



Minutes of the 14th General Assembly held in London, UK on 18 September 2009

Chair: Jan Karel Mak (President)

Venue: Grosvenor Offices, 70 Grosvenor Street, London, W1K 3JP

Participants (see Appendix 1):

- 26 delegates, representing 14 member associations and 8 countries
- 1 observer

NO.	ITEM
<u>1.</u>	<u>Welcome from the President</u>
1.1.	Jan Karel Mak welcomed everyone to the 14 th EFAEP General Assembly and introductions were made all round.
1.2.	The Duke of Westminster was thanked for providing the venue and the IES for organising the catering.
<u>2.</u>	<u>New Members</u>
2.1.	Jason Reeves provided some information on two potential members in Slovakia. Jim Thompson and Jason had recently met with the Slovak Association of Scientific and Technological Societies (ZSVTS), which is an umbrella organisation. Within the ZSVTS there are two societies, the Slovak Society of Environment and the Slovak Society for Environmental Technology, which are potential members of EFAEP. The meeting produced promising feedback and Jan Karel has arranged a meeting with Jan Lesinsky, the ZSVTS President, to further the discussion.
2.2.	Bruno Weinzaepfel reported on an organisation in France interested in energy which would like to be linked to other organisations focused on energy issues.
2.3.	Bruno has also had contact with a Greek journalist, via the European Environmental Press Awards, who would like to help find a Greek member for EFAEP.
2.4.	Jim Thompson reported on a recent conference in Sweden where he and Jason had tried to find a potential Swedish member, but without any success. There were however more potential Finnish contacts.
2.5.	Günter Subklew updated the General Assembly on recent changes within the VDI, which has had an internal commission to restructure itself. VDI-KUT (environmental technology) has now been incorporated into VDI-GEU (energy and environment). VDI-GEU has just under 20,000 members but as for now only those members involved in the environment will be counted for EFAEP membership issues. Nevertheless EFAEP will be introduced to the whole VDI-GEU section, hopefully leading to its overall subscription (in this case the cap of 7.000 € would apply for the subscription fee).
<u>3.</u>	<u>Review and Approval of the Minutes of the last General Assembly in Bilbao</u>
3.1.	The minutes of the last General Assembly were approved without amendment.
<u>4.</u>	<u>Issues in Brussels</u>
4.1.	Jan Karel gave an update on the situation in Brussels, outlining the difficulties that EFAEP has had since the VDI abruptly closed its Brussels office. These difficulties have included issues with e-mails, the website, mail, phone calls, banking, meeting rooms and losing the input from two valued people in Vera Kessler and Karina Criel. The Executive Committee looked at options for staying in the same building on Rue du Commerce, but Brussels is very expensive. They also considered Ghent and the Netherlands, but wanted to stay in Brussels. Eventually a solution

