



APPROVED BY THE MEMBERSHIP ON 23 MAY 2013

FRAMEWORK FOR PLANNING & REPORTING

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1. Introduction

This framework outlines the integrated planning & reporting (P&R) cycle and gives some practical rules.

2. Scope

The P&R-cycle includes the planning and reporting by the Board, the Standing Committees, the Liaison Officer(s) and the Working Groups.

3. Principle

The P&R-cycle follows the hierarchal structure of ENFSI. This principle implies:

- the Board is accountable to the Membership;
- the Standing Committees are accountable to the Board;
- the Liaison Officer(s) are accountable to the Board;
- the Working Groups are accountable to the Board.

4. Period

The P&R-cycle shall run from April 01 (calendar year T) till March 31 (calendar year T+1) with the exception of the Working Groups which P&R-cycle runs from January 01 (calendar year T) till December 31 (calendar year T).

5. Board's planning & reporting

5.1 ENFSI Strategic Plan

- The Board shall present an annually updated, ENFSI Strategic Plan covering the forthcoming three years of the P&R-cycle.
- The ENFSI Strategic Plan shall be based on the ENFSI Constitution and shall be formulated at a relatively high abstraction level.
- The ENFSI Strategic Plan shall be sent to the Membership not later than three weeks prior to the Annual Meeting.

5.2 ENFSI Action Plan

- The Board together with Standing Committees shall present an ENFSI Action Plan covering the forthcoming year of the P&R-cycle.
- The ENFSI Action Plan shall be based on the Strategic Plan, affected by the topical developments and formulated as concrete targets.
- The ENFSI Action Plan shall be sent to the Membership for its approval not later than six weeks after the Annual Meeting.

5.3 ENFSI Action Report

- The Board shall present an ENFSI Action Report covering the past year of the P&R-cycle.
- The ENFSI Action Report shall refer to the past ENFSI Action Plan, focusing on its concrete targets.
- The ENFSI Action Report shall be sent to the Membership not later than three weeks prior to the Annual Meeting.

5.4 ENFSI Financial Reports

- The Board shall present the financial reports.
- The Board shall present an itemised estimate of income and expenses covering the forthcoming year of the P&R-cycle.
- The Financial Reports shall be sent to the Membership not later than three weeks prior to the Annual Meeting.

6. Standing Committee’s planning & reporting

6.1 Standing Committee Action Plan

- Each Standing Committee shall present a Standing Committee Action Plan covering the forthcoming year of the P&R-cycle.
- The Standing Committee Action Plan shall be correlated to the Board Action Plan covering the same, forthcoming year of the P&R-cycle and formulated as concrete targets.
- The Standing Committee Action Plan shall be presented to the Board not later than two weeks prior to the extended Board Meeting (Board and chairpersons of the Standing Committees).

6.2 Standing Committee Report

- The Standing Committee shall present a Standing Committee Report covering the past year of the P&R-cycle.
- The Standing Committee Report shall refer to the past Standing Committee Action Plan focusing on its concrete targets.
- The Standing Committee Report shall be presented to the Board not later than two weeks prior to the extended Board Meeting (Board and chairpersons of the Standing Committees).

7. Liaison Officer’s planning & reporting

7.1 Liaison Officer Action Plan

- Each Liaison Officer shall present a Liaison Officer Action Plan covering the forthcoming year of the P&R-cycle.
- The Liaison Officer Action Plan shall be correlated to the Board Action Plan covering the same, forthcoming year of the P&R-cycle and formulated as concrete targets.
- The Liaison Officer Action Plan shall be presented to the Board not later than two weeks prior to the extended Board Meeting (Board and chairpersons of the Standing Committees).

7.2 Liaison Officer Report

- The Liaison Officer shall present a Liaison Officer Report covering the past year of the P&R-cycle.
- The Liaison Officer Report shall refer to the past Liaison Officer Action Plan focusing on its concrete targets.
- The Liaison Officer Report shall be presented to the Board not later than two weeks prior to the extended Board Meeting (Board and chairpersons of the Standing

Committees).

8. Working Group's planning & reporting

8.1 Working Group Action Plan

- Each Working Group shall present a Working Group Action Plan covering the forthcoming year of the P&R-cycle.
- The Working Group Action Plan shall be based on the ongoing ENFSI Strategic Plan affected by the topical developments in its specific expertise area and formulated as concrete targets.
- The Working Group Action Plan shall be presented to the ENFSI Board not later than two weeks prior to the Joint Meeting (Board and Chairpersons of the Working Groups).

8.2 Working Group Report

- The Working Group shall present a Working Group Report covering the past year of the P&R-cycle.
- The Working Group Report shall refer to the past Working Group Action Plan focusing on its concrete targets.
- The Working Group Report shall be presented to the ENFSI Board not later than two weeks prior to the Joint Meeting (Board and Chairpersons of the Working Groups).

9. Approvals

The approval of plans and reports shall take place when the ENFSI-bodies involved in giving and taking accountability, meet. These meetings are:

- Extended Board Meeting (Board and chairpersons of the Standing Committees, scheduled in March / April).
- Annual Meeting (Membership and Board, scheduled normally at the end of May).
- Joint Meeting (Board and Chairpersons of the Working Groups, scheduled in November / December).

10. Amendments against previous version

- 29-05-2013

Paragraph 5.2:

Board Action Plan

- The Board shall present a Board Action Plan covering the forthcoming year of the P&R-cycle.
- The Board Action Plan shall be based on the Strategic Plan, affected by the topical developments and formulated as concrete targets.
- The Board Action Plan shall be sent to the Membership not later than three weeks prior to the Annual Meeting.

changed into

ENFSI Action Plan

- The Board together with Standing Committees shall present an ENFSI Action Plan covering the forthcoming year of the P&R-cycle.
- The ENFSI Action Plan shall be based on the Strategic Plan, affected by the topical developments and formulated as concrete targets.
- The ENFSI Action Plan shall be sent to the Membership for its approval not later than six weeks after the Annual Meeting.

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- Paragraph 5.3:

Board Report

- The Board shall present a Board Report covering the past year of the P&R-cycle.
- The Board Report shall refer to the past Board Action Plan, focusing on its concrete targets.
- The Board Report shall be sent to the Membership not later than three weeks prior to the Annual Meeting.

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ENFSI Action Report

- The Board shall present an ENFSI Action Report covering the past year of the P&R-cycle.
- The ENFSI Action Report shall refer to the past ENFSI Action Plan, focusing on its concrete targets.
- The ENFSI Action Report shall be sent to the Membership not later than three weeks prior to the Annual Meeting.

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