



Youth and Environment Europe (YEE) Minutes of the Annual Meeting 2013 July 19 – 21, 2013, Svycarna, Czech Republic

Participants:

ARTUR BABAJANYAN (AYCI), ANA BIANCA BADEA (Asociatia Ecouri Verzi), KATE BAKER (LEWE), ELINA BARANOVSKA (BALTA DABA), GIRTS BARANOVSKIS (BALTA DABA), GAYANE BARSEGHYAN (FYCA), VASILY BASHUTKIN (EYC), VANDA BERSHADSKAYA (Environmental Youth Club), LAURA CAHILL (ECO-UNESCO), MARSIDA CELA (EPER Center), FRANCESCO CHIECHI (Mine Vaganti), MERCEDES FIORAVANTI (YEE), ELISAVETA GUTU (GUTTA-CLUB), LIRA HAKANI (EDEN Centre), EBBA HARSMAR (Nature and Youth Sweden), KYRYLO IVLIEV (YEE), LUCIE JASANSKÁ (Hnutí Brontosaurus), CHRISTIANE KLEMM (FÖJ-AKTIV e.V.), TIJANA LJUBENOVIČ (Young Researchers of Serbia), ANA LOPES (OPE), NATALIA LUCHKO (YEE), JESSICA MASSUCCO (YEE), LUKA MILOSVLJEVIC (YRS), MIGENA NAKO (EPER Center), IRENA OUPICOVÁ (Hnutí Brontosaurus), LUCIE PROCHÁZKOVÁ (Hnutí Brontosaurus), VLADIMÍRA REGEROVÁ (Hnutí Brontosaurus), PYLYP SAMOLENKO (InYouth Ukraine), ARSEN SIMONYAN (SYC), ZARUHI STEPANYAN (KHAZER), KONSTANTINE TEDORADZE (SAEM), JORGE TOMÉ (OPE), JESUS DE LA HOZ TRAPERO (YEE), ANJA WILKEN (FÖJ-AKTIV e.V.), GALINA YAKUSHINA (AYA), ALEKSANDRA PODYMSKA (Ipso Jure)

Participants with the right to vote (10):

ELINA BARANOVSKA (BALTA DABA), LAURA CAHILL (ECO-UNESCO), ELISAVETA GUTU (GUTTA-CLUB), LIRA HAKANI (EDEN Centre), EBBA HARSMAR (Nature and Youth Sweden), LUKA MILOSAVLJEVIC (Young Researchers of Serbia), MIGENA NAKO (EPER Center), IRENA OUPICOVÁ (Hnutí Brontosaurus), KONSTANTINE TEDORADZE (SAEM), ANJA WILKEN (FÖJ-AKTIV e.V.)

Abbreviations: **AM** – Annual Meeting, **BM** – Board Meeting, **EB** – Executive Board, **EVS** – European Voluntary Service, **EYF** – European Youth Foundation, **GA** – General Assembly, **MO** – Member Organisation, **PBA** – Partnership Building Activity, **SG** – Secretary General, **TC** – Training Course, **WP** – work plan, **YE** – Youth Exchange, **YiA** – Youth in Action

Agenda

Friday, 19 July 2012 – Start 9:00

- 1) Ice-breaking games
- 2) Official Opening of the Annual Meeting
 - ▲ Establishment of the Quorum, voting rights
 - ▲ Selection of the Chair
 - ▲ Selection of minute-takers
 - ▲ Selection of Electoral Committee
 - ▲ Introduction, amendments to the agenda and approval of the Agenda
- 3) Introduction to YEE
- 4) YEE Annual Report Presentation 2012-13
 - ▲ Presentations of Board Reports
 - ▲ Clearing of the Boar
 - ▲ Opening of Nominations
- 5) Project Planning

Saturday, 20 July 2013

- 1) Long Term Strategies
- 2) Short Term Strategies
- 3) Elections
 1. Board
 2. Internal Auditors
- 4) Statutory Amendments
 1. Introduction and discussion
 2. Vote
- 5) YEE Membership
 1. YEE opportunities
 2. Rights and Responsibilities of member organizations
- 6) Membership Review
 1. Cancellations
 2. Acceptance of new members
- 7) Celebration of 30th YEE Anniversary

Sunday, 21 July 2013

- 1) Work Plan 2014
 1. Presentation of the draft
 2. Project's presentation and discussion
 3. Project prioritization
 4. Vote
- 2) Budget 2014
 1. presentation
 2. Discussion and vote
- 3) Training of New Board/ Board Meeting

ACTUAL MINUTES:

Friday, 19 July 2013

1. Ice-breaking games

2. Official Opening of the Annual Meeting

- ▲ **Proposal Jessica for Chair of Annual Meeting.**
 - In favour: 10, against: 0, abstention: 0
- ▲ **Jessica presented the agenda and asked for suggestions for changes. The agenda has been approved by the GA.**
 - In favour: 10, against: 0, abstention: 0
- ▲ **Introduction to YEE – quiz and film.**
- ▲ **Laura Cahill and Ana Lopes were selected minute-takers.**
- ▲ **Volunteer to be part of Electoral Committee –**
- ▲ Will count ballots in favor and against. Will announce votes.
 - **Jesus De La Hoz Trapero and Jorge Tomé put themselves forward**
 - In favour: 10, against: 0, abstention: 0

The GA was interrupted for a break of 30 minutes at 10.20 a.m. and therefore re-opened at 10.50 a.m.

