

YOUTH AND ENVIRONMENT EUROPE WORK PLAN 2017

“YEE aims to unite environmental youth non-profit organisations in Europe in order to enhance international cooperation, increase knowledge about nature, raise awareness of environmental problems and to strengthen participation of youth in environmental decision-making.”

Mission Statement of YEE adopted in 2008

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I. INTRODUCTION

Youth and Environment Europe (YEE) is an international youth non-governmental organisation.

YEE is a federation of 41 member organisations in 25 countries and it aims to seek to organise and encourage all that might increase the knowledge, understanding and appreciation of nature and the awareness of environmental problems among young people throughout Europe in order to promote the commitment of youth to the principles of environmental conservation and to stimulate young people's voluntary action for the protection of nature, the enhancement of the environment and the sustainable use of the Earth's resources.

To fulfil its mission YEE federation created the Strategic Plan 2017-2019 and planned various activities to implement in the year 2017.

The separate document “YEE Strategic Plan 2017-2019” was adopted by the General Assembly at the YEE Annual Meeting 2016.

II. YEE INTERNAL STRUCTURE

Executive Board

The Executive Board of YEE 2016 - 2017 has 6 members.

Chairperson: Zaruhi Stepanyan (Khazer, Armenia)

External Relations Officer/Vice-chairperson: Stefan Rudel (FÖJ-Aktiv, Germany)

Treasurer: Narek Minasyan (FYCA, Armenia)

Project Officer: Jovana Mirjanić (YRS, Serbia)

Member Organisations Officer: Ketevan Kochladze (SAEM, Georgia)

Promotional and Publications Officer: Razmik Sargsyan (YBA, Armenia)

Internal Auditors

Marieta Baricevic (Argonauta, Croatia) and Vasily Bashutkin (EYC, Russia) were elected as Internal Auditors for YEE. They shall carry out the Internal Audit for the business year 2016/2017.

Secretariat

Secretary General: Mercedes Fioravanti Álvarez

Main Coordinator: Natalia Luchko

Networking Coordinator: Roxana-Maria Nica

Consultant: Małgorzata Zubowicz-Thull

EVS volunteer: Aljaž Malek

EVS volunteer: Diana Podgurskaya

The office of YEE is located in the ecological centre Toulcuv Dvur in Prague, Czech Republic. Most of the coordination work of YEE is carried out from there. The ecological center can be used for hosting international activities and meetings as well.

Volunteers

YEE is a voluntary base organisation. All projects and tasks are planned and organised by volunteers from member organisations. The Secretariat and the Executive Board are not meant to cover all the various YEE activities on local and international level. YEE projects and activities can be hosted by YEE as a federation or by one of its member organisations. Volunteers from YEE member organisations are encouraged to get involved in YEE and help actively with implementation of the Work Plan and the Strategic Plan and to develop their own ideas for bringing YEE forward. Volunteers are welcome to get in touch with the YEE Board and the Secretariat at any time during the year and get involved in tasks according to their interests.

III. ACTIVITIES

Objective 1 - Reducing the ecological footprint of YEE and its activities.

Strategies:

- 1.1 Raising awareness about environmental sustainable behaviour among YEE members and participants of YEE youth projects.
- 1.2 Ensuring that the everyday work, local actions and international projects that run in the frame of YEE follow the YEE Sustainability Policy.
- 1.3 Identifying quality criteria and building expertise in organising environmentally friendly projects, campaigns and actions.
- 1.4 Exploring ways to assess and offset the negative impact produced by YEE activities.

Eco-mapping of YEE office

<i>Dates and venue:</i>	Throughout 2017 – Prague, Czech Republic
<i>Aim:</i>	To find out the environmental impact of different elements in the office, identify problems and propose practical solutions to solve them in order to ensure that the office is run in the most sustainable way possible.
<i>Linked to strategies:</i>	1.2, 1.4, 2.5
<i>Evaluation criteria:</i>	Evaluation by Secretariat
<i>Coordinator:</i>	Secretary General (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Campaign - Office cuisine blog

<i>Dates and venue:</i>	Throughout 2017 – online
<i>Aim:</i>	To promote healthy eating habits and lifestyle based on YEE's vegetarian and sustainability principles and with a focus on aspects such as multiculturalism, sense of community and food sovereignty.
<i>Linked to strategies:</i>	1.1, 2.3
<i>Evaluation criteria:</i>	Campaign team evaluation
<i>Coordinator:</i>	Networking Coordinator (YEE Secretariat)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Internal Audit

