

**Minutes of the fourth Board Meeting
Business year 2015/2016;
January 27th, 2016
Skype, Online
Minutes taker: Roxana Nica**

Participants:

Board members:

Anja Wilken – Chairperson
Zaruhi Stepanyan – Project Officer, Vice-Chairperson
Christiane Klemm – External Relations Officer
Janis Porietis – Treasurer
Jessica Massucco – Publications and Promotion Officer (joined at 20.30)

Secretariat:

Mercedes Fioravanti – Secretary General
Natalia Luchko – Main Coordinator
Malgorzata (Gosia) Zubowicz-Thull – Consultant
Roxana Nica – Network Coordinator

EVS:

Judit Suveges
Vladimir Jordanov

Missing:

Marieta Baricevic – Member Organisations Officer

Agenda:

1. Questions to news from Office, Board, EVS (according to the filled Action Memo)
2. Project updates
3. EYF Deadline 1st April: Project ideas (Office)
4. TC and AM project: date for July
5. PBM 2016 (time&travel; Open Space; Content of Sessions; Extra-Meeting?)
6. Work Group updates and next steps
7. YEE participation in new Balta Daba project (Natasha)
8. European Youth Event 2016 (Gosia)
9. Christian Schwarzer – NAJU (Global Youth Biodiversity Network) (Chris)
10. Mediation Committee (Anja)
11. “Whether and how to publish 'third party' calls and offers” (→ Social Media Strategy; Chris)
12. AOB

Abbreviations:

1. AM – Annual Meeting
2. AOB – Any other business
3. BM – Board Member
4. EVS – European Voluntary Service
5. EYC – European Youth Center

6. EYF – European Youth Foundation
7. GYBN – Global Youth Biodiversity Network
8. MO – Member organisation
9. NAJU – Naturschutzjugend (YEE Member organisation)
10. PBM – Physical Board Meeting
11. TC – Training course
12. VBM – Virtual Board Meeting
13. YE – Youth Exchange
14. WG – Work Group
15. PoET – Pool of Eco Trainers

Results:

1. Questions to news from Office, Board, EVS (according to the filled Action Memo)

It was decided that we will mention only important news at this point in the meeting and we will add all Office and Board updates to the online Action Memo and Plan shared by Zara.

Natasha had news regarding the EVS project. YEE will reapply for Erasmus+ for 2nd of February deadline. There were changes in volunteers as the French volunteer will not join the project anymore. YEE needs to find other volunteer, therefore the office team wrote to 2 candidates from previous round of selection – one from Slovenia and one from Spain. Natasha had an interview with the one from Slovenia today (27.01.2016) and will have the interview with the Spanish one tomorrow (28.01.2016). The office will make the decision right after the second interview. Natasha will then inform the candidate and the Board.

2. Project updates

- “Empower youth to change Climate Change”: Gosia presented this project.

The initial name “Climate change and adaptation” was changed, it will be a TC. EDEN will be the hosting organisation, YEE will apply for the 2nd of February deadline with Erasmus+. The application is almost ready and will be submitted on Friday or Monday. Gosia has been working with Lira on the project and Mercedes will be in charge of the project from YEE once Gosia will be on maternity leave. The project has 15 partners, including 4 new organisations. Overall, the project is well planned.

- “Be(e) the change”: Natasha presented this project.

It will be a TC not a YE. The project is going well and the team is working on the application. There are many partners involved - many of them are not YEE MOs, which is good for possible future collaboration. The project will be submitted on Monday.

- “Sustainability in NGOs”: Natasha presented this project

It will be connected to AM. The project team is close to finish writing the application. Partners are only YEE MOs, Natasha is still missing partner information from LEWE and Argonauta. Overall, the project is going well.

Natasha proposed to decide on the dates for this project and AM (for July) so that Balta Daba can look for a venue and also tell partners about the dates. Balta Daba will be busy between 22-25 July, and will be good for them only from 26 July. It was suggested the possibility to move it in first week of August. The TC will last 6 days.

It was proposed to have the TC and AM from 29 July – 7th of August 2016. Everybody agreed with the dates. Natasha will write to Girts and partners about it. Natasha will give updates to Board once Girts arranges the location.

- “Sustainable lifestyle”: Natasha presented this project.

It will be a TC, not a YE. Gutta-Club is working with Biodiversa, they will apply for the April deadline with Erasmus+; Biodiversa will try to apply. Esther from Biodiversa will also be a trainer in the project. The title might be changed as well; they will give updates closer to April.

- “Training of Trainers”: Zara presented this project.

Zara, Marieta and Roxana have been working on the application for the 2nd of February deadline with Erasmus+. Zara and Marieta selected the partners; Marieta will submit the application of Friday/Monday.

- “Water Resource Protection”: Zara presented this project.

