

YEE Secretariat Report 2015-2016

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 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 in YEE office and it keeps YEE running.

The employees of YEE are:

- **Secretary General – Mercedes Fioravanti Álvarez** (main responsibilities: taking care of running of the office, financial management of the organisation, 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).
- **Networking Coordinator – Roxana Nica** (main responsibilities: coordination of local actions, campaigns and other projects, coordination of social media and update of website).
- **Consultant – Małgorzata Zubowicz-Thull** (main responsibilities: providing support to project and editorial teams in the preparation of applications, reports and publications).

August 2015 – July 2016

Since the Annual Meeting in July 2015 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. Confirmation of year 2016 for Framework Partnership Agreement Erasmus+ 2015-2017 – approved
2. Structural Grant EYF 2016-2017 – approved

Projects:

1. TC “**Bee the change**” – Erasmus+, Czech National Agency, applied by YEE – Approved.
2. TC “**Sustainability in NGOs**” – Erasmus+, Czech National Agency and European Youth Foundation (Work Plan), applied by YEE – Not approved.
3. TC “**Empower youth to change Climate Change**” – Erasmus+, Czech National Agency, applied by YEE – Not approved.

4. TC “**Inclusion in environmental projects**” – European Youth Foundation (International Activity), applied by YEE – Approved.
 5. TC “**Non-formal educational methods**” European Youth Foundation (International Activity), applied by YEE – Not approved.
 6. TC “**Training of trainers – training for future**” - Erasmus+, Croatian National Agency, applied by Argonauta – Not approved.
 7. TC “**Awake the 7th sense of nature**” – Erasmus+, Croatian National Agency, applied by partner organisation – Not approved.
 8. TC “**Small footprint, big impact**” – Erasmus+, Latvian National Agency, applied by partner organisation – Not approved.
 9. Study session “**Exploring gender equality in environmental projects**” - European Youth Center, Council of Europe, applied by YEE – Approved.
- Preparation of 6 final reports from administrative grants and projects:
 - Structural Grant 2014-15 (European Youth Foundation)
 - Framework Partnership Agreement– Year 2015 (Erasmus +)
 - “Green Entrepreneurship” (Erasmus +)
 - YE “Three Rs for the Environment” (Erasmus +)
 - TC “Give International dimension to your projects” (Erasmus +)
 - YE “Art for the Environment” (Erasmus +)
 - EVS project “Youth for Environment” (2015-2016) (Erasmus+)
 - Prepared, developed, coordinated and/or realised the following projects:
 1. TC “**Give International dimension to your projects**” (12-17 July 2015, Czech Republic) – Tasks: finding and communication with partners, logistics, materials, communication with participants, reimbursements, program development, final report.
 2. TC “**How to be a green entrepreneur**” (12-20 October 2015, Czech Republic – part of “Green Entrepreneurship”) – Tasks: finding and communication with partners, logistics, materials, communication with participants, reimbursements, program development, follow-up, final report.
 3. YE “**Art for the Environment**” (9-15 November 2015, Czech Republic) – Tasks: finding and communication with partners, logistics, materials, communication with participants, reimbursements, program development, creation of publication, final report.
 4. Campaign “**The Right to Be(e)**” (Spring 2016, international, Czech Republic) – Tasks: promotion, development of the campaign, organising local planting action, launching campaign competition.
 5. Campaign “**Office cuisine**” (Throughout 2015 and 2016) – Tasks: creation and promoting season recipe competitions, updating the blog, promoting the blog through the social media.

