

**Minutes of the 5th Virtual Board Meeting
Business year 2017/2018
5 February 2018, Online
Minutes' Taker: Stefan Rudel**

Participants:

Board members:

Chairperson – Stefan Rudel

Vice-Chairperson, Projects Officer – Jovana Mirjanić

Treasurer – Aram Mnacakanyan

External Relations Officer – Niall Barrett

Member Organisations Officer – Ketevan Kochladze

Secretariat:

Mercedes Fioravanti Alvarez – Secretary General

Natalia (Natasha) Luchko – Main Coordinator

Gosia Zubowicz-Thull - Consultant

Coline Malot – EVS volunteer

Cristian Riva – EVS volunteer

Missing:

Publications and Promotion Officer – Daniela Para

Abbreviations:

AG – Administrative Grant

AOB – Any Other Business

GDPR – General Data Protection Regulations

EEB – European Environmental Bureau

EVS – European Voluntary Service

EYE – European Youth Event

EuroDIG – European Dialogue on Internet Governance

PBM – Physical Board Meeting

VBM – Virtual Board Meeting

SG – Secretary General

WG – Work group

AGENDA

- 1. UPDATE FROM OFFICE AND BOARD**
- 2. UPDATE FROM WORK GROUPS**
- 3. SG EMPLOYMENT**
- 4. EuroDIG AND YEE PARTICIPATION**
- 5. YEE MEMBERSHIP**
- 6. AOB**

MINUTES

Stefan Rudel opened the Board Meeting at 15:00

1. UPDATES FROM OFFICE AND BOARD

OFFICE:

Natalia: Since last meeting working on application with Climate Ambassadors with Gutta Club; EVS application; apply for Feb. deadline with Erasmus+; a lot of work with Active Youth – better environment (prep. meeting last weekend in Prague);

Newsletter; tries to follow up with Gender Mainstreaming Work Group

Preparation for Climate Delegation for EYE

Mercedes: Prep. Meeting in Prague Active Youth – better environment; was in Greece for final review of STEP project (Horizon 2020) – review/feedback was quite positive; works on the final report (mostly financial part); practical planning for PBM, daily work, finishing with last bills for 2017 with accountant. Process of new Secretary General going on, e-mailing with Masha.

Gosia: Still not sure how many hours she will work this year and how much budget there is available for paying her in YEE; proofreading application Climate Ambassadors; EVS application; Working Group Work Plan 2019

There are no further comments or points to be added by Cristian and Coline. They sound happy and satisfied in YEE office.

Board:

Stefan: Also participated in prep. meeting last weekend; Secretary General process, e-mailing, discussion; was in contact with EEB and will attend next Board Meeting in the beginning of March

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(already confirmed); there's also a working group meeting („Economic Transition“) taking place before which he will attend as new member of newly-founded WG

Aram: Working on Fundraising Group (work on table; search and organisation of potential funders) – please look at his new info in the table and the new potential funder he added

Niall: likes to apologize to not being able to have joined last VBM in December; a lot of work to do at his work place, so trying hard to take care of YEE involvement;

attended YFJ COMEM in Portugal – great event, lot of work being done there; worked on sustainability policy at the YFJ in a working group there – main YFJ COMEM: lobbying for increasing Erasmus+ funding by 10 times; working on report for meeting; did application for EYE in Strasbourg – joined a group/climate delegation for EYE event and has already been in touch with other people in that group; coming back to POR working group, refreshing it, setting it up

Keti: Quite busy month for her; actively was working in work groups (Internal Audit Improvement, Fundraising); updating MO's database; Leading WG membership Application Survey for member Organisation, writing blog post for Office Cuisine and supported by Coline for publishing on the blog; took part in EuroDIG programme review and public planning meeting. Started online course on GDPR, new regulations will be launched in May 2018.

Jovana: also participated in prep. Meeting last weekend; working on publication for eco-tourism; taking part in Secretary General process

2. UPDATE FROM WORK GROUPS

e-Newsletter: Waiting for look of new website (designer) before refreshing the Newsletter – so WG is „stuck“; is checking with other WG members what can be done already and will come back to it

Update from Website re-design: not going so well; last meeting with designer was decided to find a developer for basic website structure - website structure is a little bit complicated, „background program“/system is a little bit complicated and better needs to be changed to for example wordpress; last e-mail from her came in last week, so contact is there; going much slower than planned

PoR: Niall already gave update

Strategic Plan 2018-2020: already closed

Internal Audit improvements: meeting already took place; updating guidelines and documents online; next meeting in WG will be in 2-3 weeks; already discussing the possible dates for Internal Audit, probably in middle of May; is thankful for Zara and Vasily joining the group

Work Plan 2019: decided to focus on grassroots movement and youth participation; next Skype meeting will be soon

Fundraising: Mercedes is saying that there was small meeting connected to that in the office; to be realistic it makes more sense to search for funds in 2019 than for 2018; find funders which will cover also some overhead costs (personnel, ...). Hard to write to big foundations or company as long as we don't have a very strong stand and 'face'; in the current situation we are not able to manage such big grants as some we found which give millions; discussion should be raised at next PBM; Mercedes was also checking increase of membership fees;

Promo Video: we got quite good and positive feedback; nice and inspiring; EEB also shared the video in weekly newsletter

Project from MOs: updated the content of call for projects and form; Jovana was in charge of preparing draft of how webinar will be; send call for projects probably next week to send to all Mos, so they have time before Annual Meeting to respond and put in their project ideas

Membership application and database: WG works on three direction: Updating Member Organisations database processes, Survey for Member Organisations, and Membership application form. Many tasks depend on participation of working group members; creating survey, Cristian already prepared a draft; Coline is actively involved in WG. Ketj thanks the members in WG; updated application form will be sent around very soon;

Gender mainstreaming: Skype meeting next week, more updates then

3. SG EMPLOYMENT

Mercedes gives a general overview, and then makes clear that we should discuss transfer period and keep in mind probation period – who keeps track of timing? A proper structure is important!

