



Minutes of the 23rd General Assembly held in Bucharest, Romania on Friday 11th April 2014

Chair: Kristof De Smet (President)

Venue: Belvedere Room, International Bucharest Hotel, 27 Cauzasi Street, 3rd district, 030801, Bucharest, Romania

Participants (see Appendix 1):

- 19 delegates, representing 13 member associations in 7 countries

NO.	ITEM	ACTION
<u>1.</u>	<u>Welcome</u>	
1.1.	Kristof De Smet (ENEP President) welcomed all to the 23 rd General Assembly (GA) and thanked the Romanian association REA for organising the side event, dinner and GA. He also thanked the event sponsors ViaExpo. Kristof said that the side event had been very interesting and that it is a great example for future GAs.	
1.2.	Kristof introduced the agenda (see Appendix 2) and asked participants to think strategically about the day's discussions. He asked everyone to think of themselves as representatives of their organisations and not as individuals, for constructive and forward-looking discussion.	
1.3.	Kristof had prepared a brief video to introduce himself to the GA and asked participants to copy his example by describing their organisation in greater detail. This would allow member associations to better understand one and other. Each participant introduced themselves and their organisation to the GA.	
1.4.	There was a brief discussion on the importance of good communication links between all member associations and with ExCo.	
<u>2.</u>	<u>Approval of the Minutes and Matters Arising</u>	
2.1.	Following correction of the error in the venue the previous GA minutes were approved.	
<u>3.</u>	<u>Roles and Responsibilities of the Executive Committee</u>	

- 3.1. Kristof presented the lead and support portfolios that each member of the ExCo had taken (see Appendix 2). It was felt that defining roles and responsibilities was a good thing and the ExCo was thanked for its transparency.
- 3.2. Tinus Pulles (VVM) started a brief discussion regarding the role of ExCo as the implementation tool for the decisions of the GA. It was however noted that: the ExCo does have some delegated powers as set out in the Statutes and Byelaws; the ExCo need to make regular decisions on activities that cannot wait for the twice yearly GA; and the Rome GA meeting gave the ExCo a mandate to define the Activity Plan based on the needs and desires of the member associations.
- 3.3. Kristof reported on the activities of the ExCo (see Appendix 2). He noted that the ExCo had volunteered over 50 man days in the last 6 months. He invited other member associations to contribute their time where possible.

4. Financial Results for 2013

- 4.1. Herman Jan Wijnants (ENEP Treasurer) presented the accounts for 2013 (see Appendix 3). He explained that there had been problems with Fortis Bank in getting digital statements to allow the auditors to do the accounts. This had led to a delay in the accounts and the Activity Plan being completed and circulated.
- 4.2. Herman said that ENEP had budgeted for a deficit for 2013 of -€13,612 but the actual deficit was slightly better at -€12,340. This was the third consecutive year of deficit budgets and the ENEP reserves have shrunk from €45,607 in 2011 to €15,568 at the end of 2013. Herman reported that ENEP has high costs relating to travel, GAs, Working Groups and the website. He said that there would be a balanced (expenditure equals income) budget in 2014 so as not to erode the reserves further.
- 4.3. Paul Goriup (CIEEM) asked if ENEP had a policy of overspending each year. Herman and Kristof responded that ENEP had agreed to invest in services over the past few years but only on a short-term basis.
- 4.4. Paul also noted that sponsorship income had been included under membership fees income and suggested that this be reported in its own right in future accounts. Herman and Kristof agreed.
- 4.5. Tinus asked if ENEP could save money by only having one GA meeting each year. Herman said that this would save about €1,250 each year. Mario Grosso (ENEP Vice President) said that side events are good exposure for member associations and we must not overlook this. Tinus agreed but added that the GA should be the side event of a bigger event rather than the other way round. Matthias Friebel (VNU) said that he agreed with the proposal for one GA meeting per year.

- 4.6. Steve Boussemaere (Vlamex) supported a balanced budget in 2014 but asked if now is the right time to cut back on investment considering the breadth of the proposed Activity Plan. Herman pointed out that ENEP could only survive 1-2 years if it continued its current overspending.
- 4.7. Allesandro Capo (AIN) asked if ENEP was expecting any other income in 2014. Kristof and Herman said that negotiations were already underway with possible new member associations.
- 4.8. Paul led the thanks for the clear presentation of the accounts, which were then approved unanimously.