Introducing YEE Secretariat

Each of the secretariat gave a presentation on their role in the YEE.
Main Duties outlined by the following:

- ▲ Mercedes Fioravanti, Secretary General – management of federation, coordination of implementation of working plan, applying for funding and other financial issues.
- ▲ Natasha Luchko, Main Coordinator – publications, projects, EVS Coordination, website and fundraising
- ▲ Jessica Massucco and Jesus De La Hoz Trapero – EVS – programme funded by EU – website and social media, local projects, publications and networking

3. ANNUAL REPORTS PRESENTATION

Work Plan for 2013

Board outlined the main activities undertaken this year

- ▲ Training Courses:
 - ▲ Be a leader in an environmental organization – Designed for young environmentalists
 - ▲ Women for the planet (explanation of why women important – i.e. main farmers; encourage leadership potentials)
 - ▲ Youth Participation for the Environment (learning how to identify and meet needs of members/participants)
 - ▲ Youth for Rivers (applied February, not approved; applied in Latvia, was approved; runs in October, in Armenia)
 - ▲ Green Power (category D of the EYF , 2013-2015, youth from rural areas)

- ▲ Lets live sustainably (Macedonia; not approved in February in Brussels; applied again in Portugal (OPE), no funding resources)
- ▲ Youth Exchanges:
 - ▲ Give pedestrians their city back (September 2012, Albania)
 - ▲ Snapshot to Environment (June 2013, Armenia)
- ▲ Campaigns:
 - ▲ Upcycling Campaign (booklet and videos; 10 workshops)
 - ▲ 30 years of Volunteering for the Environment Campaign
 - ▲ The Right to Be(e) – not very successful due to weather constraints
 - ▲ Campaign – Office Cuisine – based in YEE office hoping to spread
 - ▲ Sunny Campaign – To be considered for new WP
 - ▲ River Campaign – Not successful as did not receive funding
- ▲ Local actions:
 - ▲ Earth Day – Very successful children focused day
 - ▲ World Water Monitoring Day – YEE trip to check water of river in Melnik
- ▲ European Voluntary Service – hosting for 10 years; call to August 2013 (under 30)
- ▲ Publications:
 - ▲ YEE booklets – “How to be a leader in an environmental organization”, “The environmentalists guide to the media galaxy”, “upcycling”
 - ▲ Publications – YEE e- Newsletter reaches 590 subscribers
 - ▲ YEE Website and Social Media

Feedback -

- ▲ Suggestion to use social media as fundraising and opening a youtube account where youtube pay you for the amount of comments, likes etc. Marsida
- ▲ Sunny Campaign – new ideas – perhaps make a map Liza

Financial Report

Secretary General – Mercedes Fioravanti and Treasurer Girts, presented the findings:

- ▲ Income: where the funding comes from for the organisation and each activity (administrative grants: YiA, EYF; membership fee: 1%). Total for year: EUR 127 664,37
- ▲ Expenses: Where the money is spent (activity costs¹ 62%; personnel costs 25%) – allocation of overheads etc. Total for the Year: 134 119,15
- ▲ Result: Loss: EUR -6454,78

There was discussion around why there was a loss including change of secretary general and the cost of two salaries for a period. There was a question regarding how YEE makes up a loss. It was explained that it comes from initial capital. Cash flow was explained and accountant has assured we have no problems with it this year.

Provision (incomes 2012 – What has happened so far and projection of amounts and percentages of YEE costs i.e. grants, fees, funding for campaigns and projects.

Total expenses 106 892,4 (35 000 + 11 426 [administrative grants]). Average budget is usually EUR 100,000.

Question/ Feedback

It was argued that administrative costs of projects that are not YEE administered but YEE supported (not carried out by YEE but a member organization but applied for to which YEE provide support) should be outlined in the report as the cost looks very inflated compared to what is regarded normal for these costs. That the office needs to reflect all of the administrative costs they have on others projects. Agreed that this should be included in the budget to more accurately represent why the administrative costs are so high.

¹ The term ‘activity costs’ only takes into consideration projects applied through YEE.

Internal Audit.

The Internal Auditor Pavel explained the main points of the internal audit guidelines and why it is done. Pavel went through public 'visible' YEE activities and the 'invisible' activities or YEE – background, paperwork, strategic documents, plans and evaluations etc. The invisible is what the internal auditor checks.

PROJECTS

Outcome:

- ⤴ No big problems in activities
- ⤴ TCs were very successful based on feedback.

Advice given:

- ⤴ Improve environmental impact in travelling (more cooperation with neighboring countries)
- ⤴ Add the point “to have at least one training course focusing on capacity building of the YEE MOs” into the long term strategies
- ⤴ Compose the working plan carefully – viability of projects (because poorly backed projects consume too much of EB and secretariat capacities)

EXECUTIVE BOARD

Outcome:

- ⤴ Overall very positive (well working, reached many goals, frequent communication)

Advice given:

- ⤴ focus on transition period of board – keep some board members so as not to lose experience. Need strategies for supporting members. Form working plan to divide tasks and responsibilities clearly in order not to have some people working on the same tasks unless it is necessary .

SECRETARIAT

Outcome:

Old secretariat evaluated; professional and experienced, good working atmosphere, improved communication with EB. Projects from working plan consume too much energy – not enough people from member organizations involved

Advice:

- Keep weekly meetings of staff
- Improve collaboration with EB.