<i>Dates and venue:</i>	May 2017 – Prague, Czech Republic
<i>Aim:</i>	Internal Auditors elected in the previous Annual Meeting will visit YEE office and

	review the work of the Board and Secretariat, check the progress of the Strategic Plan and Work Plan and monitor if policies, rules and statutes are followed. Auditors will create a report that will be shared with all member organisations and presented at the Annual Meeting.
<i>Linked to strategies:</i>	1.2, 1.4, 4.1
<i>Evaluation criteria:</i>	Evaluation by Internal Auditors, Executive Board and Secretariat.
<i>Coordinator:</i>	Secretary General (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	Operating grants received by YEE

Objective 2 - Encouraging youth involvement in raising awareness about environmental issues.

Strategies:

- 2.1 Raising awareness among young people and youth organisations about the issue of climate change and global warming.
- 2.2 Bringing attention to the issue of biodiversity loss and endangered species.
- 2.3 Promoting sustainable lifestyles among young people in Europe.
- 2.4 Exploring and developing new tools for environmental education.
- 2.5 Raising awareness about the use of resources and waste management.
- 2.6 Empowering young people to be active in decision making at a European and local level in the fields of youth and environment.

Campaign - The Right to Be(e)

<i>Dates and venue:</i>	April – June 2017 – Czech Republic and other countries
<i>Aim:</i>	To attract attention to the disappearance and well-being of bees in Europe.
<i>Linked to strategies:</i>	2.2, 2.4, 3.4
<i>Evaluation criteria:</i>	Campaign team evaluation
<i>Coordinator:</i>	Networking Coordinator (YEE Secretariat)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Uniting Youth for Ecotourism

<i>Dates and venue:</i>	Autumn 2017 – venue to be decided
<i>Aim:</i>	To develop the competences of environmental organisations needed to promote sustainable tourism in natural protected areas.
<i>Linked to strategies:</i>	2.2, 2.3, 2.4, 3.1, 3.4
<i>Evaluation criteria:</i>	Project team evaluation, evaluation forms by participants.
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	To be decided
<i>Funding:</i>	Erasmus+ - Key Action – Agency to apply to be decided

Youth exchange – Postcards from Nature

<i>Dates and venue:</i>	May 2017 – Albania
<i>Aim:</i>	To explore the ways of raising awareness about environment through art and creative tools.
<i>Linked to strategies:</i>	1.1, 2.4, 3.3, 3.4
<i>Evaluation criteria:</i>	Project team evaluation, evaluation forms by participants.

<i>Coordinator:</i>	Networking Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	EDEN Center (Albania)
<i>Funding:</i>	Erasmus+ (KA1) – Czech National Agency

Partnership in project “STEP - Societal and political engagement of young people in environmental issues”

<i>Dates and venue:</i>	June 2015 - November 2017 – Czech Republic and other countries
<i>Aim:</i>	To develop and test an eParticipation cloud platform, which will promote the societal and political participation of young people in the decision-making processes on environmental issues.
<i>Linked to strategies:</i>	2.6, 5.1
<i>Evaluation criteria:</i>	Project team evaluation
<i>Coordinator:</i>	Networking Coordinator (YEE Secretariat)
<i>Funding:</i>	Horizon 2020 (European Commission) – Applied by Draxis (Greece)

Objective 3 - Empowering young people and building their capacities and skills.

Strategies:

- 3.1 Supporting young people in initiating and developing their own actions and projects.
- 3.2 Providing opportunities for young people to develop professionally and personally in order to increase their employability.
- 3.3 Supporting young people in sharing knowledge and skills learnt in projects with their organisations and local communities.
- 3.4 Increasing the multiplying effect and spreading the knowledge about environmental issues within YEE.
- 3.5 Developing YEE members' competences in organising inclusive projects and activities.
- 3.6 Providing tools for member organisations to support young entrepreneurs in starting their green or social initiatives.
- 3.7 Developing methods of non-formal education and contributing to its recognition.