5. Activity Plan for 2014

- 5.1. Kristof introduced his “Unite and Inspire” roadtrip (see Appendix 2) and explained that he had now visited almost all the member associations. They all had different views on what ENEP should be doing and that this is something we have to work with. Kristof presented the proposed Activity Plan (see Excel Appendix 4).
- 5.2. Tinus asked if Kristof could circulate his notes on the roadtrip. Kristof said that he is almost finished writing the report on the “Unite and Inspire” roadtrip which will be circulated once complete. Kristof
- 5.3. Matthias thanked Kristof for taking the time to visit all the member associations. He added that the first outcome of the Activity Plan should be for member associations to help each other by networking, and that this did not need Brussels. Kristof said that some member associations specifically want ENEP to have a presence in Brussels and so ENEP needs a combination of these objectives.
- 5.4. Allesandro said that the issue for AIN is that young members want to compare Italy to other national situations whereas senior members want a connection to Brussels. ENEP needs to address both issues.
- 5.5. Paul interjected by saying that we should not be looking at this as two poles but rather as a continuum. EU legislation affects all environmental professionals, so we need to have an exchange of information between members (networking) and then using this information in Brussels (policy). He said that ENEP needs a strong secretariat in Brussels to connect the member associations with each other as well as with the Brussels institutions.
- 5.6. Giacomo Cozzolino (AISA) said that his members need the ENEP network because there is no appropriate support in Italy at the local and regional level. He added that it is also important that the network helps members commercially (e.g. to find jobs or funding).

- 5.7. Dirk Franzen (VDI) asked if member associations could create a pool of topics that others could join a discussion. A potential output could be a policy paper to present in Brussels. Elisa Vignaga (ENEP Secretary) said that it was good to be having a strategic conversation and that there are already topics being suggested by the member associations. ENEP need to keep this going and the ExCo is working to support this within the constraints of the budget. Matthias suggested that the EMS Working Group could be a role model for new Working Groups. Tinus added that it must be the member associations that start Working Groups rather than the GA or ExCo.
- 5.8. Angels Moragues (AFIE) noted that she would like the Platform to be more transparent so that she can see more details of individuals from other member associations so she can contact them on particular topics. She thought the ExCo is doing too much work and suggested that the Working Groups could be given more autonomy to reduce this.
- 5.9. Kristof explained that the Activity Plan for 2014 was based on discussions with member associations and taking the budget into account. Herman added that an earlier consultation had taken place but that only 5 member associations had responded, which is why Kristof embarked on his roadtrip.
- 5.10. Herman explained that priority 4 and 5 items on the Activity Plan will be implemented in 2014, with priority 3 items implemented into 2015. Kristof said that tables 2 and 3 on the Excel spreadsheet (Appendix 4) are the activities that will be undertaken in 2014. He added that the Platform will be developed such that it can provide an income in the future. Mario noted that in table 3 the manpower days of the Project Officer and Coordinator are paid but that the time of the ExCo and others is volunteer time.
- 5.11. Giacomo asked if he wanted to create a new Working Group should this be taken into account in the budget. Herman responded by saying that Giacomo would need to put forward a formal proposal and find other member associations that are interested in the topic before the ExCo will facilitate a new Working Group.
- 5.12. The Activity Plan for 2014 was agreed unanimously.

6. Budget for 2014

- 6.1. Herman presented the 2014 budget (see Appendix 3). He estimated the income at €39,780 and the expenditure at €39,780.

- 6.2. Paul suggested that, in the future, the contributions of member associations to pay for their representatives to attend the GA and other events should be captured in the budget as voluntary contributions. This would show the added contribution of member associations and could be useful for grant applications. It was agreed that all member associations will provide this information. All
- 6.4. Giacomo asked if any other expenses were expected in 2014. Herman and Kristof both said that none were expected.
- 6.5. Paul suggested that the phrase “supporting the 4 Working Groups” in the budget be changed to “supporting Working Groups”. This was agreed. Herman
- 6.6. The 2014 budget was agreed unanimously.
- 6.7. Herman also presented estimated budgets for 2015 and 2016 (see Appendix 3). These included a reduced spend on the website and Platform as the development work will be done in 2014 so there will just be maintenance costs to cover. He proposed increasing the spend on staff to expand the secretariat and support for Working Groups. In 2015 we can add webinars, and in 2016 spend more on expanding the network of member associations. Tinus added that we should also consider increasing ENEP’s reserve funds.
- 6.8. Paul suggested that we should change “Working Group funding” to something like “Network funding, including Working Groups” so that this funding is not restricted to only the Working Groups. Herman and Kristof said that this phrase is derived from the Byelaws but that the ExCo will look at a way to address this by either finding wording that does not contradict the Byelaws. If this is not possible then we should look at changing the Byelaws. ExCo
- 6.9. Jörg ten Eicken (VBU) added that the GA should be the body that decides which Working Groups are created and disbanded.