STRATEGIES AND OBJECTIVES IN YEE WORK

Outcome:

- ⤴ YEE work reflects long term strategies and mission of YEE
- ⤴ Short term strategies were fulfilled or at least discussed
- ⤴ Where short-term strategies were clear they were developed well – for those that were not well-defined - development less

Advice:

- ⤴ Make short term strategies more specific and clear for those reading them in the future

Final comments and conclusions:

Collaboration of EB and Secretariat

- ⤴ Distribution of responsibilities of working plan and strategies.
- ⤴ Sharing minutes from EB and secretariat meetings
- ⤴ Early personal meeting – positive.

Transition of Experience

- ⤴ Need for members to be on board for more than 1 year.
- ⤴ However not advising to make 2 year office term.

YEE AM Documents

- ⤴ Experienced facilitator to compile clear documents during the AM using SMART objectives [Specific; Manageable; Attainable; Resourced; Time-bound]

Working Groups

- ⤴ Create working groups on certain topics with possibility of having one BM in each.

Conclusion: Overall Internal Audit – did not illicit any bad results. Extensive review is available for public in a library which was open only during AM .

Feedback / Questions:

Questions with regard to the meeting of long term strategies of YEE. Feedback was that there is no big problem with them but that they are slightly outdated so could be updated.

Approval of Reports:

Financial report:

in favour: 10, against: 0, abstention: 0

Budget report:

in favour: 10, against: 0, abstention: 0

Secretariat report:

in favour: 10, against: 0, abstention: 0

Annual report :

in favour: 10, against: 0, abstention: 0

Internal Audit report:

in favour: 10, against: 0, abstention: 0

The GA had a lunch break of 2 hours minutes at 12.20p.m. and therefore continued at 2.30 pm

Presentations of Board-reports

Participants were split into 5 groups and rotated talking to each board member. All board-members went through their role over the past year – discussing their roles, achievements, challenges and answering any questions from the delegates to the AM.

Clearing of the Board-members:

Chairperson – Kyrylo Ivliev

in favour: 10, against: 0, abstention: 0

Majority in Favour – Cleared

Treasurer – Girts Baranovskis

in favour: 10, against: 0, abstention: 0

Majority in Favour – Cleared

External relations officer – Zaruhi Stepanyan

in favour: 10, against: 0, abstention: 0

Majority in Favour – Cleared

Member Organisations Officer Tijana Ljubenovic

in favour: 10, against: 0, abstention: 0

Majority in Favour – Cleared

Project officer – Christiane Klemm

in favour: 10, against: 0, abstention: 0

Majority in Favour – Cleared

Publications and Promotion Officer – Tomasz Janiak

in favour: 10, against: 0, abstention: 0

Majority in Favour – Cleared

All board-members cleared of their duties.

The nominations for the new board were opened.

The GA was interrupted for a break of 30 minutes at 16.00 p.m. and therefore re-opened at 16.30 p.m.

PROJECT PLANNING

- ▲ Key funding Opportunities for MO's presented by Natasha
 - Council of Europe and European Youth Foundation. Key deadlines and contacts provided (International activity; Pilot activity – national, regional, local NGO (10 000 EUR); One-off structural grant; Deadlines - 1st April and 1st October; Pilot activity – no deadlines (results twice a year) – contact eyf@coe.net; Register online <http://eyf.coe.net>)
- ▲ Mercedes provided overview of Youth in Action: permanent priorities, annual priorities, national priorities, 5 key actions, eligible countries, deadlines. Two key deadlines 1st September and 1st October. Most important for us: Youth for Europe, Youth in the World, Youth Support Systems.
 - Discussion around why these are most important – what excludes the other two. Discussed that others are on 'different levels' – and not relevant to YEE.
- ▲ Project Guidelines presented by Christiane.
 - Timelines outlined – note: please send the application forms for checking before you send them off. Give time for feedback and re checking.
 - Overview of Project guidelines presented.

It was decided that groups would have 5 minutes to present including questions and answers

Project Ideas:

1. Waste management – Elisaveta Gutu (Gutta-Club)
2. Urban Gardening and Farming – Anja Wilken (FÖJ-Aktiv e.V.)
3. EU environmental platform - Natalia Luchko (YEE)
4. EU Environmental Platform – Marsida Cela (EPER Centre)
5. Cycle of Water – Girts Baranovkis (Balta Daba)
6. Gender equality in Environmental Problems - Natalia Luchko (YEE)
7. Training course on sustainable construction – Jorge Tomé (OPE)
8. Biodiversity – cultural awareness campaign - Jorge Tomé (OPE)
9. Energy Project – Lira Hakani (EDEN Centre)
10. Environmental project planning – Zaruhi Stepanyan (Khazer)
11. Let's do Sport-ironment – Franscesco Chiechi (Mine Vaganti).
12. Photography + Environment – Arsen Simonyan (Stepanavan Youth Centre)
13. Project management training course – Arsen Simonyan (Stepanavan Youth Centre)
14. The right to be(e)- Christiane Klemm (FÖJ-Aktiv e.V.)
15. Eco Tourism - Ana Bianca Badea (Asociatia Ecouri Verzi) - Not approved before, but Bianca will link with Irena for local projects (at national level). Not being added to work plan

The GA was interrupted for a break of 5 minutes at 17.25 p.m for groups to think about their projects and add their names to the list. And therefore re-opened at 17.30 p.m.