Training course - Inclusion in environmental youth projects

<i>Dates and venue:</i>	April 2017 – Czech Republic
<i>Aim:</i>	To provide youth workers with knowledge and competences in addressing inclusion in order to organise quality environmental projects and activities that ensure equal support, participation and learning.
<i>Linked to strategies:</i>	3.5, 3.1, 3.3
<i>Evaluation criteria:</i>	Project team evaluation, evaluation forms by participants.
<i>Coordinator:</i>	Networking Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	European Youth Foundation (international activity) and Visegrad (Standard grant)

Study session – Exploring gender equality in environmental projects

<i>Dates and venue:</i>	March 2017 – European Youth Centre Strasbourg, France
<i>Aim:</i>	To explore the topic of gender equality and gender perspective in environmental youth projects and the ways of addressing this topic in work of environmental youth organisations.
<i>Linked to strategies:</i>	3.5, 3.3, 2.4
<i>Evaluation criteria:</i>	Project team evaluation, evaluation forms by participants.
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	Council of Europe (European Youth Centre)

Training course – International Environmental Action Days

<i>Dates and venue:</i>	July 2017 – Finland
<i>Aim:</i>	To create a common environmental action with partners, to empower young people to start their own environmental actions and campaigns, to explore tools of environmental education and to create international partnership and contacts.
<i>Linked to strategies:</i>	2.4, 2.6, 3.1, 3.3, 4.9
<i>Evaluation criteria:</i>	Project team evaluation, evaluation forms by participants.
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	Erasmus+ (KA1) – Finish National Agency (applied by Louno Liitto)

Strategic partnership – Environmental challenge accepted

<i>Dates and venue:</i>	June 2016 – October 2017 – Latvia, Estonia, Lithuania, Portugal, Czech Republic
<i>Aim:</i>	To explore innovative approaches for development of youth active citizenship by fostering youth ability to convince stakeholders of the need to implement their proposed solutions for environmental protection.
<i>Linked to strategies:</i>	3.1, 3.3, 3.4, 2.6
<i>Evaluation criteria:</i>	Project team evaluation
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	Balta Daba (Latvia)
<i>Funding:</i>	Erasmus+ (KA2) – Latvian National Agency (applied by Balta Daba)

European Voluntary Service at YEE Secretariat – Youth for Environment

<i>Dates and venue:</i>	Throughout 2017, Czech Republic
<i>Aim:</i>	YEE office will host two volunteers at a time. The aims of the project are to develop competences of young people needed in environmental youth work; to raise awareness about environmental problems; to improve various skills needed in youth work; to exchange information among countries on topics of environment and youth projects; to involve young people in international projects and to promote voluntary work.
<i>Linked to strategies:</i>	3.2, 3.1
<i>Evaluation criteria:</i>	EVS evaluation cycle, evaluation with volunteers, evaluation by office team.
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	Erasmus+ (KA1) – Czech National Agency

Objective 4 - Enhancing the institutional, financial and programme sustainability of YEE.

Strategies:

- Institutional sustainability:
 - 4.1 Ensuring the transfer of knowledge and expertise within YEE.
 - 4.2 Enhancing the competences and skills of Board members and Secretariat.
 - 4.3 Defining and shaping the identity of YEE.
 - 4.4 Strengthening the communication and relationships within the YEE network.
- Financial sustainability:
 - 4.5 Diversifying the sources of funding of YEE.
 - 4.6 Developing ways for exchanging information on funding opportunities within YEE.
- Programme sustainability (content):
 - 4.7 Providing training for facilitators and trainers within the YEE network.
 - 4.8 Fostering sustainable and long-term collaboration for the YEE activities.
 - 4.9 Building expertise in the development of grassroots projects.

Website

<i>Dates and venue:</i>	Throughout 2017 – online
<i>Aim:</i>	To provide the network with an adequate and useful website of YEE for sharing news from member organisations, posting updates about projects, publications, etc. The structure and design of the website will be changed in order to provide the network with more modern version and mobile and tablet-friendly version.
<i>Linked to strategies:</i>	4.3, 4.4, 4.1, 3.4
<i>Evaluation criteria:</i>	Evaluation by Executive Board and Secretariat
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	Coordination supported by operating grants received by YEE

E-Newsletter

<i>Dates and venue:</i>	Throughout 2017 – online
<i>Aim:</i>	To provide the network with the platform for sharing news connected with the work on YEE and member organisations: regular publication (6 issues per year) with updates about YEE projects and publications, local actions and projects of member organisations, environmental news and articles about environmental issues. The design and structure of the newsletter will be updated to fit the needs of member organisations and other target groups.
<i>Linked to strategies:</i>	4.4, 4.1, 4.4, 3.4
<i>Evaluation criteria:</i>	Editorial team evaluation, evaluation by Board and Secretariat
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Social Media

