
YEE Secretariat Report 2017-2018

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 maintaining 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 – Mariam Dzieladze** (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).
- **Consultant – Małgorzata Zubowicz-Thull** (main responsibilities: providing support to project and editorial teams in the preparation of applications, reports and publications).
- **Secretary General – Mercedes Fioravanti Alvarez** (finished working in YEE in March 2018)
- **Networking Coordinator – Roxana Nica** (finished working in YEE in December 2017)

August 2017 – June 2018

Since the Annual Meeting in July 2017 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. Preparing grant application for the Structural Grant EYF 2018-2019 - not approved.

Projects:

1. **EVS 2018 “Youth for the environment 2018”** – Erasmus+, Czech National Agency, applied by YEE – Approved.
2. **“Active youth – better environment!”** – Erasmus+, Czech National Agency, applied by YEE – Approved.

3. TC **“Climate Ambassadors: Youth against plastic”** - Erasmus+, Czech National Agency, applied by YEE twice - First time denied, waiting for results.
 4. **“Let Grassroots Grow”** - Work plan application, European Youth Foundation, applied by YEE - Approved.
 5. **“Let Grassroots Grow”** - Erasmus+, Czech National Agency, applied by YEE - Waiting for results.
- Preparation of 7 final reports from administrative grants and projects:
 - Structural Grant – year 2017 (European Youth Foundation)
 - Framework Partnership Agreement – Year 2017 (Erasmus+)
 - TC **“Uniting Youth for Ecotourism”** (Erasmus+)
 - EVS 2016-2017 **“Youth for the Environment”** (Erasmus+)
 - **“Active youth-better environment!”** - Interim report (EYF)
 - STEP project – Final report (Horizon 2020)
 - Strategic Partnership - Environmental Challenge Accepted – Final report (Erasmus+)
 - Prepared, developed, coordinated and/or realised the following projects:
 1. TC **“Uniting Youth for Ecotourism”** (6-13 November 2017, Czech Republic) - Tasks: finding and communication with partners, logistics, materials, communication with participants, reimbursements, programme development, creation of publication and video, final report.
 2. Campaign **“The Right to Be(e)”** (Autumn 2017, international, Czech Republic) – Tasks: summarising and closing the campaign, publishing new webpage, promotion.
 3. Campaign **“Office cuisine”** (Throughout 2017 and 2018) – Tasks: creation and promoting season recipe competitions, updating the blog, promoting the blog through the social media.
 4. EVS project **“Youth for the environment”** 2017 and 2018 (Czech Republic) – Tasks: selecting volunteers, applying for the grant, coordination of the project.
 5. Horizon 2020 project **“STEP - Societal and political engagement of young people in environmental issues”** (June 2015 – November 2017) – Tasks: taking part in Sziget festival, promotion of dialogues, taking part in meetings and conferences, submitting the final report.
 6. Strategic partnership **“Environmental Challenge Accepted”** (June 2016 – October 2017) - Tasks: development of international competition, promotion of the competition, choosing winners, communication with project coordinator, attend partners’ meetings, preparing final report.
 7. Preparatory meeting **“Active youth-better environment!”** (2-4 February 2018, Czech Republic) - Tasks: logistics, preparing the programme, coordinating the work of the team.
 8. TC **“Youth exploring participation”** (17-23 March 2018, Czech Republic) - Tasks: finding and communication with partners, logistics, materials, communication with participants, reimbursements, programme development and delivery.

9. **European Youth Event** (1-2 June 2018, France) - Tasks: participation in the delegation “Youth for Climate Ambition”, help in delivering workshop on advocacy.
 10. Campaign “**Take a green stand**” (2018, international) - Tasks: launching the campaign webpage, making call for articles.
 11. TC “**Youth exploring participation**” (8-15 July 2018, Czech Republic) - Tasks: finding and communication with partners, logistics, materials, communication with participants, reimbursements, programme development and delivery.
- Participated and/or organised the following local actions:
 1. Volunteering day in the eco-center Toulcov Dvur with Tamjdem (16 June 2018 Prague, Czech Republic)
 2. World Water Monitoring Day (17 October 2017, Brandýs nad Labem-Stará Boleslav, Czech Republic) – measured the quality of water in rivers in the region.
 3. Promotion of YEE and EVS project at the Europe Day (9 May, Prague, Czech Republic) – the EVS volunteers attended the Europe Day in Prague in order to promote YEE and the EVS project.
 - Took part in the COMEM of the European Youth Forum (April 2018, Brussels, Belgium).
 - Took part in the “Training on Climate Change” organised by the European Youth Forum (October 2017, Brussels, Belgium).
 - 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 2017-2018 and the physical board meetings in November 2017 and March 2018.
 - Prepared the Annual Meeting 2018.
 - Coordinated projects, finances and communication issues.

Communication and publications

- Creation of:
 - Booklet “Uniting Youth for Ecotourism” – June 2018
 - Seven e-Newsletters (Annual Meeting 2017, October 2017, December 2017, February 2018, April 2018, May 2018, June 2017).
 - Updated the design of the e-Newsletter in April 2018.
- 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. The launch of the new website is planned for the end of June 2018.
 - 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 2017 and submit all documents required by Czech law.
- Completed the registration of YEE in the court according to the 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 2019 and financial overview for 2017.

Personnel and Staff

- Selecting and welcoming an intern for a 2.5-month internship in 2017.
- Coordinating the EVS project.
- Leading the work of the office: training on how to use programs, distribution of tasks, solving problems, etc.
- Prepared the Office retreat in May 2018, Czech Republic.
- Prepared the call for and selected the new Secretary General. There was also a one month transfer and training period.
- Prepared the call for and selected the new Project coordinator.

These are the most important things that happened in the YEE office since the Annual Meeting 2017. 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 2018-19 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 (Volunteering activity) 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. Starting with 2018 the programme is called "Volunteering activity".

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 2017, there have been three EVS volunteers from the Erasmus+ programme in the office of YEE:

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

Coline Malot (France) - for period: 09.2017-09.2018

Cristian Riva (Italy) - for period: 09.2017-09.2018

The main tasks of volunteers in the office include:

Preparation of YEE publications (e-newsletters, booklets). Updating the YEE website (www.yeenet.eu) with calls 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, updating YEE website and social media, support with the e-Newsletter and help with the administrative work in the office.