Group Work

Groups separated based on project ideas to develop clear proposals for presentation to YEE to be added to WP.

Change in plan – Presentations delayed until after dinner so that groups who have not worked on their project plans can do so now and can present after lunch.

The GA was interrupted for a break of 5 minutes at 19.15 p.m for dinner. And therefore re-opened at 9.30 p.m.

Project Ideas:

1. Waste management (Moldova, Liza, Gutta-Club)
 - ⤴ Youth Exchange for One Week
 - ⤴ Target Groups: 18-22 years and Children of kindergarten age
 - ⤴ Education of how to recycle waste
 - ⤴ Local element – up cycling workshops

2. Urban Gardening and Farming (won't go ahead with it as it doesn't fit into the YEE work plan – may still link in with YEE at a later date)
 - ⤴ Was proposed Youth Exchange
 - ⤴ Purpose: increase urban farming to increase sustainable lifestyles. Participants to share skills in upcycling through multiplier effect
 - ⤴ Aims to create an open space for more exchange of knowledge
 - ⤴ Toolkit provided for the groups to go home so that they can go home and run workshops with their knowledge

3. EU environmental policies and initiatives (Marsida, EPER Centre)
(won't go ahead this year – perhaps application in April for 2015)
 - ⤴ Promote EU initiatives at policy l
 - ⤴ build capacities of youngsters, raise awareness of youth on EU policies
 - ⤴ To do: collect information from European partners
 - ⤴ Platform on 7 key environmental including: biodiversity, urban environment, waste etc
 - ⤴ The creation of an electronic newspaper
 - ⤴ Develop youth campaign utilizing new technology
 - ⤴ Questions: What is its capacity? Separate website or section on YEE website? Does it fit to a one-year-project? Does your organization have webmaster and media data expertise? Who will contribute to it? How to advertise it – in the end this alone would be a big campaign. How would you make it better than a google search?
Answers by Marsida: platform may be a section on YEE website; although there is a lot information online, it is good to promote it and this platform would be used by decision makers; the organization has expertise in media data and a webmaster; partner organizations can contribute to the website.

5. Cycle of Water (Elina and Girts, Balta Daba, Latvia)
 - ⤴ Youth exchange - take place next June
 - ⤴ Aim: to understand the water cycle – where it comes, where it goes etc and understand it in a global context.
 - ⤴ Ideas for actions: Test water challenge – which tap water, which bottled. Works as both research and action.
 - ⤴ Interested in max. 8 partners who work with an organization who wants to seriously work on the issues of water protection.

6. Gender equality in Environmental Problems -
 - ⤴ Funded by EYF -
 - ⤴ Get together to discuss realities of their countries and affect of gender on leadership.
 - ⤴ Explore consequences and solutions

7. Sustainable construction (Jorge, OPE, Portugal)
 - ⤴ Training course
 - ⤴ Take place in a Permaculture village in Portugal
 - ⤴ Stages including collection of topics, planning activities, ensuring replication of example on own communities by implementation in each country
 - ⤴ Creation of book on recycling
 - ⤴ Partner: Balta Daba

8. Biodiversity – cultural awareness campaign (Jorge, OPE)
 - ⤴ Team for planning. Each organization have to pick species, songs traditions etc associated with the topic of biodiversity
 - ⤴ Put together a work exhibition
 - ⤴ Final evaluation, booklet, video
 - ⤴ Partners: Gutta-Club, EPER Center, EDEN Center
 - ⤴ Feedback/ Comments: It was suggested to do this as a low-cost activity; the focus should lay on endangered or endemic species; skills on how to transfer the learning should be developed.

9. Energy Project (Lira, EDEN Center, Albania)
 - ⤴ Youth Exchange
 - ⤴ Sustainable, renewable and best examples to improve own community; work practically (solar panel); get skills to influence others
 - ⤴ German partners could be interesting
 - ⤴ Feedback/ Comments: it is not easy to create a solar panel; look for experts.

10. PBA Environmental project planning (Zara)
 - ⤴ (won't work for YEE; maybe a TC or networking)
 - ⤴ Need of discussion whether it will be applied through YEE or some MO
 - ⤴ Aim: Promote cooperation between MOs and YEE; define the direction of the Federation; identify needs of the organization
 - ⤴ About 15 organizations needed
 - ⤴ Suggestion to connect this project with the AM
 - ⤴ Feedback/ Comments: A Visibility Meeting before the AM was suggested (because some people would not come if it wasn't for the TC)

11. Let's do Sport-ironment (Franscesco, Mine Vaganti, Italy)
 - ⤴ Youth Exchange
 - ⤴ Take place in Tempio Pausania, Northern Italy
 - ⤴ Use sport activity to engage young people in the environment – trekking, cycling, volunteering and cleaning area. Groups will use team work methodology.
 - ⤴ Aim to respect nature
 - ⤴ Experiential learning
 - ⤴ Discover a new type of city mobility – it is eco-friendly, fast, simple and cheap!
 - ⤴ Orienteering: aim to improve participants' cooperation and problem solving skills.
 - ⤴ Cleaning area: understand that better to keep clean than clean! Respect public area, seaside, park, city.etc
 - ⤴ Social inclusion – All of the activities will be divided into different groups. Work on the concept of group challenge.
 - ⤴ Questions/ Feedback: whether it should be a training or a exchange, the term of social inclusion should be changed/adapted (different meanings), how can participants be involved better to create the programme?