	was found in Mundo-B.
4.2.	Jason gave an overview of the new premises, Mundo-B (www.mundo-b.org) in Brussels, where EFAEP is now registered. The premises is a sustainable building owned by Ethical Property (www.ethicalproperty.eu) which is subsidised to allow environmental organisations to have better access to the European Parliament and Commission. EFAEP has signed a 'hotdesk' contract for €350 per year which allows us access to a desk with internet and phone for 20 days per year and also to meeting rooms. The General Assembly agreed that EFAEP should be added to the waiting list for permanent office space in Mundo-B as this could take some time. There may also be the possibility to share office space with Europarc and Eurosite, who already have permanent office space in Mundo-B, which the Executive Committee will continue to follow up.
4.3.	Jim notified the General Assembly that the banking issues are now mostly resolved and that the day-to-day management of the finances has moved from Karina Criel to Jason.
4.4.	Mario Grosso notified the General Assembly that the issues relating to the website and e-mails have now been resolved and are being administered by AIAT.
4.5.	Vera is now looking for a new job but is happy to remain involved with EFAEP and will continue to put together the EU Report and Newsflash.
4.6.	Karina has helped with financial and other administration work in the past, but she now has a new job and is unable to continue contributing to EFAEP. Her input has been greatly appreciated.
4.7.	Linda van Duivenbode has been involved in the past with the work of the Executive Committee and other aspects of EFAEP including putting together the EFAEP Bulletin, but she now has a very busy job with the Dutch Government. She would still like to be involved but on a limited scale. Responsibility for the EFAEP Bulletin has moved to the Co-ordinator.
4.8.	The General Assembly noted that the work of volunteers is very much appreciated but that this is not a professional solution, and that the Co-ordinator's work is very useful but that it is only one day per week and not in Brussels. EFAEP needs to aim to have a paid secretariat, in some form, in Brussels.
5.	<u>Report of the Working Groups</u>
5.1.	Environmental Management Systems (EMS)
5.1.1.	Matthias Friebel updated the General Assembly on the 3 rd EMS Forum, which was held in Brussels in May 2009. The event was very successful in attracting high level speakers and representation from the European Commission. Delegates commented that the event should become an ongoing annual event. The event also made a profit of around €800.
5.1.2.	The General Assembly was informed of the EMS Working Group's new influence in the International Standards Organisation (ISO) as it now has liaison status and has representation on several ISO working groups. It was noted that this position within ISO is very useful for EFAEP. A representative from the EMS Working Group participated in a recent major ISO meeting in Cairo. It was suggested that a report on the Cairo meeting could be included in the next EFAEP Bulletin.
5.1.3.	The next meeting of the EMS Working Group will be on 6 October 2009 at Mundo-B.
5.1.4.	Matthias suggested that the EMS Working Group could be a model for future EFAEP working groups.
5.2.	Environmental Technology Verification (ETV)
5.2.1.	Mario updated the General Assembly on the recent work of the ETV Working Group. This group has formed in a different way to the EMS Working Group. It has been demand driven with a specific topic and a very short deadline. Pierre Henry, who is responsible for ETV in the EC, asked EFAEP to comment on the recent paper.
5.2.2.	Mario co-ordinated the group, although this is not his speciality. EFAEP members were contacted through the General Assembly and ENEP and 20 initial volunteers came forward. This group was reduced to about 6 in the end with Rene Boesten from VVM leading the group and presenting the final paper in Brussels. The paper is available on the EFAEP website at www.efaep.org/documents/topic/76/ .
5.2.3.	EFAEP also promoted the inclusion of input from professional associations in any work in the future.
5.2.4.	Mario suggested that this working group could be another model for future EFAEP working groups.
5.3.	General Discussion on Working Groups
5.3.1.	There was concern over who is represented by papers sent out by working groups, EFAEP as a whole or just the working group. Papers are produced to represent the whole of EFAEP, but only once they have the approval of the

	General Assembly. There was also however some concern that the General Assembly would not understand the content of some papers and that the chair of the working group could have final approval.
5.3.2.	There was a discussion on whether the ETV paper could be used to create more contacts within the EU as this could help to establish a precedent of responding to consultations. It was noted that once a response is submitted it could be useful to follow up the consultation with further contact to build up relationships. Jan Karel said that he would ask Rene Boesten to follow up the ETV paper in this way.
5.3.3.	The General Assembly discussed using existing position papers (for example from member associations) to adapt to the needs of EFAEP and cut out some unnecessary work.
5.3.4.	It was agreed that the draft Society for the Environment position paper on climate change (see Appendix 2) could be adapted by EFAEP for use in conjunction with the Copenhagen meeting in December 2009. A new Climate Change Working Group to take this issue forward was established; Peter Hermens (VVM) will lead the group, which also consists of Cândida Rocha (APEA) and Mark Everard (IES). The group will provide a document to the Copenhagen meeting on time and approved by the General Assembly. Rachel Heijne (VVM) said that she could also provide some input to the group through contacts in the Netherlands. The Society for the Environment, represented by John Carstensen, welcomed working closer with EFAEP.
6.	<u>Networking Working Group Proposal</u>
6.1.	Peter Hermens presented the work of this working group (see Appendix 3). He noted that this was not a criticism of EFAEP as he is very positive about EFAEP, but rather a suggestion to make EFAEP better and more productive.
6.2.	Kristof De Smet elaborated that the reason for the group was to look at the reasons why member associations join EFAEP and whether these reasons were being met. EFAEP needs to become a true network organisation by restructuring and providing real content.
6.3.	It was noted that the nodes of the EFAEP network should connect 40,000 environmental professionals, but that at the moment it is only connecting about 1,000 through the General Assembly and ENEP.
6.4.	There was concern that each member association will have its own governance structures to come to a position on any particular topic, and that if EFAEP is directly in contact with individual members (who may have different views to their member association) it could circumvent these procedures. The ExCo will draft a procedure for the correct handling of this matter, to be discussed at the next General Assembly.
6.5.	It was reiterated that EFAEP needs a strong resource base of co-ordination and administration to achieve these goals.
6.6.	Jan Karel responded to the proposal with a presentation (see Appendix 4).
6.7.	There was further discussion on the next steps and it was decided that EFAEP needs a bottom-up approach. It was agreed that each member organisation will ask its membership for one or two specific topics that EFAEP can focus on. These topics are to be forwarded to the Co-ordinator (coordinator@efaep.org) by Wednesday, 18 November 2009. Each member association should also be able to suggest an individual member who will be able to contribute to the specific topic suggested. The Executive Committee will then combine all the ideas into one document for the General Assembly to comment on. The final paper will then provide a programme of work at the next General Assembly meeting. It was noted that there should be caution over member associations' secretariats becoming bottlenecks for ideas getting through to the General Assembly.
6.8.	Separate from the above point, the member associations were asked to suggest any members who have experience of gaining EU funding to the Co-ordinator (coordinator@efaep.org).
6.9.	It was noted that there may be some issues where only one organisation is interested, however, this is where the priority of that organisation can gain greater exposure by using EFAEP as a vehicle. And of course other organisations can be involved if they want to be.
6.10.	The General Assembly discussed the differing roles of the Executive Committee and the General Assembly. It was decided that the Executive Committee should act as the conscience and set processes and procedures for bottom-up and demand driven issues, while the General Assembly should focus on the actual work content.
6.11.	Jörg ten Eicken suggested that the General Assembly may also be interested in the EU Environment Welcome Package (see page 103 onwards in Appendix 5) which lists the EU's environmental priorities for 2009 to 2013.
6.12.	It was noted that ideas can be raised with the General Assembly at any time through the generalassembly@lists.efaep.org mailing address. For urgent items there is no need to wait for the next physical