Masha attending CDN training in April (during her probation period): e-mail discussion what we want to say to her, if we want to let her go to training; e-mail draft will be created by Stefan and Jovana, then checked by Mercedes and sent to her next week – e-mail needs to be created in a way that she sees that responsibility is on her, that board is okay with her going to training, still explaining how we try to work in YEE and what is important for us to write to her;

practical part: Masha has appointment to get married on Feb. 17th, after that she will be married to a EU citizen and then be allowed to work basically straight away; has appointment to apply for temporary residence on Feb 19th, so from that point on she is allowed to be working in YEE office; for now we look at 1st of March that Masha will begin her time in YEE office then; draft of contract needs to be created (Mercedes, Jovana, Stefan); Stefan also needs to sign the contract then – which needs to be ready some days before her start of work in office (so late February); Stefan needs to pay attention to be able to print, sign and send contract (since he as chairperson is responsible person to hire her) around February 20, 21, 22); Mercedes will stay until end of March for transfer period; Stefan is asked to stay a little bit longer after PBM in CZ to stay in Prague to sign relevant documents at post office/getting them certified;

4. EuroDIG AND YEE PARTICIPATION

Keti is reporting about it:

Very Fruitful and busy public planning meeting took place in Technopark (GITA) on 1 February 2018. The keynote from last Euro DIG about youth is very actual! Youth Participation Matters! After brainstorming, session #EuroDIG18 overarching will be Innovative strategies for our digital future!

The European Dialogue on Internet Governance (EuroDIG) is an open multi-stakeholder platform to exchange views about the Internet and how it is governed. Keti took Part in Seminar on “Youth Participation on Internet Governance”, in European Youth Centre, for which she was supported by YEE office and Board. From the seminar she brought information that next EuroDIG will be in Tbilisi , Georgia.

Keti agreed with Board and Office and proposed two issues for EuroDIG:

- Youth Participation in Internet Governance
- Shaping a greener digital environment

Keti was representing YEE on 1 February 2018 (Public Planning meeting of EuroDIG). During the meeting the clustering of all proposals, the overarching theme and a first draft of EuroDIG programme were discussed.

Both of our proposals were accurately reviewed and first issues on Youth Participation in Internet governance is actual on YouthDig, which is the Youth Dialogue on Internet Governance focusing on the EuroDIG Agenda and preparing young people for their participation at EuroDIG.

There are funds available for travel and hotel costs, for sure EuroDIG will make sure to keep regional, gender etc. balance and young people (18-30 years old) residing in all European countries are encouraged to apply for the fellowship and proactively represent the European youth throughout the EuroDIG process. Keti asks to think and prepare for interested board and office members to apply for it.

The call for fellowship applications will open here from March 1 - 15, 2018 and we should think how YEE could use this brilliant platform for participation debates and planning sessions.

Second issues submitted by Keti about Shaping a Greener Digital environment was included in EuroDIG program as a flash session. (Length of the session is 30 minute) EuroDig Secretary General will help to shape this session and Keti asks Board and office to think also how to use this slot for organizing workshop /session / seminar ect.

The draft programme outline is now open for comments until 15 February. If we have comments, we can prepare to send them to the EuroDIG Secretariat.

Next step (from February until May 2018) is to create sessions, forming org teams etc. and Keti is planning to actively participate in it.

EuroDIG will take place on 5 – 6 June 2018 (plus day zero) in Tbilisi in Georgia, in Rooms Hotel. The Ministry of Economy and Sustainable Development of Georgia in corporation with Telecom Operators Association will host it and Keti is inviting Office and Board to join :-)

5. YEE MEMBERSHIP

Keti is raising the point of membership diversity in YEE network:

How to invite more organisations from European countries which are not so represented in YEE yet; Keti is inviting to share any news or ideas we have of potential new member organisations; Keti was also in touch with Emma from EEB about how they are dealing with that in their network – so she got quite diverse feedback and thanks for the connection with Emma

6. AOB

- PBM: Mercedes is mentioning that we should start planning it; agenda; dates and deadlines: PBM will start 23rd of March, so agenda needs to be ready and sent around to MO's by March 9th as the very latest date (but we should have it ready before that) – so needs to be ready before that; collect what every person wants to talk about or specifically raise during his*her session; keep in mind that we slowly come to the end of our mandate, so check work plan again and what you still wanted to do; Mercedes will send draft of PBM agenda for MOs by Feb 13th – then everybody add topics and content/comments to it until Feb. 23rd – final draft of agenda will be prepared by Mercedes at 28th of February, to be sent to MO's at the beginning of March

To the ones who are coming to PBM but not to training before please check your tickets this week, so they can be booked soon and stay on the cheaper level

The Board Meeting was closed at 17:00.

Minutes proofread by

Ketevan Kochladze