12. Photography + Environment (Arsen, Armenia)
 - ⤴ Photography to express environmental issues. Training will include training on photography. Themes: environmental lifestyles. Result in an exhibition.
 - ⤴ 36 participants
 - ⤴ 8 days
 - ⤴ 6 partners (5+1 from each country)
 - ⤴ Video workshop taken out. Exhibition more formal.

- ⤴ Learning from last year – longer exhibition inside.
- 13. Project management (Arsen, Armenia)
 - ⤴ Training course.
 - ⤴ Come with ideas, go with plan, how to fund in detail. Project planning, environmental project.
 - ⤴ 22-30 people
 - ⤴ 6-8 days
 - ⤴ Project managers – Target
 - ⤴ Will have external trainers
 - ⤴ knowledge on:
 - project cycle
 - quality aspects of projects
 - timely management of a projection, fundraising, budget, possible existing fundings,
 - available online tools for effective project management
 - tips on making project less environmentally damaging
 - sharing good experiences and lessons learned
 - ⤴ Discussion – whether leaders are the correct – perhaps if it is basic that it is not for project managers already.
 - ⤴ YEE applying for either this or other project idea
- 14. The right to be(e) (Christiane)
 - ⤴ No budget necessary –
 - ⤴ Campaign
 - ⤴ Flashmob for planting for bees all over Europe
 - ⤴ Start campaign in Winter so it is ready to be done in spring
 - ⤴ Earth day – a good day to start
 - ⤴ Local actions to promote the bee population
 - ⤴ Promote the importance of bees.
 - ⤴ Discussion on this – campaign and plan needs to be promoted. Also thoughts about combining seed campaign with this one
- 15. Eco Tourism (Bianca)
 - ⤴ Not approved before but will link with Irena. At national level – learning.
 - ⤴ **Not being added to work plan**

The session was officially closed at 10:00p.m.

Saturday, 20 July 2013

Meeting convened at 9.10 a.m.

LONG TERM STRATEGIES

- ⤴ Tomaz provided an overview of what strategies are. Long term strategies are for a 3-year period and are more general. Short term strategies are more concrete and outline what you will do for one year to work toward the 3 year strategy.
- ⤴ Zaruhi outlined SMART (=specific, measurable, achievable, realistic, time-bound) objectives
- ⤴ Groups to be separated to discuss strategies- the agreement idea is to finetune them – according to SMART objectives

Topics:

- ⤴ Strengthening cohesion inside the Organization

- ⤴ Maintaining continuity and handover of knowledge and expertise
- ⤴ Strengthening cohesion inside the Executive Board
- ⤴ Strengthening cohesion between the Executive Board and the Secretariat
- ⤴ Smooth change of the Executive Board
- ⤴ Financial stability
- ⤴ Publications

- ⤴ Participants separate into groups from 9.25 – 10.05

The GA was interrupted for a break of 20 minutes at 10.05 a.m. And therefore re-opened at 10.35 a.m.

- ⤴ Mercedes Fioravanti presented on all of the updates provided on the long term strategies. Explanations provided where relevant on why changes had been made
- ⤴ General discussion on how we will vote on these. Go one by one – everyone has the opportunity to input and then we will vote on the changes collectively in one. Some blocks perhaps contradictory so vote on them as a whole

Strengthening cohesion between the EB and the Secretariat

- ⤴ Discussion on whether the board should meet in the first 6 months as change proposed. Discussion on whether it is important to meet in the first half year if there are no issues to why it is important to meet. Discussion on changing meeting in the first 6 months back to 'preferably'.

Vote to change back to preferably

In favour: 9, against: 1 abstention: 0 – approved

- ⤴ Discussion on whether the changes to 'regular and clearly' is necessary.

Vote:

In favour: 10, against: 0 abstention: 0 – cleared

Smooth Change of Executive Board-members

- ⤴ Discussion on whether to create and update guidelines for transferring knowledge from previous to newly elected EB

To include new wording:

In favour: 9, against: 1, abstention: 0 – cleared

- ⤴ Discussion about how they will transfer the knowledge and create an action plan. Discussion on whether it should be obligatory to include an action plan in the final report.

Vote to change of sentence – not to be included in final action plan

In favour: 6, against: 3, abstention: 1 – cleared

Financial stability

voting in favour of deleting the sentence proposed by EB.

In favour: 10, against: 0, abstention: – cleared

- **Vote in favour of keeping the new sentence “To look for alternative sources of funding apart from the European Youth Foundation and European Commission grants, including private donors, business sector, embassies, YEE seniors etc.”**

In favour: 10, against: 0, abstention: – cleared

To increase external representation capacity of YEE

Vote to add a pool of representatives to be selected to represent YEE

In favour: 8, against: 0, abstention: 2 – cleared

Publications

To benefit from YEE membership in partnership organization

- ⤴ To increase external representation capacity of YEE
- ⤴ Discussion on about having people who will follow separate priority topics or/and organizations next to an External Relations Officer selected by GA.

Vote:

In favour: 8, against: 0, abstention: 2 – cleared

Impact on Environment

- ⤴ Discussion on change in the phrasing with regard to YEE activities not having a negative impact on the environment. Decided it is phonetics and we should vote on it.