7. Communications Strategy

- 7.1. Adam Donnan (ENEP Vice President) presented work that has been done on the Communications Strategy (see Appendix 5). He explained that ENEP has a number of communications tools but that many member associations are not aware of them. It seems that there is a lot of reliance on the ExCo for communications and the member associations need to take some responsibility (e.g. if a member association email address changes the member must notify ENEP).

- 7.2. The review identified an issue of “gatekeepers” (those responsible for passing on information) often not allowing information to flow from ENEP to the individual members of the member associations. Adam presented a representative diagram of ENEP’s current communications network and then also what it could look like. He talked about ENEP’s need to define a communications style and said he would welcome feedback from member associations on the draft Communications Strategy. All
- 7.3. Adam reported that Google Analytics has been installed on the ENEP website, but that it has only been active for 3 weeks and so has little information to analyse at the moment.
- 7.4. Tinus noted that he received lots of information from ENEP but much of it was not of interest to him. Adam explained that there is the option to unsubscribe from certain types of news received through the Platform.
- 7.7. Kristof asked all to give Simon Pascoe (ENEP Project Officer) feedback on the Newsflash to help Simon collect the most appropriate information to include. Simon also asked for members to share any news sources that they find particularly useful and that can be used for the ENEP website’s auto-newsfeed. All
- 7.8. Dirk noted that there is a lot of information coming out of ENEP, and that the member associations need to decide what to pass on to their individual members.
- 7.9. Angels raised the issue of language for many members. Kristof agreed that this was an issue for some but that the agreed working language of ENEP is English.
- 7.10. Tinus suggested that the ENEP website’s search bar needs to be at the top of the page. ExCo

8. Website and Platform Development

- 8.1. Mario explained the rationale and process for redeveloping the website and Platform. He said there were 2 criteria for redevelopment: having one login for both the website and the Platform for individuals; and being able to migrate data from the current Platform to the new one. He added that it would be desirable if the new Platform could import profile details from LinkedIn profiles. Tinus noted that it would be better if the new Platform “synced” with LinkedIn rather than simply “imported” the profile once. Adam responded that this was theoretically possible, but not within ENEP’s budget constraints.

- 8.2. Mario reported that ENEP had received 3 quotes for the redevelopment work. ExCo had decided to go ahead with a new system that is initially more expensive but will give more functionality in the long-term. The new website should be operational in time for the Autumn 2014 GA.
- 8.3. Angels said that AFIE has conducted a survey of its members' thoughts on the current ENEP website. She will send these comments to Mario. Angels
- 8.4. It was noted that we are still using an EFAEP website address (www.efaep.org) which needs to be updated to www.enep.org (or something similar). ExCo are looking into this. ExCo
- 8.5. Paul stated that ENEP currently recycles a lot of information, which he and others get from other sources as well. He said that ENEP needs to promote itself more so that the members know what it is doing. This would help ENEP maintain positivity in current members and also help attract new members.
- 8.6. Tinus suggested having a log in to the ENEP website from each member association website. Adam explained that although this is possible it would be very expensive.
- 8.7. Ioan Gherhes (REA) suggested that it would be good to have the ability for member associations to have a limited ability to add information, such as jobs and events, to the new ENEP website and to post information about looking for project partners. He said that this may need to be in a password-protected area of the website. Kristof said that this should be possible on the new website and Platform.
- 8.8. Kristof noted that the website, Platform and communications are important to everyone and that there will be an update at the next GA. ExCo
- 9. Marketing and Sponsorship**
- 9.1. Kristof said that he has been thinking about who the potential clients are for ENEP and what we sell (see Appendix 2). He said that the member associations are the stakeholders, partners and constituents, that the individual professionals are ENEP's most valuable product, and that 3rd party interest groups are ENEP's potential clients. Elisa gave the example of ENEP's recent partnerships with ViaExpo.
- 9.2. Paul asked what ENEP wants sponsorship for, and what we would do with the money. Kristof replied that the money would be used for extra activities.

