

## YEE Secretariat Report 2012-2013

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 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 2012 – 2013, there have been personal changes in the Secretariat.

The employees of YEE have been the following:

- **Secretary General – Adriána Harnůšková** (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); employed full-time until 31<sup>st</sup> of August 2012.
- **Secretary General – Mária Dokupilová** (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); employed full-time from 2<sup>nd</sup> of July 2012 until 29<sup>th</sup> of May 2013.
- **Secretary General – Mercedes Fioravanti Álvarez** (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); employed part-time from 3<sup>rd</sup> of June 2012, her contract will be adjusted to full time employment from 1<sup>st</sup> of July 2013.
- **Main Coordinator – Malgorzata Zubowicz-Thull** (main responsibilities: YEE publications, EVS Coordinator, fundraising and projects' implementation, website coordination, communication with MOs), employed full-time until 3<sup>rd</sup> of July 2013 (later maternity leave).
- **Main Coordinator – Natalia Luchko** (main responsibilities: YEE publications, EVS Coordinator, fundraising and projects' implementation, website coordination, communication with MOs), employed full-time from 15<sup>th</sup> May 2013.

### August 2012 – June 2013

Since the Annual Meeting in July 2012 we have been working on the following projects and issues in the office of Youth and Environment Europe in Prague:

## Projects and grants

- Preparation and/or submitting the following grants:

### *Administrative Grants*

1. Administrative grant Youth in Action 2013 – approved
2. Administrative grant EYF 2013 – approved
3. Administrative grant Citizenship Programme 2013 – not approved

### *Grants for projects*

1. YE **'Snapshot for environment'** (10-17 June 2013, Armenia) – YiA approved
2. EVS 2013 - 2014 (April 2013 - April 2014, Prague, Czech Republic) – YiA, approved (applied by coordinating organization)
3. TC **'Youth participation for environment'** (13-19 July 2013) – Application for Study Session EYF – not approved, YiA Czech rep. – approved
4. TC **'Let's live sustainably'** (October 2013 – YiA not approved, YiA Portugal – approval pending
5. TC **'Youth for rivers'** (October 2013, Armenia) – YiA EACEA not approved, YiA – Latvia – approval pending
6. TC **'Women for the planet'** (1-8 June 2013, Slovenia) – YiA applied twice at the National Agency in Slovenia, approved (applied by coordinating organization EPEKA), grant from EYF, applied by YEE, approved
7. TC **'Environmental education for sustainability'** (19-26 April 2014, Serbia) - EYF, approved
8. Promotional materials **'30 years of volunteering for environment'** (April – September 2013), EYF approved

## Partnerships to projects – YEE sending partner organization:

1. Training on Energy Campaign: Youth Empowerment for Sustainable Energy Solutions, Austria 2-9 June 2013 – organizer FYEG, Junge Gruene
  2. Training Course: Green Toolbox - in Action, Latvia, 8-14 April, 2013 – organizer Homo Ecos
- Preparation of 5 final reports from grants and projects:
    - approved – YE 'Give pedestrians their city back' – YiA, EYF, TC 'Be a leader in environmental organization' – YiA, YE 'Diversity' – EYF, PBA 'Volunteers for environment,' FV 'Women leadership program' – YiA, TC 'Media, communication and nature' - YiA
    - submitted, waiting for reply – EVS 2012 – 2013; YiA Administrative grant 2012, EYF Administrative grant 2012, EYF – Campaign 'Together for a green future'
  - Prepared, developed, coordinated and/or realized the following projects:

1. TC '**Media, communication and nature**' (20-27 July 2012, Czech Republic)
  2. YE '**Give pedestrians their city back**' (16-23 September 2012, Albania) - tasks: finding and communication with partners, program development, team coordination, materials, participant's care, promotion reimbursements, final report
  3. TC '**Be a leader in an environmental organisation**' (5-12 October 2012, Czech Republic) – tasks: main responsibility for coordination, partner search and communication, logistics, program development, coordination, participants' care, reimbursements, final report, publication – booklet
  4. YE '**Snapshot for environment**' (10-17 June 2013, Armenia) – tasks: helping with communicating with funders, monitoring preparations for the project, preparing Czech group participating in the project, making travel reimbursements, helping with the final report
  5. TC '**Women for the planet**' (1-8 June 2013 - Maribor, Slovenia) - tasks: finding and communication with partners, communication with the host organisation, materials, dealing with participants, program development; reimbursements, final report – to be done
  6. Campaign '**Upcycling**' (January – June 2013 – Czech Republic, Armenia, Latvia, Albania, Portugal, Russia) – in process of implementation – tasks: coordination, promotion, creating videos, implementation of workshops.
  7. Campaign '**30 years for environment**' (April – September 2013 – Czech Republic, Poland, Spain, U.K., Albania, Russia) – in process of implementation – preparation of the promotional materials with the message of volunteering for environment and celebrating YEE's 30<sup>th</sup> Anniversary.
  8. Campaign '**The Right to Be(e)**' – Spring 2013 – promotion, design development, activity linked to the celebration of the Day of Earth.
- 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
    3. Youth initiative '**Follow the rivers**' (April 2013, Portugal) – YiA Portugal – not approved, applied again by OPE – approval pending
    4. TC '**Green Power**' (19-24 October 2013, Italy) – YiA Italy – applied by Mine Vaganti – approval pending
  - Prepared the Annual Meeting 2013

- Participated and/or organised the following local actions:
  1. World Water Monitoring Day (21 November 2012, Melnik, Vltava river, nearby Prague) – measured the quality of water in rivers and canal in the region (office team)
  2. Participated in the ‘Day of the Earth’ organised by Toulcuv Dvur (20 April 2013) – linked to the Campaign ‘The Right to Be(e)’ - organised planting flowers for bees and bees information stand.
  3. Participated in the Meeting on support of NGOs active at European level in the field of Youth (Brussels, September 2012) – Maria Maggie Dokupilova (Secretary General)
  4. Upcycling workshops (April-June 2013, Prague, Czech Republic).
  
- Took part in Funding Workshop by European Youth Forum, Antwerp, Belgium, 17-20 June.
  
- Participated in and helped to prepare all the virtual board meetings held in 2012-2013 and the physical board meeting in Prague in February 2013
  
- Coordinated projects, finances and communication issues

## **Communication and publications**

- Creation of :
  - Online booklet 'Toolkit on Environmental Law and Youth Participation' - November 2012
  - Booklet ‘The Environmentalist’s Guide to the MEDIA Galaxy’ – November 2012
  - Booklet ‘How to be a leader in an environmental organisation’ –December 2012
  - Online booklet ‘Upcycling’ – June 2013
  - 6 e-Newsletters (Annual Meeting 2012, October 2012, December 2012, February 2013, April 2013, June 2013)

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 (new sections: Members news, Campaigns – Upcycling, The Right to Be(e), 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 finalize the year 2012 and submit all documents required by Czech law
- Prepared the documents for the accountant
- Prepared documents for internal audit
- Prepared documents for the Annual Meeting
- Day-to-day YEE account management
- Day-to-day running the office
- Prepared budget 2013 and financial overviews for 2012-13

## **Personnel and Staff**

- Coordinating project of EVS volunteers, sending one volunteer abroad
- 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 and MC, assistance to visa/work permit procedure

## **Others**

- Constant improvements in the office (regular weekly cleanings)
- Negotiation of a new contract for phone and internet
- Archive system of YEE projects

These are the most important things that happened in the YEE office since the Annual Meeting 2012. 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!

We hope that the upcoming YEE year 2013/2014 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

**Jessica Massucco (U.K.)** - for period from: 04.2013 - 04.2014

**Jesus de la Hoz Trapero (Spain)** - for period from: 04.2013 - 04.2014

**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](http://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

**Adriana Harnuskova – Secretary General (03.2010 - 08.2012)**

**Maria Dokupilova – Secretary General (07.2012 – 05.2013)**

**Mercedes Fioravanti Alvarez – Secretary General (06.2013 – ...)**

**Malgorzata Zubowicz-Thull – Main Coordinator (07.2008 – 07.2013)**

**Natalia Luchko – EVS volunteer (05.2012 - 04.2013), Main Coordinator (05.2013 – ...)**

**Jessica Massucco – EVS volunteer (04.2013 - 04.2014)**

**Jesus de la Hoz – EVS volunteer (04.2013 - 04.2014)**