Vote to keep the wording:

In favour: 6, against: 3, abstention: 1 – cleared

Vote on Addition of compensating the remaining impact

In favour: 10, against: 0, abstention: 0 – cleared

Building partnership. Changing amendment

In favour: 10, against: 0, abstention: 0 – cleared

Vote to adopt entire long term strategy for 2013-2016

In favour: 10, against: 0, abstention: 0 – cleared

The GA was interrupted for a break of 20 minutes at 11.10 p.m. and therefore re-opened at 11.30 p.m.

YEE SHORT TERM STRATEGIES

Presented by Tomasz

- ⤴ Discussion on whether some of the inputs are more policies rather than strategies.
- ⤴ To note that this can be looked at by the future board-members that they need to go through this document and separate policies from strategies.
- ⤴ Do we think that such a strategy is feasible – discussion on the level of detail this document needs to be.
- ⤴ Decided we will go through the entire short-term strategy document to ensure everyone knows what they are voting on.

Vote to accept entire short-term strategy for 2013/14

In favour: 8, against: 1, abstention: 1 – approved

ELECTIONS

Chair of the Meeting – Jessica explained the procedure for voting (secret ballot) and facilitated the following outcomes:

BOARD

Chairperson:

Proposed: Anja Wilken

Short speech outlining motivation for the position

For: 9, Against: 1, abstention: 0 – approved

Treasurer:

Proposed: Francesco Chiechi

Short speech outlining motivation for the position

For: 7, Against: 2, abstention: 0 – approved

External Relations Officer:

Proposed: Zaruhi Stepanyan

Short speech outlining motivation for the position

For: 10, Against: 0, Abstention: 0 – approved

Member Organizations Officer:

Proposed: Lira Hakani

Short speech outlining motivation for the position

For: 9, Against: 0, Abstention: 1 – approved

Project Officer:

Proposed: Ana Bianca Badea

Short speech outlining motivation for the position

For: 9, Against: 0, Abstention: 1 – approved

Promotion and Publications Officer:

Proposed: Migena Nako and Vasily Bashutkin

Short speeches outlining motivation for the position

Migena: 4 votes

Vasily: 6 votes - approved

Vice Chairperson:

Meeting by newly elected board-members to put forward a person as vice chair.

Proposed: Zaruhi Stepanyan

For: 10, Against: 0, Abstention: 0 - Approved

INTERNAL AUDITOR

Internal Auditor:

Proposed: Irena Oupicova and Christiane Klemm

For: 10, Against: 0, Abstention: 0 - Approved

Question proposed as to whether a past board-member can act impartially as an Internal Auditor as they will essentially be auditing their own work. Checked with Statutes and no rule could be located. Discussed that there is no cross over (or at most one month) between old and new boards and therefore this is not regarded as an issue.

The GA was interrupted for a break of 1 hour and 15 minutes at 12.45 p.m. And therefore re-opened at 2 p.m.

New Agenda

New Agenda for the evening to ensure that enough people are present tomorrow for voting and not leaving to meet travel needs

15.30	Break
16.00-17.00	YEE opportunities, rights and responsibilities
17.00 – 18.00	Membership
18.00 – 19.00	Board Meeting
19 – 20.30	Dinner
20.30	YEE 30 th anniversary

STATUTORY AMMENDMENTS:

Girts explained what statutory amendments are.

Proposed Text Amendments and votes:

2.3

From: The qualified majority (90%) of participants in any activity of YEE shall be **under 31 years** of age unless otherwise stated so, as in article 5.2. in these Statutes.

To: The qualified majority (90%) of participants in any activity of YEE shall be **under 35 (not included) years** of age unless otherwise stated so, as in article 5.2. in these Statutes.

Arguments for the amendment: in Albania youth is up to the age of 35 years; gives opportunities for older/more experienced people

Arguments against the amendment: there are funders' limitations; 90% is a high percentage

Vote to adopt amendment:

In favour: 1, Against: 8, Abstention: 1 – not approved

5.2

From: All these representatives shall be duly accredited by their organizations and shall be **under 30 years** of age

To: All these representatives shall be duly accredited by their organizations and shall be **under 35 (not included) years** of age.

Vote to adopt amendment::

In favour: 3, Against: 5, Abstention: 2 – not approved

5.4

From: The functions of the General Assembly shall be of decision-making character:

d) to confirm the budget of the current financial year and to adopt the **budget** of the next financial year;

To: The functions of the General Assembly shall be of decision-making character:

d) to confirm the budget of the current financial year and to adopt the **draft budget** of the next financial year;

Vote to adopt amendment:

In Favour: 8, Against: 0, Abstention: 2 – approved

11.5

From: During the Annual Meeting and the Extraordinary Annual Meeting all MO delegates, except the Board Members who have been elected during the last Annual Meeting and

will be cleared off their office during the same Annual Meeting, shall be **under 30 years** of age

To: During the Annual Meeting and the Extraordinary Annual Meeting all MO delegates, except the Board Members who have been elected during the last Annual Meeting and will be cleared off their office during the same Annual Meeting, shall be **under 35 (not included) years** of age.

Vote to adopt text amendment:

For: 0 , Against: 6, Abstention: 4 – not approved

11.6

From: The employees of the Secretariat are to be **under 31 years** of age during the time of employment.

To: The employees of the Secretariat are to be **under 35 (not included) years** of age during the time of employment

Vote to adopt text amendment:

For: 8 , Against: 1, Abstention: 1 – approved

Vote to accept the statutes as a whole:

For: 9, Against: 1, Abstention: 0 – approved

RULES OF PROCEDURE

6. Annual Meeting (SC 11)

From: The ordinary session of the Annual Meeting shall take place each year **in July**.

