

YOUTH AND ENVIRONMENT EUROPE WORK PLAN 2018

“YEE aims to unite environmental youth non-profit organisations in Europe in order to enhance international cooperation, increase knowledge about nature, raise awareness of environmental problems and to strengthen participation of youth in environmental decision-making.”

Mission Statement of YEE adopted in 2008

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I. INTRODUCTION

Youth and Environment Europe (YEE) is an international youth non-governmental organisation.

YEE is a federation of 43 member organisations in 25 countries and it aims to seek to organise and encourage all that might increase the knowledge, understanding and appreciation of nature and the awareness of environmental problems among young people throughout Europe in order to promote the commitment of youth to the principles of environmental conservation and to stimulate young people's voluntary action for the protection of nature, the enhancement of the environment and the sustainable use of the Earth's resources.

To fulfil its mission YEE federation created the Strategic Plan 2017-2019 and planned various activities to implement in the year 2018.

The separate document “YEE Strategic Plan 2017-2019” was adopted by the General Assembly at the YEE Annual Meeting 2016.

II. YEE INTERNAL STRUCTURE

Executive Board

The Executive Board of YEE 2017 - 2018 has 6 members.

Chairperson: Stefan Rudel (FÖJ-Aktiv, Germany)
Project Officer / Vice-chairperson: Jovana Mirjanić (YRS, Serbia)
Treasurer: Aram Mnatsakanyan (Yeghvard NGO, Armenia)
External Relations Officer: Niall Barrett (ECO-Unesco, Ireland)
Member Organisations Officer: Ketevan Kochladze (SAEM, Georgia)
Promotional and Publications Officer: Daniela Para (Gutta-Club, Moldova)

Internal Auditors

Zaruhi Stepanyan (Khazer, Armenia) and Vasily Bashutkin (EYC, Russia) were elected as Internal Auditors for YEE. They shall carry out the Internal Audit for the business year 2017/2018.

Secretariat

The Secretariat is composed of the following members as for the date when the Work Plan was adopted:

Secretary General: Mercedes Fioravanti Álvarez
Main Coordinator: Natalia Luchko
Networking Coordinator: Roxana-Maria Nica
Consultant: Małgorzata Zubowicz-Thull
Intern: Oguzhan Kamberoglu
EVS volunteer: Diana Podgurskaia
Upcoming EVS volunteer: Coline Malot
Upcoming EVS volunteer: Cristian Riva

The office of YEE is located in the ecological centre Toulcuv Dvur in Prague, Czech Republic. Most of the coordination work of YEE is carried out from there. The ecological center can be used for hosting international activities and meetings as well.

Volunteers

YEE is a voluntary base organisation. All projects and tasks are planned and organised by volunteers from member organisations. The Secretariat and the Executive Board are not meant to cover all the various YEE activities on local and international level. YEE projects and activities can be hosted by YEE as a federation or by one of its member organisations. Volunteers from YEE member organisations are encouraged to get involved in YEE and help actively with implementation of the Work Plan and the Strategic Plan and to develop their own ideas for bringing YEE forward. Volunteers are welcome to get in touch with the YEE Board and the Secretariat at any time during the year and get involved in tasks according to their interests.

III. ACTIVITIES

Objective 1 - Reducing the ecological footprint of YEE and its activities.

Strategies:

- 1.1 Raising awareness about environmental sustainable behaviour among YEE members and participants of YEE youth projects.
- 1.2 Ensuring that the everyday work, local actions and international projects that run in the frame of YEE follow the YEE Sustainability Policy.
- 1.3 Identifying quality criteria and building expertise in organising environmentally friendly projects, campaigns and actions.
- 1.4 Exploring ways to assess and offset the negative impact produced by YEE activities.