6. Campaign “**Climate Campaign**” (Autumn 2015, international) – Tasks: coordination, development of the campaign, search for partners, developing activities ideas, promotion.
 7. Campaign “**Future is Clean**” (Autumn 2015, international) – Tasks: supporting the organiser, promoting the campaign, preparation of video.
 8. EVS project “**Youth for Environment**” (April 2014-2015, April 2015-2016, Czech Republic) – Tasks: selecting volunteers, applying for the grant, coordination of the project.
 9. Horizon2020 project “**STEP - Societal and political engagement of young people in environmental issues**” (June 2015 – November 2017) – Tasks: contribute to work packages, review deliverables, communication with project coordinator, attend partners’ meetings.
- Participated and/or organised the following local actions:
 1. Climate Campaign local action (17 September 2015, Prague, Czech Republic) – screening of the documentary “Chasing Ice” and discussion.
 2. World Water Monitoring Day (18 November 2015, Kralupy nad Vltavou, Czech Republic) – measured the quality of water in rivers in the region.
 3. “Day of the Earth” in the eco-center Toulcuv Dvur (22 April 2016, Prague, Czech Republic) – organisation of activities and games linked to the survival of bees.
 4. Co-design workshop for STEP project (4 May 2016, Prague, Czech Republic)
 5. “Sustainability Day” (12 June 2016, Prague, Czech Republic) – preparation of game to calculate ecological footprint and quiz about youth participation in Europe.
 6. Promotion of YEE and EVS project during local activities (Prague, Czech Republic) – Secretariat and EVS volunteers attended and organised several events in Prague in order to promote YEE and the EVS project.
 - Took part in the Info Day on EU funding for youth organisations (European Youth Forum, November 2015, Belgium).
 - Took part in the seminar (Re)mix organised by the European Youth Foundation (1-4 March 2016, Strasbourg, France)
 - Took part in the European Youth Event (20-21 May 2016, Strasbourg, France).
 - Participated in and helped to prepare all the virtual Board meetings held in 2015-2016 and the physical board meetings in October 2015 and March 2016.
 - Prepared the Annual Meeting 2016
 - Coordinated projects, finances and communication issues.

Communication and publications

- Creation of:
 - Booklet “Climate Campaign workshop guidelines” – July 2015.
 - Booklet “Art for the Environment” – June 2016.
 - Booklet “Small handbook of rewarding ideas” - April 2016, EVS project
 - Booklet “The EVS Adventures of Vlatko” - April 2016, EVS project
 - Six e-Newsletters (Annual Meeting 2015, October 2015, December 2015, February 2016, April 2016, June 2016).

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.
- Day-to-day correspondence and email management and networking.
- Improving members’ database for internal use.

Finances and administration

- Prepared the documents for the accountant in order to finalise the year 2015 and submit all documents required by Czech law.
- Prepared documents for external audit.
- Prepared the documents for the accountant and day-to-day YEE account management.
- Prepared documents for Internal Audit and Annual Meeting.
- Day-to-day running the office.
- Prepared budget 2017 and financial overview for 2015-16.

Personnel and Staff

- Creating the new position of Networking Coordinator from September 2015.
- Selecting and welcoming an intern for a 3.5-month internship in 2016.
- Coordinating project of EVS volunteers, sending one volunteer abroad.
- Requesting long-term visa and long-term residence permit for two non-EU EVS volunteers.
- Leading the work of the office: training on how to use programs, distribution of tasks, solving problems, etc.
- Prepared documents for the new position of Projects and publications consultant.

These are the most important things that happened in the YEE office since the Annual Meeting 2015. 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 2016-17 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 Key Action 1 of the European Commission's Programme 'Erasmus+'. 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 2015, there have been three EVS volunteers from the Erasmus+ programme in the office of YEE:

Vladimir Jordanov (Macedonia) – for period: 04.2015 – 04.2016

Judit Suveges (Hungary) – for period: 04.2015 – 04.2016

Aljaz Malek (Slovenia) – for period: 06.2016 – 06.2017

The main tasks of volunteers in the office include:

Preparation of YEE publications (e-newsletters, booklets) Updating the YEE website (www.yeenet.eu) with call for partners, reports from projects and activities, uploading photos, etc. Helping with preparations of YEE projects, meetings etc. Helping to implement YEE on-going projects. Communicating with MOs on behalf of the office. Participation in YEE projects and activities.

One of the important parts of EVS project is helping other organisations 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 livestock and plants.
4. General maintenance tasks including work on the property and orchards.

Internship in YEE office

In 2016 the Secretariat published a call for an intern to join the office, provide support with everyday tasks and gain experience in the field of youth work and NGO management. One intern joined the office in 2016:

Amelys Erard (France) – for period: 05.2016 – 08.2016 (3.5 months)

The main tasks of intern in the office include:

Help with the preparation of international campaigns and projects, update YEE website and social media, support with the e-Newsletter and help with the administrative work in the office.