SAEM and Keti are not responding so far. Zara and Natasha had a meeting to discuss about the project; then Zara wrote to Keti that they should apply April with this project; Zara will try to contact Keti more. Zara and Natasha thought that maybe one idea would be to do a campaign instead of a YE. There will be more discussion on it in the end of February.

- “Ecoclubs around Europe”: Zara presented this project.

Zara was in contact with OPE; they sent the call for partners and want to have a long-term project. So far they don’t need more support from YEE.

- “Green your event”: Mercedes presented this project.

It changed its name from “Green your life”. The applying organisation would be Homo Ecos: from Latvia and they will work with Adela from IPAS on the application; Mercedes would check the application after holidays. There was some trouble with cooperation and communication with IPAS. It was finally agreed with Homo Ecos: they will not apply for the 2nd February deadline, but maybe for the one in April. Mercedes will write an email to the Board with more details.

3. EYF Deadline 1st April: Project Ideas (Office)

The office shared the document with the ideas proposed the the EYF 1st of April deadline.

Updates on the document: Mercedes, Gosia, Natasha, Zara and Roxana had a brainstorming on project ideas. It was discussed to apply for 2 projects: one study session to take place at EYC and one international activity (TC) to apply to EYF, possibly hosted by YEE.

The topic preferred for the TC was how to make projects more inclusive; the topic was already raised at the PBM, so we can explore it more and learn how to include different categories in YEE projects.

For the study session the idea regarding gender perspective and how to include this topic in projects (particularly in environmental projects) was chosen as it also seems to be a need for YEE.

There was the suggestion that if we are not happy with the proposals we can make a call to MOs if they have any ideas for projects. It was discussed that inclusion is a good topic, and maybe we can discuss specific areas related to inclusion (include people with disabilities or people with difficult economic situations etc.) to make clearer to the MOs.

We should also research on both ideas because we don’t have much experience on the topics.

Regarding gender equality, we should understand what is our network’s need for it. We can also contact the European Youth Forum, as they have trainers working on this topic; we could also consult with Arsen from Armenia regarding the topic, he has some experience.

It was also stated that the topics follow the objectives of the Council of Europe. There is also the possibility to try to apply even with a third project, if we have another strong idea from MOs.

When discussed whether YEE should host the TC or find a hosting organization, it was decided that it is safer for YEE to host it as it can be difficult to find a hosting organization now willing to commit for the first half of 2017.

As a conclusion it was decided that we will keep the 2 ideas and start doing research, work on them. We will also send a call to MOs for new project ideas; Anja will draft the email including a form until Monday 1st February 2016 and Mercedes will check it and send it on 3rd February to MOs. They will have time to respond until 15th February, office will then discuss the results with Zara and will share them with the Board.

4. TC and AM project: date for July

It was decided that the TC and AM will take place in Latvia from 29th July to 7th August 2016.

5. PBM 2016 (time&travel; Open Space; Content of Sessions; Extra-Meeting?)

The PBM will take place in March in Brno. We should plan more in advance the content of the PBM, therefore Anja suggested to have an extra skype meeting before the PBM; she will make a Doodle for the week 8th-12th February. Each BM should be fill in topics in the shared document before the meeting.

The office plans to travel to Brno around 12:30 on 5th March to start arranging things earlier; some BM should still make the arrangements for the travelling.

Regarding the topic of the training during PBM, Board and office have to check the shared document and vote one of the 2 most popular topics: "Organization identity" "Sustainability expert (environment)". Comments and ideas about what the 2 topics could include were added in the shared document.

Ideas for "Organisation identity": communication, giving MOs the feeling of being part of the network, identify with it.

Ideas for "ustainability expert": having experts on content regarding sustainability, how to organize more environmental projects, inviting someone from a big NGO (e.g. Greenpeace) to tell us how they make successful environmental campaigns.

Mercedes will write to Jessica to ask her about the topics for more clarification, as we think she suggested both topics and can tell what the topics could refer to.

Finally, we will decide and vote on the topic until the end of next week.

About the PBM, since Gosia won't be able to come to the meeting, we can try to have skype meetings with her during the activity.

6. Work Group Updates and next steps

"Work Plan and STS": the team had a meeting already, collected questions from team members (there are some who are not so experienced). They are working the on communication strategy, then move more into content and make the draft. The next meeting will be on Friday.

"Sustainability policy": Jessica prepared the call for MOs to join the team, shared it with Board and office to comment.

"Project policy": Natasha had meeting with Anja and Gosia. There is already a draft made for the policy from previous year; the team will update it and send it soon to the Board to check it.

"Board policy": so far the WG includes Natasha and Janis; Gosia and Roxana can join if needed. There is not much work done so far but the team will start to work on it.

"HR policy": Zara and Marieta are in contact via email, they will work more on it after 2nd of February.