Campaign - Office cuisine blog

<i>Dates and venue:</i>	Throughout 2018 – online
<i>Aim:</i>	To promote healthy eating habits and lifestyle based on YEE's vegetarian and sustainability principles and with a focus on aspects such as multiculturalism, sense of community and food sovereignty.
<i>Linked to strategies:</i>	1.1, 1.4, 2.3
<i>Evaluation criteria:</i>	Campaign team's evaluation
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Internal Audit

<i>Dates and venue:</i>	May 2018 – Prague, Czech Republic
<i>Aim:</i>	Internal Auditors elected during the Annual Meeting will visit YEE office and review the work of the Board and Secretariat, check the progress of the Strategic Plan and Work Plan and monitor if policies, rules and statutes are followed. Auditors will create a report that will be shared with all member organisations and presented at the Annual Meeting.
<i>Linked to strategies:</i>	1.2, 1.3, 1.4, 4.1
<i>Evaluation criteria:</i>	Evaluation by Internal Auditors, Executive Board and Secretariat
<i>Coordinator:</i>	Secretary General (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	Operating grants received by YEE

Objective 2 - Encouraging youth involvement in raising awareness about environmental issues.

Strategies:

- 2.1 Raising awareness among young people and youth organisations about the issue of climate change and global warming.
- 2.2 Bringing attention to the issue of biodiversity loss and endangered species.
- 2.3 Promoting sustainable lifestyles among young people in Europe.
- 2.4 Exploring and developing new tools for environmental education.
- 2.5 Raising awareness about the use of resources and waste management.
- 2.6 Empowering young people to be active in decision making at a European and local level in the fields of youth and environment.

Training course - Youth Exploring Participation

<i>Dates and venue:</i>	March 2018 – Czech Republic
<i>Aim:</i>	To explore and establish the role of environmental youth organisations in fostering youth participation. Through non-formal education methods 30 participants will explore topics such as: public participation, youth participation, involvement of young people, theory of participation, etc.
<i>Linked to strategies:</i>	2.6, 2.1
<i>Evaluation criteria:</i>	Project team's evaluation, evaluation forms from participants.
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	European Youth Foundation (Work Plan) and Erasmus+ KA1

Training course - Youth for environmental future

<i>Dates and venue:</i>	July 2018 – Czech Republic
<i>Aim:</i>	To broaden the understanding of environmental decision-making processes among youth workers and youth. During this training course we will explore environmental decision-making and how it is conducted on different levels: from local to international.
<i>Linked to strategies:</i>	2.6, 2.1, 2.4
<i>Evaluation criteria:</i>	Project team's evaluation, evaluation forms from participants.
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	European Youth Foundation (Work Plan) and Erasmus+ KA1

Campaign – Take a green stand

<i>Dates and venue:</i>	April - December 2018 – International campaign
<i>Aim:</i>	The aim of this international campaign is to empower young people to take part in climate change-related decision-making. The campaign will comprise of an online page on YEE website and local workshops.
<i>Linked to strategies:</i>	2.6, 2.1, 3.2
<i>Evaluation criteria:</i>	Project team's evaluation
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	European Youth Foundation (Work Plan) and Erasmus+ KA1

Youth exchange – Climate Ambassadors

<i>Dates and venue:</i>	July 2018 – Moldova
<i>Aim:</i>	To bring youth workers together to exchange experience and knowledge about the problem of plastic bags and recycling in various countries and find ways of minimising the environmental impact.
<i>Linked to strategies:</i>	2.5, 2.1, 3.1, 3.4
<i>Evaluation criteria:</i>	Project team's evaluation, evaluation forms from participants.
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	Gutta-Club (Moldova)
<i>Funding:</i>	Erasmus+ - Key Action – Agency to apply to be decided

Objective 3 - Empowering young people and building their capacities and skills.

Strategies:

- 3.1 Supporting young people in initiating and developing their own actions and projects.
- 3.2 Providing opportunities for young people to develop professionally and personally in order to increase their employability.
- 3.3 Supporting young people in sharing knowledge and skills learnt in projects with their organisations and local communities.
- 3.4 Increasing the multiplying effect and spreading the knowledge about environmental issues within YEE.
- 3.5 Developing YEE members' competences in organising inclusive projects and activities.
- 3.6 Providing tools for member organisations to support young entrepreneurs in starting their green or social initiatives.
- 3.7 Developing methods of non-formal education and contributing to its recognition.

