

# AMCHAM HR COMMITTEE

## MEETING MINUTES Radisson SAS Hotel, Hall 1

9 July 2008, 13:30-15:30h

### Participants:

Ms. Diana Stoeva, HR Manager Microsoft Bulgaria, Macedonia, Cyprus, Malta, Albania  
Ms. Svetla Naydenova, HR Staffing Hewlett-Packard Bulgaria  
Ms. Meglena Yugova, HR Manager Renault Nissan Bulgaria  
Ms. Gloria Maneva, HR Manager Forton International  
Ms. Ralitsa Kostova, HR Assistant Worley Parsons EES  
Ms. Milena Milenkova, AmCham  
Ms. Silvia Umnikova, Consultant Alexander Hughes Bulgaria

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### I. AmCham HR Committee meeting agenda:

13:30-14:00h	Short presentation of every company's representative
14:00-15:00h	Brainstorming session – what are the top priority issues to be discussed and solved by the committee
15:00-15:30h	Voting on the HR Committee structure and action plan
15:30	Closure

### II. Short presentation of every company's representative

All participants have presented themselves in short and exchanged information about their motivation to join the AmCham HR Committee.

### III. Brainstorming session

Main issues identified by the participants:

- 1. Strong need for legislative changes regarding employment contracts, work permits, visa issuance, residential permits, etc.**
  - it was decided to invite Mr. Ken Lefkowitz to present to the HR Committee the actions taken by Public Affairs Committee in this respect; the informal agreement AmCham would like to formalize with Ministry of Interior and Ministry of External Affairs – deadline: September 2008
  - it was decided that Milena distribute information about Public Affairs actions in this respect to all participants – deadline: end of July 2008
- 2. Structure a forum on the AmCham website to exchange information about trainings, conferences, events, publications, etc.**
  - it was decided Milena to coordinate the publishing of all this information to the AmCham website - deadline: ongoing, start from September 2008, after the official launch of the HR Committee
  - it was decided Milena to include all participants to the AmCham electronic newsletter list – deadline: 11 July 2008

- it was decided to organize the official launch of the AmCham HR Committee in September 2008 – deadline: end of September 2008
- it was decided to collect ideas from participants about a joint CEO / HR presentation during the official launch of the HR Committee in September 2008 and to send the proposals to Milena by e-mail – deadline: 18 July 2008.

Diana gave an idea for the presentation: “Where the meeting point between the HR and the business is and where is the added value of HR professionals for the business? What really means for an HR professional to be a partner to top management?”

Silvia gave ideas about CEOs who might be interested in making such a presentation: Mr. Bernard Mosconi, Mr. Bernard Neuviale, Mr. George Gueorgiev

### **3. Updated surveys and analyses about inflation rates, labour market information, migration data, forecasts, trends in Bulgaria and CEE, etc.**

- it was decided to attract additional organisations who could provide updated data, surveys, forecasts and analyses (market research companies, Industry Watch, Open Society institute, etc.) – deadline: ongoing, start from September 2008, after the official launch of the HR Committee

### **4. Exchange forum for good practices and know-how**

- it was decided the HR Committee to serve as an exchange forum for sharing good practices and know-how – deadline: ongoing, start from September 2008, after the official launch of the HR Committee
- it was decided to invite guest-speakers during the events organized by the HR Committee – deadline: ongoing, start from September 2008, after the official launch of the HR Committee
- It was decided to proactively work with Universities and other business associations - deadline: ongoing, start from September 2008, after the official launch of the HR Committee

### **5. EU funding related to HR development in Bulgaria**

- it was decided to organize on regular basis events to inform AmCham members about EU funds, application procedures, deadline and requirements for funding – deadline: ongoing, start from September 2008, after the official launch of the HR Committee

Silvia gave an idea to invite a new person to head the AmCham EU Committee and contribute to organizing such information events. She will coordinate with Valentin Georgiev on this issue.

## **IV. Voting on the AmCham HR Committee organisational structure:**

### **1. Co-Chairpersons**

- it was decided to have two co-chairpersons to head the HR Committee – one from the HR consulting business and one – from the HR Managers
- it was decided the two co-chairpersons to have a mandate of 6 months to head the HR Committee after which another two co-chairpersons from the HR Committee will be elected
- it was decided the first two co-chairpersons to be Diana Stoeva and Silvia Umnikova – they will have an operational meeting in the last working week of July 2008 to prepare for the official launch of the HR Committee, presentations, events and mission statement

## **2. Members**

- it was decided that all AmCham members could participate to the AmCham HR Committee

## **3. Technical Assistant**

- it was decided that technical support will be provided by AmCham HR Committee Assistant. The HR Committee assistant will be responsible to arrange committee meetings, issues minutes and agendas, provide assistance for the Committee work.
- If needed, additional ad hoc staff will be recruited for specific projects

## **4. Government Affairs person**

- it was decided that the Government Affairs person who will be recruited by AmCham in August 2008, will also be contributing and supporting the development of the HR Committee

## **V. Closure**

### **1. HR Committee meetings organisation**

- it was decided that the HR Committee members will gather at least once per month

The HR Committee meeting was closed at 15:30h.

**Silvia Umnikova,**

Consultant

**Alexander Hughes Bulgaria**

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