PoET: Zara will start to work on the WG more after 2nd February.

Everybody should check their work so far and what would be the next steps as we want to have a session in the next PBM about WG.

7. YEE participation in new Balta Daba project (Natasha)

It was decided that we will join the project; Natasha will contact Balta Daba to inform them and will keep Board and office updated.

8. European Youth Event 2016 (Roxana)

Gosia added Roxana to the communication with IYNF regarding YEE's participation at EYE. Finally, the people who registered and were accepted to participate in IYNF's group from YEE are Christiane, Judit, Vladimir, Roxana, Cristina (volunteer in Toulcuv Dvur). Roxana is in charge of the YEE team and is in constant contact with Henrique from IYNF.

9. Christian Schwarzer – NAJU (Global Youth Biodiversity Network) (Chris)

Christian wrote us on behalf on GBYN to ask YEE if we are interested in partnering with them for the organization of the Regional Workshop in Europe within GBYN's project "Youth Voices". The workshop will address young people and aims to raise the awareness among young people for the values of biodiversity. Christiane wrote back asking more questions regarding YEE's exact involvement. She will update us when she has more news, then we can discuss if we want to join or not.

10. Mediation Committee (Anja)

Anja described the idea as it presented in the document she sent to Board and office – the main idea is to have people from YEE MOs mediate conflicts appearing within the network.

A point was made whether we really need such a committee or it could part of the role of Internal Auditors. Also, we are not sure about the experience of the young people regarding this topic, if they will be able to be 'trained' and perform as mediators. We would create another structure that requires a lot of work, but there are not so many conflicts within the network to invest the time and energy for it. Board and office know the network the best, they should be the ones dealing with difficult situations and possible conflicts. Still, through such committee we could avoid being biased in conflicts. It is important that people for such a committee are really well chosen as should be persons who we respect and are trustworthy. It is also good to know what would be the criteria for selecting the mediators.

As a conclusion it was proposed to postpone the topic and think about it more.

11. "Whether and how to publish 'third party' calls and offers" (→ Social Media Strategy; Chris)

Christiane said she gets offers for internships, trials, announcements etc. as External Relation Office and she is not sure how to deal with it, if we should make them public on YEE network or not. We have no strategy for posting such things. It was discussed and decided that if they are good opportunities for MOs and professional posts (not commercial ones), we should post them on our network.

12. AOB

1. Internal Audit development (Anja)

This topic should be developed more, whether we should get directly in contact with the 2 Internal Auditors and see how they would like to work on the Internal Audit process. Currently we are proposing the procedure for the Internal Audit.

It was proposed that suggestions from previous Internal Auditors could be shared again with the Board. Then we can create a document collecting comments from previous auditors, send it current Auditors for brainstorming, then have a meeting with them [in March/April] discussing how the procedure could go/change. Mercedes will prepare the draft of the email to be sent to Auditors and have the document with comments ready by the end of February.

2. Training topic for PBM - Mercedes proposed to ask Jessica now about the topics instead of sending her an email, as Jessica joined the meeting.

About “Organisational identity”, the idea is that YEE’s has changed a lot, and we need to debrief to see what we want and what we need to focus on currently. About “Sustainability expert”, we can find someone to help us make our organisation more sustainable, or someone experienced from a bigger organisation to talk about campaigning and environmental actions.

We should consider that both topics are quite big and it’s hard to allocate half of day for it. We should try to focus on our needs instead of the very general topic.

It was proposed to also add the other topics that had more votes to the final round. Everybody agreed and the final voting should be done until 4th February.

Action plan

| Who | What | Deadline |
|--|--|--|
| Office | Make a decision on the selection of second EVS volunteer for YEE and inform the Board | 27th January |
| Natasha | Inform Balta Daba about the dates set for TC and AM 2016 in order for Balta Daba to find a venue in Latvia | asap |
| Project coordinators | Submit the projects applications for Erasmus+ | 2 nd February |
| Anja Mercedes Office Office, Zara | Project idea for EYF’s 1 st April deadline -Make the draft for the email to send to MOs calling their project ideas -Check the draft and send the call -Collect responds from MOs -Discuss on the ideas received and share results with the Board | 1 st February 3 rd February 15 th February After 15 th February |
| Board | Fill in the topics for the Board sessions at PBM | Before the skype meeting (week 8th-12th February) |
| Board | Finalise travel arrangements for PBM | asap |
| Everybody | Check the next steps for the work groups in order to have a session on the topic at PBM | Until PBM |
| Christiane | Update Board and Office about the project proposed to YEE by NAJU | As soon as she receives answer from NAJU |
| Mercedes | Prepare the draft of the email to be sent to Internal Auditors Prepare the document with comments from previous Internal Auditors | End of February |
| Everybody | Vote for the topic of PBM training | 4th February |