- 9.3. Paul suggested that ENEP could cut funding from the Working Groups and use this money to support a central secretariat, and that the member associations could run and fund the Working Groups. He said ENEP must not compete with the member associations, that ENEP needs to reserve sponsorship money for specific projects rather than using it to fund core expenditures, and that ENEP needs to be an organisation that new associations want to join rather than ENEP chasing these new members.
- 9.4. Paul said that if ENEP became an organisation that new associations want to join then all of the member associations would be more willing to send representatives to the GA meetings and get involved in Working Groups. He added that ENEP better publicising itself would help this point.

10. Working Groups

- 10.1. Kristof reported that there are currently two active Working Groups (Biodiversity and EMS) and several inactive or proposed Working Groups (Climate Proof Cities, Waste Management, Energy Efficiency, and Funding).
- 10.2. Angels reported on the recent activities of the Biodiversity Working Group on behalf of Mike Barker (Biodiversity Working Group Chair):
1. The Working Group was involved in the AFIE conference in Lille, which attracted 130 delegates, by providing speakers and other input.
 2. They had met with IUCN and DG Environment in Brussels to discuss various issues.
 3. The group may potentially become a partner in a BEST (Biodiversity and Ecosystem Services in Territories of European Overseas) project.
 4. Mike Barker has attended a meeting with possible Green Infrastructure investors.
 5. The group has participated in consultation responses.
 6. The Group is interested in participating in Green Week 2014.

- 10.3. Matthias reported on the activities of the EMS Working Group, including the EMS Forum. He explained the background to the EMS Forum, which VNU has previously organised. He said that the budget and resources for this event are provided by VNU, which he felt means VNU takes the risk but ENEP takes the credit if the event is successful. He said that the VNU Board had decided not to run the EMS Forum in 2014 because the ENEP Byelaws state that staff time cannot be claimed, and that in the future VNU may organise the event outside of ENEP if ENEP will not provide any funding. Matthias asked for a response to take back to the VNU Board. The ExCo agreed to look at the Byelaws and respond to Matthias. ExCo
- 10.4. Matthias said that the EMS Working Group does not get any funding from ENEP but that it does use the Mundo-B meeting rooms which are paid for by ENEP.
- 10.5. Kristof said that the Working Groups need to work efficiently, and that they need proposed budgets and activities for forward planning. And they need to report on their activities.
- 10.6. Kristof asked all member associations to look for individuals to join the existing or proposed Working Groups. All
- 10.7. Paul said that proposals for new Working Groups must come from the member associations. Kristof agreed and added that some funding is available from ENEP but that it would be better if the Working Groups could be funded by an alternative means such as by the member associations.
- 10.8. Kristof said that new Working Groups need to have a proposed budget and activity plan when they are proposed and that they must be result-driven. Paul suggested that current Working Groups should have a clear mandate or be dissolved.
- 11. Human Resources**
- 11.1. It was reported that Jason Reeves (ENEP Coordinator) will be stepping down at the end of April. He was thanked for his many years of service to ENEP. He said that he still hoped to be involved with ENEP in some capacity in the future.
- 11.2. It was also noted that Monika Baunach (ENEP “Leonardo Da Vinci” Intern) will be completing her internship at the end of April, and that the next intern will not start until September at the earliest.
- 11.3. Kristof reported that the ExCo, ENEP staff and intern had contributed over 190 manpower days in the last 6 months and that the ExCo are now looking at new options to cover the tasks of the Coordinator and intern. He said that we need to be careful not to move all of this work automatically to the Project Officer.

11.4. Adam reported that the Leonardo Da Vinci internship programme was being replaced by the Erasmus+ programme. He said that Change Agents UK, who have provided ENEP's interns, would be bidding for this new funding but that there is no guarantee they will be successful.