Strategic partnership – Youth Empowerment for Sustainability (YES)

<i>Dates and venue:</i>	Throughout 2018 and 2019 – Czech Republic, Netherlands, UK, Germany, Belgium
<i>Aim:</i>	To create a network of organisations promoting sustainability in order to learn from each other and to share different approaches to empowerment and civil engagement. This project will empower students and young people involved in global sustainability by building their creativity, innovation and entrepreneurial skill-base, through training events and materials like publications.
<i>Linked to strategies:</i>	3.1, 3.3, 1.3, 5.1
<i>Evaluation criteria:</i>	Project team evaluation
<i>Coordinator:</i>	Secretary General (YEE Secretariat)
<i>Hosting organisation:</i>	National Union of Students of the United Kingdom
<i>Funding:</i>	Erasmus+ (KA2) – UK National Agency (applied by National Union of Students)

European Voluntary Service in YEE Secretariat – Youth for Environment

<i>Dates and venue:</i>	Throughout 2018, Czech Republic
<i>Aim:</i>	YEE office will host two volunteers at a time. The aims of the project are to develop competences of young people needed in environmental youth work; to raise awareness about environmental problems; to improve various skills needed in youth work; to exchange information among countries on topics of environment and youth projects; to involve young people in international projects and to promote voluntary work.
<i>Linked to strategies:</i>	3.2, 3.1
<i>Evaluation criteria:</i>	EVS evaluation cycle, evaluation with volunteers, evaluation by office team.
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	Erasmus+ (KA1) – Czech National Agency

Objective 4 - Enhancing the institutional, financial and programme sustainability of YEE.

Strategies:

- Institutional sustainability:
 - 4.1 Ensuring the transfer of knowledge and expertise within YEE.
 - 4.2 Enhancing the competences and skills of Board members and Secretariat.
 - 4.3 Defining and shaping the identity of YEE.
 - 4.4 Strengthening the communication and relationships within the YEE network.
- Financial sustainability:
 - 4.5 Diversifying the sources of funding of YEE.
 - 4.6 Developing ways for exchanging information on funding opportunities within YEE.
- Programme sustainability (content):
 - 4.7 Providing training for facilitators and trainers within the YEE network.
 - 4.8 Fostering sustainable and long-term collaboration for the YEE activities.
 - 4.9 Building expertise in the development of grassroots projects.

Website

<i>Dates and venue:</i>	Throughout 2017 – online
<i>Aim:</i>	To provide the network with an adequate and useful website of YEE for sharing news from member organisations, posting updates about projects, publications, etc.
<i>Linked to strategies:</i>	4.3, 4.4, 4.1, 3.4
<i>Evaluation criteria:</i>	Evaluation by Executive Board and Secretariat
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

E-Newsletter

<i>Dates and venue:</i>	Throughout 2018 – online
<i>Aim:</i>	To provide the network with the platform for sharing news connected with the work of YEE and member organisations: regular publication (6 issues per year) with updates about YEE projects and publications, local actions and projects of member organisations, environmental news and articles about environmental issues.
<i>Linked to strategies:</i>	4.4, 4.1, 4.4, 3.4
<i>Evaluation criteria:</i>	Editorial team evaluation, evaluation by Board and Secretariat
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Social Media

<i>Dates and venue:</i>	Throughout 2018 – online
<i>Aim:</i>	To maintain YEE network's online presence and use social networks as a tool for information and engagement.
<i>Linked to strategies:</i>	4.4, 4.1, 3-4
<i>Evaluation criteria:</i>	Evaluation by Board and Secretariat
<i>Coordinator:</i>	Main Coordinator (YEE Secretariat) and Promotion and Publications Officer (Executive Board)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Physical Board Meetings

<i>Dates and venue:</i>	Throughout 2018, Czech Republic
<i>Aim:</i>	The Executive Board and Secretariat of YEE will meet physically four times in 2017. The objectives of these meetings are to make decisions on the main ongoing issues of the network, monitor the progress of the Work Plans of the Board members and YEE Strategic Plan and Work Plan and plan the Annual Meeting. A short training will be organised in two of these Physical Board Meetings.
<i>Linked to strategies:</i>	4.1, 4.2, 4.3, 4.4
<i>Evaluation criteria:</i>	Evaluation by Executive Board and Secretariat
<i>Coordinator:</i>	Secretary General (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	Operating grants received by YEE