To: The ordinary session of the Annual Meeting shall take place each year in **July, August or September**.

Vote to adopt amendment:

In Favour: 10 , Against: 0, Abstention: 0 – approved

Participation:

From: In accordance with Article 2.3. of the YEE Statutes “The qualified majority (90%) of participants in any activity of YEE shall be **under 31 years of age unless** otherwise stated so, as in article 5.2. in these Statutes.

To: In accordance with Article 2.3. of the YEE Statutes “The qualified majority (90%) of participants in any activity of YEE shall be **under 35 (not included) years** of age unless otherwise stated so, as in article 5.2. in these Statutes.

Vote to approve text change:

In favour: 1, Against: 8, abstention: 1 – not approved

Secretariat Policy:

From: All employees of the YEE Secretariat are to be **under 31 years** of age during the time of employment.

To: All employees of the YEE Secretariat are to be **under 35 (not included) years** of age during the time of employment.

Vote to approve text change:

In favour: 7, Against: 1, Abstention: 2 – approved

Adoption of New Financial Policy

Explanation by Girts of New Financial Policy.

Vote to adopt new financial policy:

In favour 10, Against: 0 Abstention, 0 – approved

The GA was interrupted for groups to go outside to do activity on what the rights and responsibilities of being part of YEE are. For 15 minutes at 15.00 p.m. And therefore re-opened at 15.20 p.m.

YEE MEMBERSHIP

YEE Opportunities:

Discussion on what the opportunities are to be involved in the YEE network. Key points:

- ⤴ Local projects were able to have a more international reach.
- ⤴ It encouraged more people to join.
- ⤴ YEE were helpful to apply for funding which was very valuable.
- ⤴ Could see what other organizations did and learn from there. In essence support cooperation and learning (multiplier effect).
- ⤴ More opportunities to have bigger impact on European level.
- ⤴ Lots of gains for members to go to trainings and learn more
- ⤴ Connection to YEE keeps momentum in their own organizations – encourages and inspires to keep going. Inspired by others across Europe
- ⤴ Learn how to motivate yourself and other people
- ⤴ Opportunities to create contacts for the future
- ⤴ Skills: English, Leadership etc – Gained a lot that otherwise would not have.
- ⤴ Develop personally and C.V. - opportunities for the future.
- ⤴ Creating a community – creates magic! Together you can do a lot more than individually.

Rights and Responsibilities of member Organizations:

Discussion facilitated by Tijana on what rights and responsibilities are. Groups suggestions for what rights and responsibilities you might have as member organization of YEE. Discussion by group what should be a right and what is a responsibility of being a member of YEE. Decided that there are many activities that are neither rights nor responsibilities but you can do.

The GA was interrupted for a break of 20 minutes at 15.40 p.m. And therefore re-opened at 16.00 p.m.

MEMBERSHIP REVIEW

PROPOSED REVIEW:

Luga (Russia) -

Would like to cancel as they are not active

Vote to cancel membership:

In Favour 10, Against 0, Abstention 0 – Cancelled

Konopa (Czech republic) –

Would like to cancel their membership due to lack of young people in their organization.

Vote to cancel membership:

in Favour: 10, Against: 0, Abstention: 0 – Cancelled

Studio Re (Georgia)-

Membership unpaid for 3 years (2010-13), not active and problems with communication. No replies to any emails

Vote to cancel membership:

In Favour: 9, Against: 0, Abstention: 1 - Cancelled

Baobaby (Czech Republic)-

Unpaid members for 3 years (2010-2013), problems communication. Emailed in March but said they had an issue with members not speaking English. YEE communicated in Czech but they still did not reply.

Vote to cancel membership:

In Favour: 7, Against: 2, Abstention: 1 – Cancelled

REVIEW

Presentation on each organization and discussion on which type of membership, if any, they are eligible for.

ONJ (Austria) –

No membership fee paid for 3 years (2009-12). Stated couldn't pay due to financial constrained. Would really like to be part so paid for 2012

Vote to keep membership:

in Favour: 10, Against: 0, Abstention: 0 – approved

SAEM (Georgia) –

Recently paid and sent a representative to this meeting so advice they should be accepted.

Vote to keep membership:

in Favour: 10, Against: 0, Abstention: 0 – approved

Woestland (The Netherlands)

They did contribute to the newsletter. They would like to be members but had some changes in the office which affected communication but are happy to stay involved

Vote to keep membership:

in Favour: 10, Against: 0, Abstention: 0 – approved

ACCEPTANCE OF NEW MEMBERS

Yeghvard –Armenia

They are applying for full membership. They are members of FYCA, an organization which is an associate member in YEE. They would like to more opportunities to contribute more through YEE. YEE recommended for full membership.

Vote to give full membership:
in Favour: 8, Against: 0, Abstention: 2 – approved

Youth Without borders – Karbed, Armenia

Based in Armenia. They applied for full members. They don't fully apply to criteria to be full members. Discussion about what the difference between full and associate members is. Suggestion for whether they should be full or associate based on them not having an age limit to be involved and lots of environmental projects but main activities. Aims read out.

Vote to give full membership:
in Favour 0, Against 7, Abstention 3 – not approved

Vote to give associate membership:
in Favour 9, Against 0, Abstention 1 – approved

Asociacion Biodiversa – Spain

Wish to apply for Associate membership. Interested in protecting the environment and promoting the harmony between people and the environment. Want associated membership. Want to propose projects that members can get involved in. Meet and be involved with other like minded people. Created a green toolkit for working with young people.