	meeting of the General Assembly.
<u>7.</u>	<u>ENEP Update and External Marketing</u>
7.1.	Mario presented an update on ENEP (see Appendix 6). He expanded on the presentation he gave at the Secretariat's meeting by including the names of the companies that are trialling ENEP for commercial use.
7.2.	There was considerable discussion regarding BAUM (www.baumgroup.de) having access to the ENEP database. IEMA and VNU were not in favour of commercial exploitation of the database, IES said that it would be content as long as there were regulations to control what commercial companies could do with the information, and the majority agreed to pursue commercial exploitation of the ENEP database.
7.3.	Regulations for commercial companies using ENEP will be drawn up for the next General Assembly. These should restrict commercial users to using the database only for recruitment purposes and should not be allowed to pass details on to others.
7.4.	Mario agreed that he would contact all ENEP users to let them know that a limited number of commercial companies now have access to the database.
7.5.	There were also suggestions that forums could be added to ENEP, and that an ENEP/EFAEP group could be created on LinkedIn. Mario will look into these possibilities.
7.6.	Adam Donnan presented some new graphics that he has been working on to promote ENEP (see Appendix 7). The General Assembly were pleased and Adam agreed to continue developing these ideas for magazines and websites.
<u>8.</u>	<u>Draft EFAEP Business Plan</u>
8.1.	It was noted that EFAEP still does not have an overall strategy, however, it was decided that this item should be carried forward until EFAEP has a strong resource base.
<u>9.</u>	<u>Approval of the Budget for 2010</u>
9.1.	Jim presented an amended EFAEP budget for 2010 (see Appendix 8). There was one proposed amended from the original budget that was sent out, and that was to increase spending on staff and office resources from €15,000 to €25,000 (i.e. an extra €10,000 for someone in Brussels). This will mean that expenditure in 2010 will probably be higher than income, but we do have a healthy reserve. The General Assembly approved the amended budget, which will take effect from January 2010.
9.2.	It was proposed that EFAEP should find someone in Brussels to work at a policy level. However, it was also noted that €10,000 is not much money and so the job description will need to be very clear and precise. One of the person's functions will be to look into gaining EU and other funding.
9.3.	Alternative proposals were that the money currently spent on the Co-ordinator could be combined with the newly agreed fee to get a combined co-ordination and policy person in Brussels, or to just have a co-ordinator in Brussels and allow the working group members to make the policy contacts with the Commission.
9.4.	There was a suggestion that if money is an issue then the membership fee could be increased. It was decided not to pursue this course of action at this time.
9.5.	There was discussion over what the €3,000 allocated to working groups was meant to cover. It was reiterated that the money would be allocated to working groups through the procedure of proposing an activity and budget to the Executive Committee and Treasurer, who would then approve or reject the proposal.
9.6.	It was noted that during 2010 the EMS Working Group will hope to attend a 4-day ISO meeting in Mexico and at least two 1-day meetings in Brussels. Travel expenses for these meetings will need to be covered.
9.7.	The General Assembly agreed that the budget needs to be set at a level to maintain the activities of the working groups.
<u>10.</u>	<u>Executive Committee Elections</u>
10.1.	The General Assembly agreed that it would only approve two Vice-Presidents at this election.
10.2.	Kristof De Smet, who was standing for Vice-President, unfortunately submitted his candidature late (after the 40 days before the General Assembly deadline). However, it was still sent to the General Assembly on time (30 days before the General Assembly) and the General Assembly approved that he could stand as a candidate.
10.3.	AFITE (France), AIAT (Italy), AIN (Italy), APEA (Portugal), ASEP (Switzerland), CIWEM (UK), IEEM (UK), IEMA (UK), IES (UK), VBU (Germany), VDI-GEU (Germany), VMD (Belgium), VNU (Germany) and VVM (Netherlands) voted at the General Assembly. AISA (Italy) and CSPZP (Czech Republic) voted by proxy. ATEGRUS (Spain) and