Annual Meeting

<i>Dates and venue:</i>	July 2018, venue to be decided
<i>Aim:</i>	Delegates from the member organisations of YEE will gather for a 3-day meeting. The main objectives of the Annual Meeting are to adopt the next Work Plan and budget of the network, elect the new Executive Board and Internal Auditors and accept new members and review inactive ones.
<i>Linked to strategies:</i>	4.1, 4.3, 4.4, 4.8, 3.1
<i>Evaluation criteria:</i>	Evaluation by Executive Board and Secretariat, evaluation forms by delegates.
<i>Coordinator:</i>	Secretary General (YEE Secretariat)
<i>Hosting organisation:</i>	YEE
<i>Funding:</i>	Operating grants received by YEE

Work Groups

<i>Dates and venue:</i>	Throughout 2018, online
<i>Aim:</i>	Work Groups on different topics and issues that YEE needs to work on throughout 2018 will be created and coordinated by the Board and Secretariat. Delegates of Member Organisations can be invited to join some of the Work Groups.
<i>Linked to strategies:</i>	4.1, 4.2, 4.4
<i>Evaluation criteria:</i>	Evaluation by members of the Work Groups, Executive Board and Secretariat.
<i>Coordinator:</i>	Secretary General (YEE Secretariat) and Chairperson (YEE Board)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Objective 5 - Strengthening the external relations of YEE.

Strategies:

- 5.1 Creating partnerships or joining other external organisations or environmental networks.
- 5.2 Taking an active part in discussions linked to youth and environment on an international level.
- 5.3 Expanding the representation of YEE in external events.
- 5.4 Supporting institutions and other organisations and networks in adopting sustainable practices.

Pool of Representatives (PoR)

<i>Dates and venue:</i>	Throughout 2018, online and venues of external events
<i>Aim:</i>	To increase the capacities of representation of YEE in external events and provide the opportunity for young people to develop their competences in communication and networking. The PoR will be composed by former and current active members of YEE, taking into account their experience and the geographical balance.
<i>Linked to strategies:</i>	5.3, 5.2
<i>Evaluation criteria:</i>	Coordinators' evaluation, evaluation forms from members of PoR
<i>Coordinator:</i>	Secretary General (YEE Secretariat) and External Relations Officer (YEE Board)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Active involvement in external networks

<i>Dates and venue:</i>	Throughout 2018, online and venues of external events
<i>Aim:</i>	To take active part in events, activities and discussions of the networks YEE is member of (EEB, YFJ, UNEP).
<i>Linked to strategies:</i>	5.2, 5.3, 5.4
<i>Evaluation criteria:</i>	Evaluation by Board and Secretariat
<i>Coordinator:</i>	Secretary General (YEE Secretariat) and External Relations Officer (YEE Board)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

Local actions from YEE office

<i>Dates and venue:</i>	Throughout 2018, Czech Republic
<i>Aim:</i>	To promote environmental projects of YEE among local communities, to join world initiatives, develop office's skills in organising local projects
<i>Linked to strategies:</i>	5.1, 3.4, 2.6
<i>Evaluation criteria:</i>	Evaluation by the office
<i>Coordinator:</i>	Secretary General (YEE Secretariat)
<i>Funding:</i>	Coordination supported by operating grants received by YEE

IV. EXTERNAL RELATIONS

The growing dimension of global environmental problems calls for international teamwork by environmental activists to promote change and encourage solutions. YEE believes in such an effort and the potential it brings. That is why YEE is actively involved in several significant international organisations and networks by being a member or collaborating and participating in the activities and events of these organisations.

European Environment Bureau (EEB)

The European Environment Bureau is a network of environmental organisations including YEE. The EEB supervises the environmental issues more than anyone else as they arise in European policies and send information to its member organisations. The working groups of EEB are specific in expertise and in interest. YEE aims to explore the full potential of this membership by participating actively in working groups and activities organised by EEB. YEE member organisations will be encouraged to be involved in EEB in the name of YEE.

European Youth Forum (YFJ)

European Youth Forum is the biggest platform for international youth non-governmental organisations (IYNGOs) and National Youth Councils (NYCs) in Europe. Their role is to promote youth interests across the policies at European level. As a member of European Youth Forum, YEE is regularly represented in their various activities and statutory meetings and will continue to cooperate with YFJ to build capacity of youth work.