<i>Dates and venue:</i>	Throughout 2017 – online
<i>Aim:</i>	To maintain YEE network's online presence and use social networks as a tool for information and engagement.
<i>Linked to strategies:</i>	4.4, 4.1, 3-4
<i>Evaluation criteria:</i>	Evaluation by Board and Secretariat
<i>Coordinator:</i>	Networking Coordinator (YEE Secretariat) and Promotion and Publications Officer (Executive Board)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Physical Board Meetings

<i>Dates and venue:</i>	Throughout 2017, Czech Republic
<i>Aim:</i>	The Executive Board and Secretariat of YEE will meet physically four times in 2017. The objectives of these meetings are to make decisions on the main ongoing issues of the network, monitor the progress of the Work Plans of the Board members and YEE Strategic Plan and Work Plan and plan the Annual Meeting. A short training will be organised in two of these Physical Board Meetings.
<i>Linked to strategies:</i>	4.1, 4.2, 4.3, 4.4
<i>Evaluation criteria:</i>	Evaluation by Executive Board and Secretariat
<i>Coordinator:</i>	Secretary General (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	Operating grants received by YEE

Annual Meeting

<i>Dates and venue:</i>	July 2017, venue to be decided
<i>Aim:</i>	Delegates from the member organisations of YEE will gather for a 3-day meeting. The main objectives of the Annual Meeting are to adopt the next Work Plan and budget of the network, elect the new Executive Board and Internal Auditors and accept new members and review inactive ones.
<i>Linked to strategies:</i>	4.1, 4.3, 4.4, 4.8, 3.1
<i>Evaluation criteria:</i>	Evaluation by Executive Board and Secretariat, evaluation forms by delegates.
<i>Coordinator:</i>	Secretary General (YEE Secretariat)
<i>Hosting organisation:</i>	To be decided
<i>Funding:</i>	Operating grants received by YEE

Objective 5 - Strengthening the external relations of YEE.

Strategies:

- 5.1 Creating partnerships or joining other external organisations or environmental networks.
- 5.2 Taking an active part in discussions linked to youth and environment on an international level.
- 5.3 Expanding the representation of YEE in external events.
- 5.4 Supporting institutions and other organisations and networks in adopting sustainable practices.

Biodiversity workshops with Global Youth Biodiversity Network (GYBN)

<i>Dates and venue:</i>	Spring 2017, Germany
<i>Aim:</i>	To enable young people to play an active role in the achievement of the Global Biodiversity Targets of the CBD (Convention on Biological Diversity).
<i>Linked to strategies:</i>	2.2, 2.6, 5.2
<i>Evaluation criteria:</i>	Project team evaluation, evaluation forms by participants.
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	Global Youth Biodiversity Network (GYBN)
<i>Funding:</i>	German Environmental Ministry

Development of the Pool of Representatives (PoR)

<i>Dates and venue:</i>	Throughout 2017, online and venues of external events
<i>Aim:</i>	To increase the capacities of representation of YEE in external events and provide the opportunity for young people to develop their competences in communication and networking.
<i>Linked to strategies:</i>	5.3, 5.2
<i>Evaluation criteria:</i>	Coordinators evaluation, evaluation forms by members of PoR
<i>Coordinator:</i>	Secretary General (YEE Secretariat) and External Relations Officer (YEE Board)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Local actions from YEE office

<i>Dates and venue:</i>	Throughout 2017, Czech Republic
<i>Aim:</i>	To promote environmental projects of YEE among local communities, to join world initiatives, develop office's skills of organising local projects
<i>Linked to strategies:</i>	5.1, 3.4, 2.6
<i>Evaluation criteria:</i>	Evaluation by the office
<i>Coordinator:</i>	Secretary General (YEE Secretariat)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

IV. EXTERNAL RELATIONS

The growing dimension of global environmental problems calls for international teamwork by environmental activists to promote change and encourage solutions. YEE believes in such an effort and the potential it brings. That is why YEE is actively involved in several significant international organisations and networks by being a member or collaborating and participating in the activities and events of these organisations.

European Environment Bureau (EEB)

The European Environment Bureau is a network of environmental organisations including YEE. The EEB supervises the environmental issues more than anyone else as they arise in European policies and send information to its member organisations. The working groups of EEB are specific in expertise and in interest. YEE aims to explore the full potential of this membership by participating actively in working groups and activities organized by EEB. YEE member organisations will be encouraged to be involved in EEB in the name of YEE.