	FAEP (Finland) were not present at the General Assembly and did not provide proxy votes.
10.4.	Jason Reeves, Alessandro Capo and Mario Grosso organised the voting procedure and counts.
10.5.	Jim Thompson was re-elected as Treasurer with 16 votes. He will serve for 1 year to help stagger future elections.
10.6.	Kristof De Smet and Bruno Weinzaepfel were elected as Vice-Presidents with 15 and 16 votes respectively. Both will serve a full term of 4 years.
10.7.	Jan Karel Mak was re-elected as President with 14 votes. He will serve for 2-3 years to help stagger future elections. Matthias Friebel also stood for President and received 2 votes.
10.8.	Matthias Friebel and Dominique Bernard, both standing down as Vice-Presidents, were thanked for their contributions.
11.	<u>Any Other Business</u>
11.1.	Rachel had a proposal from a VVM member to start a working group on Environment and Innovation. The VVM member, Yoram Krozer, suggested that the group would aim to organise forums and events. The General Assembly decided that it would need a proper proposal with more details before a decision could be made.
11.2.	Mario reiterated the fact that all issues concerning the website and e-mails have now been resolved and are being administered by AIAT. He also reminded the General Assembly of the new e-mail lists: exco@lists.efaep.org , generalassembly@lists.efaep.org and secretariats@lists.efaep.org .
11.3.	Cândida showed the General Assembly the web broadcasting that APEA has been using at http://apea.castter.com , and said that EFAEP might like to think about using something like this or even having a place on the APEA site.
11.4.	Jason notified the General Assembly that he will soon start work on the next edition of the EFAEP Bulletin and requested contributions by 16 October 2009.
12.	<u>Date and Venue for the Next General Assembly</u>
12.1.	The next General Assembly will be held in Porto, Portugal on Friday 27 and Saturday 28 May 2010 and will be organised by APEA. These dates coincide with a climate change conference ("Climate 2010") on Thursday 27 (addressing Portuguese climate change issues), Friday 28 (addressing climate change issues in Portuguese-speaking countries) and Saturday 29 (addressing European climate change issues) May 2010. The General Assembly itself will be held on Friday 27 May, and Saturday 28 May (the European day of the conference) will act as the General Assembly side-event. Cândida suggested that the newly formed Climate Change Working Group could also input into the European day of the conference.
12.2.	The next General Assembly had originally been planned for Frankfurt, Germany in March 2010, but with the opportunity to have the next General Assembly linked to the above conference in Portugal it has been moved to autumn 2010. The General Assembly agreed on Monday 25 and Tuesday 26 October 2010 as suitable dates, however VNU, who will organise the meeting, still needs to confirm these dates.

APPENDICES:

1. List of participants
2. Draft Society for the Environment position paper on climate change
3. Networking Working Group Proposal Presentation
4. Networking Response Presentation
5. EU Environment Welcome Package
6. ENEP Update Presentation
7. ENEP Promotional Designs
8. EFAEP 2010 Budget

Jason Reeves (Co-ordinator), Mario Grosso (General Secretary)
29 September 2009