

YEE Secretariat Report 2013-2014

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.

The employees of YEE have been the following:

- **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).
- **Main Coordinator – Natalia Luchko** (main responsibilities: YEE publications, EVS Coordinator, fundraising and projects' implementation, website coordination, communication with MOs).

July 2013 – July 2014

Since the Annual Meeting in July 2013 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 Erasmus+ 2014 – approved
 2. Administrative grant EYF 2014 – approved
 - Projects:*
 1. TC “**Environmental education for sustainability**” (13-20 April 2014, Serbia) – YiA EACEA , applied by YEE, approved
 2. TC “**Let’s live sustainably!**” (March 2014, from Working Plan 2013) – YiA German National Agency, submitted by FOJ-AKTIV, not approved
 3. YE “**In love with energy efficiency**” (October 2014, Albania) – YiA EACEA, applied by YEE on September 2013, not approved. Erasmus+, Czech National Agency, applied by YEE on April 2014, approval pending

4. YE **“Three Rs for the environment”** (October 2014, Moldova) – EYF, applied by YEE on October 2013, not approved. Erasmus+, Czech National Agency, applied by YEE on April 2014, approval pending
 5. **EVs 2014 - 2015** (April 2014 - April 2015, Prague, Czech Republic) – YiA, approved (applied by coordinating organization)
- Preparation of 5 final reports from grants and projects:
 - Approved – Campaign “Upcycling” – EYF, TC “Women for the Planet” – EYF, YE “Snapshot to Environment” – YiA, campaign “30 years of volunteering for the environment” – EYF, TC “Youth participation for the environment” – YiA, Administrative grant 2013 – EACEA.
 - Submitted, waiting for reply – Administrative grant 2013 – EYF.
 - Prepared, developed, coordinated and/or realized the following projects:
 1. TC **“Youth participation for the environment”** (13-19 July 2013, Czech Republic) – Tasks: finding and communication with partners, communication with the host organisation, materials, dealing with participants, program development.
 2. Campaign **“30 years of volunteering for the environment”** (April – September 2013 – Czech Republic, Poland, Spain, U.K., Albania, Russia) – Tasks: coordination, promotion, organisation of a local action, creation of the promotional materials with the message of volunteering for environment and celebrating YEE's 30th Anniversary.
 3. TC **“Youth for Rivers”** (6-12 October 2013, Armenia) – Tasks: finding and communication with partners, communication with the host organisation, materials, program development, publication – booklet.
 4. TC **“Environmental Education for Sustainability”** (13-20 April, 2014, Serbia) – Tasks: main responsibility for coordination, partner search and communication, logistics, program development, coordination, participants’ care, reimbursements, final report, publication – booklet
 5. YE **“EcoPhoto”** (30 May - 7 June 2014, Armenia) – Tasks: monitoring preparations for the project, finding and preparing Czech group participating in the project, promotion.
 6. TC **“Step up! Ensuring quality in project management”** (13-20 June 2014, Armenia) – Tasks: monitoring preparations for the project, finding Czech participant, promotion, collection of content for publication.
 7. Campaign **‘The Right to Be(e)’** (Spring 2014, international, Czech Republic) – Tasks: promotion, design development, activity linked to the celebration of the Day of Earth, launching the bee competition.
 8. Campaign **“Office cuisine”** (Throughout 2013) – Tasks: updating the blog with recipes, promoting the blog through the social media, website and e-newsletter.

9. **“Sunny campaign”** (Throughout 2013, international) – Tasks: coordination, promotion, communication with people involved, collection of data, update of catalogue.
- Prepared the Annual Meeting 2014
 - Participated and/or organised the following local actions:
 1. World Water Monitoring Day (24 October 2013, Krivoklat, Czech Republic) – measured the quality of water in rivers in the region.
 2. “Day of the Earth” in the eco-center Toulcuv Dvur (26 April 2014, Prague, Czech Republic) – organisation of games about bees for children and bees information stand linked to the Campaign “The Right to Be(e)”.
 3. Volunteering days in the eco-center Toulcuv Dvur (2 November 2013 and 8 May 2014, Prague, Czech Republic) – organisation of the events with “Tamjdem”, helped in the eco-center with seasonal work and general maintenance.
 4. Urban gardening workshop (20 March 2014, Prague, Czech Republic) – one of the EVS volunteers prepared a presentation and provided participants with some materials for practical workshop.
 5. NGO market for the International Volunteering day (5 December 2013, Prague, Czech Republic) – promotion of YEE and “The Right to Be(e)” campaign.
 6. Documentary screening for “The Right to Be(e)” campaign (3 July 2014, Prague, Czech Republic) – screening of the documentary “Vanishing of the bees” and discussion.
 - Took part in the seminar “Meet Erasmus +” organised by the Czech National Agency on 16 January 2014 in Prague, the Czech Republic.
 - Took part in the meeting “(R)evolution – It all starts with you(th)” organised by EYF on 11-14 March 2014.
 - Participated in and helped to prepare all the virtual board meetings held in 2013-2014 and the physical board meeting in Prague in January 2014.
 - Coordinated projects, finances and communication issues.

Communication and publications

- Creation of :
 - Online booklet “Youth for Rivers” – December 2013
 - Booklet “Environmental Education for Sustainability” – July 2014

- Six e-Newsletters (Annual Meeting 2013, October 2013, December 2013, February 2014, April 2014, June 2014)

Creation of above mentioned publications included: writing articles, searching for contributors, creating content, selecting images, making design, printing publications, distributing them.

- YEE webpage - updating all sections, improving the structure (upgraded sections: What you can do, Campaigns, YEE Board and Office, 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 2013 and submit all documents required by Czech law
- Prepared documents for external audit
- 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 2014 and financial overview for 2013-14

Personnel and Staff

- Coordinating project of EVS volunteers, sending one volunteer abroad
- Requesting long term visa for non-EU EVS volunteer
- Leading the work of the office: how to use programs, distribution of tasks, solving problems, etc.
- Prepared documents for the new position of Projects and publications consultant

Others

- Moving to the new office in August 2013
- Constant improvements in the office (environmental audit, regular weekly cleanings)
- Archive system of YEE projects

These are the most important things that happened in the YEE office since the Annual Meeting 2013. 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 2013, there have been four EVS volunteers from Youth in Action programme in the office of YEE:

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

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

Kristina Huda (Albania) - for period: 04.2014 - 04.2015

Roxana-Maria Nica (Romania) - for period: 04.2014 - 04.2015

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

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

Natalia Luchko – Main Coordinator (05.2013 – ...)

Kristina Huda – EVS volunteer (04.2014 - 04.2015)

Roxana-Maria Nica – EVS volunteer (04.2014 - 04.2015)