

YEE Secretariat Report 2011-2012

The YEE Secretariat in Prague is the main centre of the information flow for the Youth and Environment Europe network and it has been essential in creating and keeping contact with the Member Organisations as well as external relations. The office team works in order to help to coordinate all YEE projects so that the YEE Work Plan is implemented and all the necessary administrative tasks of the federation are done – much of the YEE work occurs there and it keeps YEE running.

In 2011 – 2012, there have been two full-time employed employees:

- **Secretary General - Adriána Harnúšková** (main responsibilities: taking care of running of the office, financial management of the organization, fundraising – administrative grants and grants for projects, coordination of projects, communication with MOs);
- **Main Coordinator - Malgorzata Zubowicz-Thull** (main responsibilities: YEE publications, EVS Coordinator, fundraising and projects' implementation, website coordination, communication with MOs).

August 2011 – June 2012

Since the Annual Meeting in August 2011 in the office of Youth and Environment Europe in Prague we have been working on the following projects and issues:

Projects and grants

- Preparation and/or submitting the following grants:

Administrative Grants

1. Administrative grant Youth in Action 2012 – approved
2. Administrative grant EYF 2012 – approved
3. Administrative grant Citizenship Programme 2012 – not approved

Grants for projects

1. Feasibility Visit 'Women Leadership Program' (April 2012, Macedonia) – YiA, approved
2. YE 'Give pedestrians their city back' (September 2012, Albania) - EYF, approved and YiA, approved
3. YE 'Eco-tourism development' (June 2012, Albania) - EYF, not approved
4. EVS 2012 - 2013 (March 2012 - April 2013, Prague, Czech Republic) – YiA, approved (applied by coordinating organization)

5. Publications 'Developing youth workers' skills' (April - December 2012 - 2 booklets - 'Media, communication and nature' and 'How to be a leader in environmental organization') - EYF, not approved
 6. TC 'Be a leader in an environmental organization' (October 2012, Czech Republic) - EYF not approved, YiA, approved
 7. TC 'Women for the planet' (March 2013, Slovenia) - EYF, approved
 8. Campaign on Upcycling (January-June 2013, 5 countries) - EYF, approved
- Preparation of 5 final reports from grants and projects:
 - approved - Administrative grant YiA 2011; EYF category B - International Campaign 'Caring for the future? Caring for the forest!', YiA - TC 'I can lead! I can facilitate!'
 - submitted, waiting for reply - EVS 2011 – 2012; EYF Administrative grant 2011
 - Prepared, developed, coordinated and/or realized the following projects:
 1. International information and education campaign 'Caring for the future? Caring for the forest!' (05-12/2011 - Albania, Czech Republic, Finland, Portugal, Russia, UK) - realized (including all the necessary tasks: coordination of the campaign, keeping contact with partners, website development, coordination of the creation of the 'Report about the forest situation' and design of the report, promo materials distribution, final report submitted and approved)
 2. International information and education campaign 'Together for a Green Europe' (01-06/2012 - Armenia, Czech Republic, Georgia, Italy, Latvia, Romania) - in process (including all the necessary tasks: coordination of the campaign, keeping contact with partners, promo materials, website development, coordination of the creation of the follow up booklet 'Guidelines for Environmental Education' and follow up movie about the campaign, final report to be submitted in August 2012)
 3. Study session 'European Environmental Law and Youth Participation' (March 2012 - Strasbourg, France) - realized (including all the necessary tasks: preparation of the program, dealing with participants, follow-up booklet preparations, final report - in process, to be submitted in June 2012)
 4. Feasibility Visit 'Women Leadership Program' (April 2012 - Ohrid, Macedonia) - realized (including all the necessary tasks: finding and communication with partners, arrangement of the place, materials, dealing with participants, program development, reimbursements, final report - in process, to be submitted in August 2012)

5. PBA 'Volunteers for Environment' (May 2012 - Tsaghkadzor, Armenia) – realized (including all the necessary tasks - in cooperation with SYC: communication with partners, dealing with participants, program development, reimbursements, final report to be submitted in December 2012)
 6. YE 'Diversity' (May 2012 - Tsaghkadzor, Armenia) - realized (including all the necessary tasks - in cooperation with FYCA: communication with partners, dealing with participants, reimbursements, final report to be submitted in August 2012)
- Helped with the following grants applied by member organisations:
 1. YE 'Eco-tourism development' (June 2012, Albania) - YiA, YEO Rhodope and EDEN Center - not approved
 2. TC 'Media, Communication and Nature' (20-27 July 2012, Oucmanice, Czech Republic) - YiA, Hnuti Brontosaurus - approved
 - Prepared the Annual Meeting 2012
 - Participated and/or organised the following actions:
 1. YEE Day 2011 in Czech Republic (7 October 2011 - Dobris nearby Prague) - clean up of the forest and games in the nature, as part of the Forest Campaign (office team and Irena Oupicova, YEE Chairperson)
 2. World Water Monitoring Day (10 November 2011, Konopiste nearby Prague) - measured the quality of water in lakes and streams in the region (office team)
 3. YEE info stand at the EVS Market at the 'European Volunteering Tour' (3 November 2011, Prague) – promotion of YEE activities, especially those that EVS volunteers are involved in (office team)
 4. Volunteering weekend in Toulcuv Dvur for youth volunteering action Tamjdem (26 May 2012)
 5. Participated in the 'Day of the Earth' organised by Toulcuv Dvur (21 April 2012)
 6. Participated in the Meeting of NGOs active at European level in the field of Youth (Brussels, September 2011) - Adriána Harnůšková (Secretary General),
 - Participated in and helped to prepare all the virtual board meetings held in 2011-2012 and the physical board meeting in Prague in April 2012
 - Coordinated projects, finances and communication issues