United Nations Environmental Program (UNEP)

UNEP is the voice for the environment within the United Nations system. UNEP acts as a catalyst, advocate, educator and facilitator to promote the wise use and sustainable development of the global environment. The mission of UNEP is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and people to improve their quality of life without compromising that of future generations. The aim of YEE in UNEP is to get involved in the discussions of environmental problems worldwide and explore more possibilities for cooperation with different organisations.

YEE Pool of Representatives

The Pool of Representatives (PoR) of YEE is a group of volunteers who work closely with YEE Secretariat and Board (especially with the External Relations Officer - ERO). The PoR helps with the tasks of representation of the network in external events.

The objectives of the PoR are:

- To ensure a good representation of YEE in external events linked to youth and environment in Europe.
- To create a space for experienced members of YEE to exchange ideas and improve their competences.
- To give the chance to active and experienced members of YEE to be involved in the network in a higher level.

The PoR is reviewed by YEE Board and Secretariat at the end of the business year (before YEE Annual Meeting). YEE Board and Secretariat shall decide which members will be invited to join the PoR for the next business year. They will as well decide if new members should be invited to join the PoR.

V. MEMBERSHIP ISSUES

Member Organisations

After the Annual Meeting 2017, YEE has 43 member organisations (18 full members and 25 associate members) in 25 countries. YEE will do its best to keep close contact and collaborate with its members during the year, to inform them and to be informed about their local, regional and national activities.

Membership Fees

In order to be fair to the member organisations and to ensure the stability of its economical situation, YEE will be strict about collecting the membership fees and to cancel the possibility to excuse the fee. The amount of the membership fee depends on the annual budget of the member organisation, see table below.

The fee should be transferred to the bank account of YEE before the deadline set up by the Executive Board. In case the bank transfer is too expensive for a particular organisation, it can be brought in cash to one of the YEE meetings. The fee has to be paid before the official opening of the Annual Meeting takes place, otherwise the voting right of the organisation is suspended.

Member organisation's budget 2017	Membership fee for 2018 FULL MEMBERS	Membership fee for 2018 ASSOCIATED MEMBERS
EUR 0 - EUR 12.500	EUR 40	EUR 20
EUR 12.501 - EUR 25.000	EUR 60	EUR 30
EUR 25.001 - EUR 37.500	EUR 80	EUR 40
EUR 37.501 - EUR 62.500	EUR 100	EUR 50
EUR 62.501 - EUR 125.000	EUR 120	EUR 60
EUR 125.001 - EUR 250.000	EUR 140	EUR 70
EUR 250.001	EUR 160	EUR 80

VI. ABBREVIATIONS

AM: Annual Meeting
BM: Board Meeting
EB: Executive Board
GA: General Assembly
MO: Member Organisation
TC: Training Course
WG: Work Group
WP: Work Plan
YE: Youth Exchange

VII. SUMMARY OF ACTIVITIES

	Activity	Dates and venue
Objective 1 - Reducing the ecological footprint of YEE and its activities.	Campaign - Office cuisine blog	Throughout 2018 – online
	Internal Audit	May 2018 – CZE
Objective 2 - Encouraging youth involvement in raising awareness about environmental issues.	Training course - Youth Exploring Participation	March 2018 – CZE
	Training course - Youth for environmental future	July 2018 – CZE
	Campaign – Take a green stand	April – December 2018 – International
	Youth exchange – Climate Ambassadors	July 2018 – MDA
Objective 3 - Empowering young people and building their capacities and skills.	Strategic partnership – Youth Empowerment for Sustainability (YES)	Throughout 2018 and 2019 – CZE, NLD, GBR, DEU, BEL
	European Voluntary Service at YEE Secretariat – Youth for Environment	Throughout 2018 – CZE
Objective 4 - Enhancing the institutional, financial and programme sustainability of YEE.	Website	Throughout 2018 – online
	E-Newsletter	Throughout 2018 – online
	Social Media	Throughout 2018 – online
	Physical Board Meetings	Throughout 2018 – CZE
	Annual Meeting	July 2018 – CZE
	Work Groups	Throughout 2018 – online
Objective 5 - Strengthening the external relations of YEE.	Pool of Representatives	Throughout 2018 – online and other
	Active involvement in external networks	Throughout 2018 – online and other
	Local actions from YEE office	Throughout 2018 – CZE