The following was discussed:</p> <ul style="list-style-type: none"> • Sr Mgr PSP: CFMWS has Support the Troops funding but it is based on financial needs and most of us in Europe are not in need of financial aid; • If the public has a responsibility, should NPP not have also a responsibility? • Don't COs in Europe have access to a pre-loaded credit card to be used in emergency? <p>Chair suggested that Sr Mgr PSP and NPF Accounting Mgr do some research to find out what could be available on the NPP network to assist in case of emergencies.</p>	<p>Sr Mgr PSP Acct Mgr</p>

	<p><u>14. Unit Funds Unencumbered cash</u></p> <p>CO CFSU(E) discussed the large amount of cash that some UFs are keeping and the fact that this funding should have been spent when the families were on location. Families are long gone and some UFs have a lot of cash that perhaps could be used by EF. EF continues to give the same amount of funding to those UFs.</p> <ul style="list-style-type: none"> • CO SHAPE disagreed that unused funding should go back to EF. Every UF has different realities, projects, operational tempo, circumstances. If the funding is not spent this year, UFs should be allowed to spend it in the future. • FCWO disagreed as well as there could be number of reasons why funds are not spent. UFs should be encouraged to spend all their funding in the year they receive the EF funding; therefore meeting the needs of the community. • COS FE: funding is available to benefit the members. If funds are not spent, it means it does not benefit the members. We need to encourage UFs to start finding ways to provide their members benefits to experience Europe in the best possible ways. • CO Netherlands NE Rep: is there a financial assessment after a year? Sr Mgr PSP and NPF Acct Mgr review financial statements on a monthly basis and tell UFs if they have problems. Since all of them are in a healthy financial situation, there is no problems to report. • Sr Mgr PSP will prepare three years of financial results and share this with all members. <p>Chair tasked the EFWG to look at the three year data and to report at the next meeting</p>	<p>Sr Mgr PSP Acct Mgr EFWG</p>
<p>VII</p>	<p>AJOURNMENT</p>	
	<p>22. A motion to adjourn the meeting was made by CO CFSU (E) at 1600hrs, seconded by CO Germany. All in favour. Carried</p> <p>The next meeting will be held in February, exact date TBD.</p>	<p>Info</p>

Annex A: EFC Presentation

PREPARED BY


 J. Thibault, Sr Mgr PSP (E)

15 Nov 18
 Date

RECOMMENDED BY


Maj J.R. Murdock, EFWG Chair

16 Nov 18
Date

APPROVED/NOT APPROVED


D.O. Quinn, BGen
EFC Chair

19 Nov 18
Date

Distribution List

Action

EFC Members
EFWG Members

Information

CO Brunssum
CO Bucharest
CO Lille
CO Molesworth
CO Naples
CO Norfolk
CO Northwood
CO Norway
CO Oberammergau
CO Poggio-Renatico
CO Ramstein
CO Rome
CO Torrejon
CO Turkey
SCO OSH(E)
SNR BDC
SNR Bydgoszcz
SNR Elblag
SNR Riga
SNR Sigonella
SNR Szczecin
SNR Tallinn
SNR Vilnius
PSP Coordinators Europe