Communication and publications

- Creation of :
 - Booklet 'EVS for Environment' - December 2011
 - Online report 'Caring for the future? Caring for the forest! – Report into the status of the world's forests' - December 2011
 - 6 e-Newsletters (Annual Meeting 2011, September/October 2011, December 2011, January/February 2012, April 2012, May/June 2012)
- Creation of above mentioned publications included: writing articles, searching for contributors, creating content, making design, printing publications, distributing them.
- YEE webpage - updating all sections, improving the structure (reorganizing sections – Projects, Publications; new sections: Campaigns – Forest Campaign, Eco-Campaign, Ocean 2012, etc.).
 - Day-to-day email management and networking
 - Day-to-day correspondence management
 - Improving members' database for internal use

Finance and administration

- Prepared the documents for the accountant in order to pass the external audit 2011 (done with success)
- Prepared the documents for the accountant
- Day-to-day YEE account management
- Day-to-day running the office
- Prepared financial situation overviews for 2011, prepared the prevision for 2012

Personnel and Staff

- Coordinating project of EVS volunteers
- Contacting the auditor to make the external audit of YEE
- Leading the work of the office: how to use programs, distribution of tasks, solving problems, etc.
- Organized the selection process of the new YEE SG

Others

- Constant improvements in the office (regular weekly cleanings and deep cleanings)
- Configuration and solving problems with the computers in the office, new computer
- Archive system of YEE projects

These are the most important things that happened in the YEE office since the Annual Meeting 2011. It is difficult to describe all the activities in the report in a narrative way due to the amount of tasks done but if you are interested to know more you can always ask us

for more details. We hope that next year we will help the network to prepare even more interesting green activities and events! But for this we are counting on you of course because YOU are YEE!

We hope that the upcoming YEE year 2012/2013 will be even more successful, with many projects to protect the nature and we will try to do our best to help to ensure it.

EVS Report

EVS (European Voluntary Service) is a project within action 2 of the European Commission's Programme 'Youth in Action'. The European Voluntary Service (EVS) provides young Europeans with the unique chance to express their personal commitment through unpaid and full-time voluntary activities in a foreign country within or outside the EU.

The EVS project in YEE consists of three parts: work in the office, work in the eco-center Toulcův dvůr and personal project.

Since Annual Meeting 2011, there have been four EVS volunteers from Youth in Action programme in the office of YEE:

Cameron Murphy (Ireland) - for period from: 02.2012 to 02.2013

Natalia Luchko (Russia) - for period from: 05.2012 to 05.2013

Mercedes Alvarez Fioravanti (Spain) - for period from: 02.2011 - 02.2012

Mathieu Frediere (France) - for period from: 02.2011 - 02.2012

The main tasks of volunteers in the office include:

1. Preparation of YEE publications (e-newsletters, booklets)
2. Updating the YEE website (www.yeenet.eu) with call for partners, reports from projects and activities, uploading photos, etc.
3. Helping with preparations of YEE projects, meetings etc.
4. Helping to implement YEE on-going projects
5. Communicating with MOs on behalf of the office
6. Running their own personal project within framework of YEE activities
7. Participation in YEE projects and activities

One of the important parts of EVS project is helping other organizations in the ecological centre "Toulcův dvůr". These tasks are as follows:

1. Helping with children in educational programs
2. Assisting in the kindergarten
3. Helping in the garden and farm with live stock and plants
4. Assisting the stables with grooming horses and accompanying children
5. General maintenance tasks including work on the property and orchards

EVS completed tasks for period August 2011 - February 2012:

Mercedes Alvarez Fioravanti (Spain) and Mathieu Frediere (France)

1. Helping with publishing of the e-newsletters: Annual Meeting 2011, September/October 2011, December 2011, January/February 2012 include writing articles, editing and correction of articles, publishing
2. Helping with publishing of the booklet 'EVS for Environment' (promotion of the EVS and volunteering for environment - December 2011) include writing articles, editing and correction of articles, selection of pictures, design, distribution
3. Website - regular updating of the website, communication about EVS through the EVS blog, EVS radio, etc.
4. World Water Monitoring Day - helped to organize and participated
5. YEE info stand at the EVS Market - helped to organize the YEE info stand
6. YEE Day – helping to prepare and organize the event for the Czech Republic, proposing ideas for other countries
7. Regular updating of the YEE Facebook Page

EVS completed tasks for period February 2012 - July 2012:

Cameron Murphy (Ireland) and Natalia Luchko (Russia)

1. Helping with publishing of the e-newsletters: March/April 2012 and May/June 2012 include writing articles, editing and correction of articles, publishing
2. Website - regular updating of the website after training how to use Joomla!
3. Regular updating of the YEE Facebook Page
4. Helped to organise satisfaction reports for completed projects
5. Organised the Volunteering weekend in Toulcuv Dur for youth volunteering action Tamjdem
6. Participated in Study session on "European Environmental Law and Youth Participation"
7. Organised YEE presentation for Earth Day 2012 promoting the booklet 'Games for Nature'
8. Participation and preparation of materials as an "expert" for the Eco Campaign 'Together for a Green Europe' in the Czech Republic
9. Help with communication with partners for the TC 'Media, communication and nature'

Adriána Harnůšková – Secretary General (03.2010 - 08.2012)

Malgorzata Zubowicz-Thull – Main Coordinator (07.2008 - ...)

Cameron Murphy – EVS volunteer (03.2012 - 02.2013)

Natalia Luchko – EVS volunteer (05.2012 - 04.2013)