12. Forthcoming General Assemblies

12.1. Kristof suggested that, to aid consistency and forward planning, the Autumn GA meeting should be held in Brussels on the second Thursday and Friday in October each year. The Spring GA meeting would then be hosted by a member association, preferably linked to a big event. He called for member associations to put themselves forward to host the Spring 2015 GA meeting. All

12.2. Paul suggested that ENEP could have two different meetings each year. The Spring GA meeting could be more informal, non-decision making and used to prepare the agenda for the Autumn GA meeting. The Autumn GA meeting could then be used to approve the budget, activity plan and elect the ExCo. Paul also noted that he was concerned that ENEP needs to adhere to the 30 days notice for papers to be circulated before GA meetings. Kristof agreed that 2 different meetings was a good idea. Mario added that the Spring GA meeting should be more focussed on the side event, and suggested that COAMB should be asked if they would be willing to host the Spring 2015 GA meeting. ExCo

12.3. Kristof has informed the GA that by Belgian law the budget needs to be approved in the first 6 months of the next year. Therefore the more formal GA should be held in the spring for this reason.

12.4. Elisa reported that the next GA meeting will take place on 9-10 October 2014 in Brussels. This will coincide with EU Open Days, which will be the side event (and which Monika has already arranged). Simon is looking into accommodation options for the GA meeting attendees as Brussels will be very busy. Simon

13. Potential New Members

13.1. Kristof reported that new members in Croatia, Italy, the Netherlands, and contacts from the ViaExpo event in Sofia, Bulgaria are being followed up.

13.2. Ioan added that he has spoken to a Moldovan Minister who is looking into potential member associations there.

14. Any Other Business

14.1. Tinus said that he was much less unhappy with this GA meeting than he had been with the last one. Matthias said that he was much happier than after the last meeting as it had been more constructive.

15. Close and Depart

- 15.1. Kristof thanked everyone for their input and wished them a safe journey home.
- 15.2. The General Assembly closed at 16:27.

APPENDICES:

- 1. List of Participants
- 2. President’s Presentation
- 3. Financial Reports
 - 3.1 Accounts 2013
 - 3.2 Budget 2014 and 2015-2016
- 4. Proposed Activity Plan
- 5. Communications Report

SUMMARY OF REQUIRED ACTIONS:

<u>No.</u>	<u>Item</u>	<u>Action</u>
5.2.	Kristof to circulate his “Unite and Inspire” roadtrip report to the GA.	Kristof
6.2.	All member associations to forward information to Herman Jan Wijnants (ENEP Treasurer) on what they pay for their representative(s) to attend the GA and other events, so that this can be captured in the budget as voluntary contributions.	All
6.5	Change the phrase “supporting the 4 Working Groups” in the budget to “supporting Working Groups”.	Herman
6.8.	ExCo to look at options to address changing “Working Group funding” to something like “Network funding, including Working Groups” in the budget (so that this funding is not restricted to only the Working Groups) by either finding wording that does not contradict the Byelaws. If this is not possible then ExCo will look at changing the Byelaws.	ExCo
7.2.	All member associations to provide feedback to Adam Donnan (ENEP Vice President) on the draft Communications Strategy.	All
7.7.	All member associations to give Simon Pascoe (ENEP Project Officer) feedback on the Newsflash to help him collect the most appropriate information to include. Simon also asked for members to share any news sources that they find particularly useful and that can be used for the ENEP website’s auto-newsfeed.	All
7.10.	Move the ENEP website’s search bar to the top of the page.	ExCo
8.3.	Angels Moragues to send comments from AFIE members’ survey on ENEP website to Mario Grosso (ENEP Vice President).	Angels

8.4.	ExCo to look into updating website address to www.enep.org (or something similar).	ExCo
8.8.	The ENEP Platform and Communications Strategy will be reported on at the next GA.	ExCo
10.6.	All member associations to look for individuals to join the existing or proposed Working Groups.	All
12.1.	Member associations to consider putting themselves forward to host the Spring 2015 GA meeting.	All
12.2.	ExCo to ask COAMB if they would be willing to host the Spring 2015 GA meeting.	ExCo
12.3.	Simon Pascoe (ENEP Project Officer) to look into accommodation options for the Autumn 2014 GA meeting and side event.	Simon

Jason M. Reeves (ENEP Co-ordinator)
Elisa Vignaga (ENEP General Secretary)
18 June 2014