European Youth Forum (YFJ)

European Youth Forum is the biggest platform for international youth non-governmental organisations (IYNGOs) and National Youth Councils (NYCs) in Europe. Their role is to promote youth interests across the policies at European level. As a member of European Youth Forum, YEE is regularly represented in their various activities and statutory meetings and will continue to cooperate with YFJ to build capacity of youth work.

United Nations Environmental Program (UNEP)

UNEP is the voice for the environment within the United Nations system. UNEP acts as a catalyst, advocate, educator and facilitator to promote the wise use and sustainable development of the global environment. The mission of UNEP is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and people to improve their quality of life without compromising that of future generations. The aim of YEE in UNEP is to get involved in the discussions of environmental problems worldwide and explore more possibilities for cooperation with different organisations.

V. MEMBERSHIP ISSUES

Member Organisations

After the Annual Meeting 2016, YEE has 41 member organisations (18 full members and 23 associate members) in 25 countries. YEE will do its best to keep close contact and collaborate with its members during the year, to inform them and to be informed about their local, regional and national activities.

Membership Fees

In order to be fair to the member organisations and to ensure the stability of its economical situation, YEE will be strict about collecting the membership fees and to cancel the possibility to excuse the fee. The amount of the membership fee depends on the annual budget of the member organisation, see table below.

The fee should be transferred to the bank account of YEE before the deadline set up by the Executive Board. In case the bank transfer is too expensive for a particular organisation, it can be brought in cash to one of the YEE meetings. The fee has to be paid before the official opening of the Annual Meeting takes place, otherwise the voting right of the organisation is suspended.

Member organisation's budget 2016	Membership fee for 2017 FULL MEMBERS	Membership fee for 2017 ASSOCIATED MEMBERS
EUR 0 - EUR 12.500	EUR 40	EUR 20
EUR 12.501 - EUR 25.000	EUR 60	EUR 30
EUR 25.001 - EUR 37.500	EUR 80	EUR 40
EUR 37.501 - EUR 62.500	EUR 100	EUR 50
EUR 62.501 - EUR 125.000	EUR 120	EUR 60
EUR 125.001 - EUR 250.000	EUR 140	EUR 70
EUR 250.001	EUR 160	EUR 80

VI. ABBREVIATIONS

AM: Annual Meeting
BM: Board Meeting
EB: Executive Board
GA: General Assembly
MO: Member Organisation
TC: Training Course
WG: Work Group
WP: Work Plan
YE: Youth Exchange

VII. SUMMARY OF ACTIVITIES

	Activity	Dates and venue
Objective 1 - Reducing the ecological footprint of YEE and its activities.	Eco-mapping of YEE office	Throughout 2017 – CZE
	Campaign - Office cuisine blog	Throughout 2017 – online
	Internal Audit	May 2017 – CZE
Objective 2 - Encouraging youth involvement in raising awareness about environmental issues.	Campaign - The Right to Be(e)	April-June 2017 – CZE and other
	Uniting Youth for Ecotourism	Autumn 2017 – To be decided
	Youth exchange - Postcards from Nature	May 2017 – ALB
	Partnership in project STEP	June 2015 - Nov. 2017 – CZE
Objective 3 - Empowering young people and building their capacities and skills.	Training course - Inclusion in environmental youth projects	April 2017 – CZE
	Study session – Exploring gender equality in environmental projects	March 2017 – FRA
	Training course – International Environmental Action Days	July 2017 – FIN
	Strategic partnership – Environmental challenge accepted	June 2016 – Oct. 2017 – CZE, LVA, PRT, LTU, EST
	European Voluntary Service at YEE Secretariat – Youth for Environment	Throughout 2017 – CZE
Objective 4 - Enhancing the institutional, financial and programme sustainability of YEE.	Website	Throughout 2017 – online
	E-Newsletter	Throughout 2017 – online
	Social Media	Throughout 2017 – online
	Physical Board Meetings	Throughout 2017 – CZE
	Annual Meeting	July 2017 – To be decided
Objective 5 - Strengthening the external relations of YEE.	Biodiversity workshops with Global Youth Biodiversity Network (GYBN)	Spring 2017 – DEU
	Development of the Pool of Representatives	Throughout 2017 – online and other
	Local actions from YEE office	Throughout 2017 – CZE