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## **Work Plan of the External Relations Officer of Youth and Environment Europe**

**2016/2017**

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### **1. Improve established cooperation**

- Develop and maintain contacts as the new ERO and keep in frequent communication with organisations YEE is a member of, that are:
  - The European Youth Forum
  - The European Environmental Bureau
  - United Nations Environmental Program
- Strengthen the cooperation with these organisations by attending their principal events and if possible by engaging in common projects with them or their members. In case of not having an opportunity to represent personally, arrange representation.
- Strengthen the coalition of environmental organisations within the European Youth Forum (Federation of Young European Greens - FYEG, International Young Nature-friends - IYNF).
- Explore possibilities of cooperation with these and other organisations (networks) in the area of environment or any other field of interest to YEE's Member Organisations.

### **2. Enhance YEE's network**

- Support the MOs Officer in finding new Member Organisations, especially from countries where YEE does not have any members.
- Research and find at least one big external network YEE could become a member of.

### **3. Improve presentation of YEE**

- Continue work on the Pool of Representatives (PoR) and refresh the PoR by sending out a call for new possible members of the PoR.
- Provide members of PoR with information about the events they are going to attend and share with them basic representation skills.
- When briefing members of the PoR for a certain event invite the other members as well to improve the team.
- Have at least 2 meetings with the PoR to share information about YEE, representation skills and develop external relations matters
- Keep the members of the PoR active and involved in the federation. Ensure to have at least 3 active members in the PoR.
- Create a document on the PoR that explains rules, procedures and responsibilities.
- Share information on events organised by partner organisations.

### **4. Share outcomes**

- Write or collect articles and reports about attended events for YEE e-Newsletter.
- Inform Board Members and Secretariat about offers from organisations that ask for cooperation with YEE and be in constant/regular contact with the office sharing e-mails and be as transparent as possible ("facilitate the information flow").