Vote to give associate membership:
in Favour 10, Against 0, Abstention 0 – approved

InYouth Ukraine -

Wish to apply for Associate membership. For young people under 25. Raise awareness of young people of matters of ecology and politics. Have two university partners. Wish to establish contacts with other European organizations among other names. Wish to run own projects and be part of others.

Vote to give associate membership:
in Favour 10, Against 0, Abstention 0 – approved

Sunday, 21 July 2013

- ▲ Mercedes outlined the timetable for the day including a change – leave at 11.30am latest to ensure people can make their travel arrangements.

Work Plan 2013-2014

Natalia outlined each project title and person in charge gave more details and answered questions where necessary. Request for secret ballot was put forward and approved.

Training Courses

Environmental Education for Sustainability

April 2014, Serbia

Person in Charge: Natalia Luchko

Vote to add project to working plan
In Favour 10 , Against 0 , Abstention 0 – Approved

Sustainable Construction

June /July in Portugal
OPE applies in Oct 2013 or Feb 2014
Person in Charge: Ana Lopez

Vote to add project to working plan
In Favour 7, Against 2, Abstention 1 – Approved

Project Management

May – July 2014, Armenia
YEE applies EACEA September
Person in charge: Arsen Simonyan
Discussion around whether it is possible for another partner to apply for the project
Change of person and organization:
Hnuti Brontosaurus applies YiA October 2013

Vote to add project to working plan
In Favour 8, Against 2, Abstention 0 – Approved

Youth Exchanges

Waste Management

September 2014, Moldova
Person in Charge: Elisaveta Gutu
YEE Applies

Vote to add project to working plan
In Favour 4, Against 3, Abstention 3 – Not Approved (see below as later approved)

Comment made to remind voters that while we must follow recommendations of Internal Audit to be careful of approving projects that potentially will not go ahead as it can affect the administration grant – there is also a need to have projects within the plan to get the grant.

Request to vote again for waste management project from voter as comment regarding working plan came after the vote. Decided would vote again after all of the other elements of the work plan were voted on.

Vote to add project to working plan
In Favour 8, Against 1, Abstention 1 – Approved

Cycle of Water

May – June 2014
Person in Charge: Girts Baranovskis

Vote to add project to working plan
In Favour 7, Against 1, Abstention 2 – approved

Energy

June 2014, Albania
Person in Charge: Lira Hakani
YEE Applies

Vote to add project to working plan
In Favour 7, Against 0 , Abstention 3 – Approved

Photography and environment

APV May, YE June 2014, Armenia
Person in Charge: Arsen Simonyan

Vote to add project to working plan

In Favour 10 , Against , Abstention – Approved

Francesco enters 9.25

Lets do sport-ironment

July – August, Italy

Person in Charge: Francesco Chiechi

Vote to add project to working plan

In Favour 5, Against 3, Abstention 2 – Not approved

Networking Projects

Partnership building Activity – Environmental Project Planning

July, Latvia or Portugal or Romania

Person in Charge: Zaruhi Stepanyan

Vote to add project to working plan

In Favour 8, Against 0, Abstention 2 – approved

EU environmental Platform

July – December 2014

Person in Charge: Migena Nako

Vote to add project to working plan

In Favour 4 , Against 5, Abstention 1 – Not approved

Campagins

The right to be(e)

Spring 2014, Europe

Person in charge: Christiane Klemm

Vote to add project to working plan

In Favour 9, Against 1, Abstention 0– approved

Biodiversity

Spring 1014, Portugal and partner countries

Person in Charge: Jorge Tome

Vote to add to working plan

In Favour 7, Against 1, Abstention 2– approved

Local projects and activities

- ⤴ world water monitoring day,
- ⤴ World days celebration

Vote to add project to working plan

In Favour 10, Against 0, Abstention 0 – approved

Publications

- ⤴ booklets- 2 per year
- ⤴ YEE e-newsletters (6 issues per year)

Website

Vote to add publications and website to working plan

In Favour 10 , Against 0, Abstention 0 – approved

Discussion:

Discussion as to whether we need to re-vote on all the projects that were not passed. Vote from general assembly

In Favour 1 , Against 7, Abstention – not approved

External Relations

Discussion on whether GA can vote on this document as there is still some information to be added to the document. Decided that vote will go ahead with knowledge

Decision on whether to approve all applications for membership together:

In Favour 1 , Against 7, Abstention 2– not approved

Vote on whether to add membership to the work plan:

In Favour 9 , Against 0, Abstention 1– approved

Discussion:

Discussion on whether we need to read entire working plan before we vote on it. Decided that we will have a break for those that have not read all parts of the working to do so.

Vote on whether to adopt working plan:

In Favour 8, Against 4 , Abstention 2– Approved

The GA was interrupted for a break of 10 minutes at 10.50 a.m. And therefore re-opened at 11.00 a.m.

Luka and Migena left the general assembly at 11.10 a.m.

BUDGET 2014

Budget spreadsheet (draft budget) provided by Mercedes – detail given on each element (total: 47 200 EUR; with 1 TC and 2 YE = 97 200 EUR).

Vote in favour of approving draft budget:

In favour 8, Against 0, Abstention 0 – Approved by a quorum of 8 GA members

The GA concluded and the AM was officially closed at 11.25 a.m.