

YEE Secretariat Report 2016-2017

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' coordination and 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).

September 2016 – June 2017

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

Projects:

1. TC **“Inclusion in environmental projects”** – Erasmus+, Czech National Agency, applied by YEE – Approved.
2. YE **“Postcards from Nature”** – Erasmus+, Czech National Agency, applied by YEE – Approved.
3. **EVS 2017 “Youth for Environment”** – Erasmus+, Czech National Agency, applied by YEE – Approved.

4. TC “**International Environmental Action Days**” – Erasmus+, Finnish National Agency, applied by Luonto Liitto – Approved.
 5. TC “**Uniting youth for Ecotourism**” – Erasmus+, Czech National Agency, applied by YEE – Approved.
 6. “**Active youth – better environment!**” - European Youth Foundation (Work Plan 2018), applied by YEE – Approved.
 7. “**Active youth – better environment!**” – Erasmus+, Czech National Agency, applied by YEE – Waiting for results.
 8. Strategic Partnership “**Youth Empowerment for Sustainability**” – Erasmus+, UK National Agency, applied by National Union of Students of the UK – Waiting for results.
- Preparation of 6 final reports from administrative grants and projects:
 - Structural Grant – year 2016 (European Youth Foundation)
 - Framework Partnership Agreement– Year 2016 (Erasmus+)
 - TC “Be(e) the Change” (Erasmus+)
 - STEP project – Interim report (Horizon 2020)
 - Strategic Partnership - Environmental Challenge Accepted – Interim report (Erasmus+)
 - Report of the study session “Exploring gender equality in environmental projects”
 - Prepared, developed, coordinated and/or realised the following projects:
 1. TC “**Be(e) the Change**” (23-30 August 2016, Czech Republic) – Tasks: finding and communication with partners, logistics, materials, communication with participants, reimbursements, program development, final report.
 2. Study Session “**Exploring gender equality in environmental projects**” (5-12 March 2017, European Youth Center Strasbourg) - Tasks: finding and communication with participants, cooperation with educational advisor, coordinator of project team, program development, creation of publication, final report.
 3. TC “**YEE-nclude – Inclusion in environmental youth projects**” (2-9 April 2017, Czech Republic) – Tasks: finding and communication with partners, logistics, materials, communication with participants, reimbursements, program development, creation of publication and video, final report.
 4. YE “**Postcards from Nature**” (19-26 May 2017, Albania) in collaboration with EDEN Center (hosting organisation) – Tasks: finding and communication with partners, communication with participants, reimbursements, program development, follow-up, final report.
 5. Campaign “**The Right to Be(e)**” (Spring 2017, international, Czech Republic) – Tasks: promotion, development of the campaign, organising local planting action, contacting MOs, collecting reports.
 6. Campaign “**Office cuisine**” (Throughout 2016 and 2017) – Tasks: creation and promoting season recipe competitions, updating the blog, promoting the blog through the social media.

7. Campaign “**Change Climate Change**” (October 2016 – February 2017, international) – Tasks: coordination, development of the campaign, search for partners, developing activities ideas, promotion.
 8. Campaign “**People for Soil**” (Throughout 2016 and 2017, international) – Tasks: supporting the organiser, promoting the campaign.
 9. Campaign “**Water campaign**” (September 2017 – February 2017) – Tasks: coordination, promotion of the campaign, collection of articles, publishing articles.
 10. EVS project “**Youth for Environment**” (Czech Republic) – Tasks: selecting volunteers, applying for the grant, coordination of the project.
 11. 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, organise meeting in Prague.
 12. Strategic partnership “**Environmental Challenge Accepted**” (June 2016 – October 2017) - Tasks: development of international competition, communication with project coordinator, attend partners’ meetings.
 13. Online project “**Meet your trainer**” (November – December 2016) – Tasks: coordination, contact and interview of trainers, creation of publication and promotion.
 14. Online project “**Sustainability in NGOs**” (October 2016 – March 2017) – Tasks: coordination, creation of guides and final publication, organisation of webinar and promotion.
- Participated and/or organised the following local actions:
 1. Volunteering day in the eco-center Toulcv Dvur with Tamjdem (17 November 2016, Prague, Czech Republic)
 2. Change Climate Change Campaign local action (27 January 2017, Prague, Czech Republic) – screening of the documentary “Disruption: Climate. Change” and discussion.
 3. World Water Monitoring Day (27 October 2016, Pribram, Czech Republic) – measured the quality of water in rivers in the region.
 4. 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 General Assembly of the European Youth Forum (November 2016, Varna, Bulgaria).
 - Took part in the TC “Improwise your enterprise” (May 2017, Ajdovscina, Slovenia).
 - Took part in various info sessions and seminars organised by the Erasmus+ Czech National Agency.
 - Participated in and helped to prepare all the virtual Board meetings held in 2016-2017 and the physical board meetings in December 2016 and March 2017.
 - Prepared the Annual Meeting 2017.
 - Coordinated projects, finances and communication issues.

Communication and publications

- Creation of:
 - Booklet “Polluting darkness” – May 2017, EVS project
 - Booklet “Guides for youth NGOs” – December 2016
 - Booklet “Meet your trainer” – January 2017
 - Booklet “Be(e) the Change” - December 2016
 - Booklet “Best recipes” - December 2016
 - Six e-Newsletters (Annual Meeting 2016, October 2016, December 2016, February 2017, April 2017, June 2017).

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.
- YEE social media – updating social media and managing communication through those channels.
- 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 2016 and submit all documents required by Czech law.
- Completed the registration of YEE in the court according to new Czech law for NGOs.
- 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 of the office.
- Prepared budget 2018 and financial overview for 2016.

Personnel and Staff

- Selecting and welcoming an intern for a 2.5-month internship in 2017.
- Coordinating the EVS project.
- Requesting long-term visa and long-term residence permit for a non-EU EVS volunteer.
- Leading the work of the office: training on how to use programs, distribution of tasks, solving problems, etc.
- Preparing Office Retreat in May 2017.

These are the most important things that happened in the YEE office since the Annual Meeting 2016. 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 2017-18 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 2016, there have been two EVS volunteers from the Erasmus+ programme in the office of YEE:

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

Diana Podgurskaia (Russia) – for period: 09.2016-09.2017

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 in environmental educational programs and traditional Czech celebrations.
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 2017 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 2017:

Oguzhan Kamberoglu (Turkey) – for period: 06.2017 – 08.2017 (2.5 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.