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**DRAFT AGENDA OF THE 3<sup>RD</sup> PHYSICAL BOARD MEETING OF THE  
EXECUTIVE BOARD OF YOUTH AND ENVIRONMENT EUROPE 2015-2016  
5 - 8 MARCH 2016, OCHOZ U BRNA, CZECH REPUBLIC**

**1. OPENING OF THE BOARD MEETING AND UPDATES**

1.1. Opening

- Quorum and voting rights
- Distribution of roles: chair, minute keeper, time keeper
- Introduction of agenda, amendments, adoption

1.2. Board update on Work Plans

- Chairperson
- Vice-chairperson, Projects Officer
- External Relations Officer
- Treasurer
- Promotion and Publication Officer
- Member Organisations Officer

1.3. Office update

- Secretary General
- Projects, Publications, EVS Coordinator
- Networking Coordinator
- EVS updates

**2. PREPARATIONS FOR ANNUAL MEETING 2016**

- Planning of agenda, division of sessions
- Preparation of documents in advance.
- Preparation of the Chair of the AM
- Deadlines to remember and follow

**3. ACTION PLAN FOR NEW DOCUMENTS AND STRUCTURES**

- New Work Plan and Strategies
- Sustainability and Project Policy
- Board Member Policy
- Human Resources Policy
- Pool of Eco-trainers
- Internal Audit – new guidelines

#### **4. CHAIRPERSON**

- Future Mandates & Transition of knowledge and experience
- Short-term Strategies 2015-2016

#### **5. TREASURER**

- Update about funding possibilities
- Budget 2016

#### **6. EXTERNAL RELATIONS OFFICER**

- Political dimension of external relations
- YEE identity

#### **7. PROJECTS OFFICER**

- Projects Work Plan 2016
- Pool of Eco-Trainers
- Projects applications for EYF April deadline

#### **8. MEMBER ORGANISATIONS OFFICER**

- Communication with YEE member organisations
- Promotion of YEE membership

#### **9. PROMOTION AND PUBLICATIONS OFFICER**

- Social media strategy
- Promotional materials

#### **10. SECRETARIAT**

- Internal Audit
- Internship in YEE office

#### **11. ANY OTHER BUSINESS**

#### **12. DATE OF THE NEXT PHYSICAL BOARD MEETING**

#### **13. OFFICIAL CLOSING AND EVALUATION**