



Minutes of the 13th General Assembly held in Bilbao, Spain on 17 March 2009

Chair: Jan Karel Mak (President)

Venue: Hotel Conde Duque, Bilbao, Spain

Participants (see Annex 1):

- 24 delegates, representing 15 Associations and 10 EU Countries

NO.	ITEM
0.	<u>Welcome</u>
0.1.	Jan Karel Mak welcomed the delegates to the 13 th General Assembly of the Federation. IEMA, APEA and SVU (ASEP) were welcomed as new and returning organisations. Each delegate gave a quick introduction to him/herself.
0.2.	It was noted that not all of the agenda papers had been circulated prior to the meeting and that this will need to be rectified before the next meeting.
1.	<u>Review and Approval of the Minutes of the last General Assembly in Florence</u>
1.1.	The minutes of the last General Assembly were approved without amendment.
2.	<u>Vote on the application for Membership of IEMA</u>
2.1.	IEMA was approved as a new member and welcomed by the President and delegates. Martin Baxter then gave a short introduction to the organisation (see Annex 2).
3.	<u>Report of the President</u>
3.1.	The President, Jan Karel Mak, reported on the external and internal activities of EFAEP during 2008 and early 2009 (see Annex 3).
3.2.	Discussions followed on EC contacts. An overview was given of the meetings so far stating that the meetings with Ladislav Miko and Magor Imre Csibi had been very useful, whilst those with Nick Hanley and Martijn Quinn had not been as successful.
3.3.	There was a discussion on the various levels at which EFAEP was marketing itself in Brussels. It was noted that EFAEP should be focussed on both the high level (general message) and at the levels where work is actually done (specific messages). It was also felt that it would be useful to look into helping create environmental professional organisations in eastern Europe and that there could be an opportunity to set up a working group to deal with EU contacts.
3.4.	It was noted that the contact with Stavros Dimas needed to be followed up regarding his offer to put a message on the ENEP website.
3.5.	The EU Reports by Vera Kessler were also noted as being of particular commendation.
3.6.	The General Assembly thanked the Executive Committee and others for their work over the year.
4.	<u>Financial report</u>
4.1.	The Treasurer, Jim Thompson, reported on the financial status of EFAEP (see Annex 4). The main issues pointed out were that the changed timing of General Assemblies (June to March) meant that

	some invoices had not yet been accounted for, and also that most of EFAEP's income came from membership subscriptions.
4.2.	A brief discussion followed on the format in which the financial report had been presented.
4.3.	A potential reserves policy was discussed as EFAEP does not currently have one but has allowed a small surplus to accumulate by around € 2,500 each year. At the end of the discussion it was decided that EFAEP should aim to have 50% of its annual expenditure held in reserve.
5.	<u>Coordinator's report</u>
5.1.	The Co-ordinator, Jason Reeves, reported on his activities since starting in May 2008 (see Annex 5).
5.2.	A discussion followed concerned with a future 'secretariat' for EFAEP, which in the long-term was thought should be in Brussels.
5.3.	Various options for allowing more work to be done were also noted, including paying for people's time and also spending money on attending events and organising activities.
6.	<u>EFAEP business plan</u>
6.1.	Jan Karel Mak introduced the concept of the business plan for EFAEP (see Annex 6a).
6.2.	Discussion followed on the options of EFAEP as a network, rather than as a service provider. It was however noted that EFAEP is in a position to offer certain services that each national organisation cannot.
6.3.	It was generally felt that there needed to be more involvement and that until now too much of the work has been centred around the Executive Committee. The secretariats of each member association must become more involved and linked to the Executive Committee, to the Co-ordinator and to each other. There should be a two-way contract between EFAEP and the member associations and their members in which both have an input and both gain advantages.
6.4.	There was the suggestion of a forum for better communication between members, and it was also noted that when actions are required from the individual members it is easier to get them to do a defined task rather than to generally urge them to be more involved.
6.5.	There was mixed reaction, particularly with regard to cultural differences, to a discussion on a European level charter or accreditation, such as Chartered Environmentalist in the UK.
6.6.	It was proposed and approved that a Working Group be set up to look at how to get members more involved and how to develop the network character of EFAEP. The following individuals volunteered to join this Working Group: Peter Hermens (Chair), Carlotta Queirazza, Kristof de Smet and Adam Donnan. The group will put together a paper to be presented at the London General Assembly in September 2009. A draft paper will be ready for June 2009.
6.7.	Three Focus Groups were presented (see Annexes 6b, 6c and 6d). These are to be short term groups that achieve an objective and are then disbanded. The groups focus on: young people and job opportunities; climate change and the Copenhagen summit; and Green Week 2009. The group on young people and job opportunities will be led by Mario Grosso and representatives from IEEM and APEA volunteered to be involved. The group on climate change and the Copenhagen summit will be led by Vera Kessler and representatives from APEA, VVM and IEEM volunteered to be involved. The group on Green Week 2009 will be led by Jason Reeves and representatives from APEA, VVM, VMD and AFITE volunteered to be involved. It was noted that some expenses relevant to the activities of the groups (i.e. travel expenses) could be covered, but that these would all need to be approved by the Treasurer in advance.
7.	<u>Participation in exhibitions and conferences 2009</u>
7.1.	Several new events were suggested that could be added to the list. The Co-ordinator asked that any new suggestions be forwarded to him so that the list can be updated. See Annex 7 for the list of possible events.
8.	<u>New members</u>
8.1.	There was nothing to discuss here.
9.	<u>ENEP update and external marketing</u>
9.1.	Emanuele Regalini presented an update, and introduction for new members, on the ENEP database

	(see Annex 8).
9.2.	It was generally felt that the overall use of ENEP should be increased before any more technical improvements are made.
9.3.	Adam Donnan agreed to rewrite the ENEP advertising document which would then be sent out to all member organisations.
10.	<u>Report of working groups</u>
10.1.	Matthias Friebel gave an update on the work of the EMS Working Group, including an update on the 3 rd European EMS Forum. The event will be added to the EFAEP website and e-mailed to members and ENEP subscribers. It was also noted that the event needed 18 delegates to break even and that it could be cancelled if not enough registered. The event will offer a reduced rate for EFAEP members.
10.2.	Matthias Friebel also gave an introduction to the involvement that the EMS Working Group now has with the International Standards Organisation (ISO). EFAEP now has Liaison Status, which is a great opportunity for EFAEP, being the first EU-wide organisation to be represented in such Committee.
10.3.	Regarding involvement with ISO, there was a discussion on how a representative opinion would be agreed before this could be presented on behalf of EFAEP. It was noted that the EMS Working Group would formulate the position presented, but that any relevant member (i.e. EMS expert) of any member association could join the EMS Working Group. It was felt that all members should be contacted to find out if more members would like to join the working group, at both the expert and secondary level (to gain experience).
10.4.	There was also concern that the work of any working group must represent EFAEP and not any individual, member organisation or country.
10.5.	Funding to attend ISO meetings on behalf of EFAEP was previously agreed at €1,500. It was felt that €3,000 would cover all the costs but that €1,500 was acceptable.
11.	<u>Brief update on recent EU contacts</u>
11.1.	This was reported on in the President's Report and so not discussed again.
12.	<u>Any other business</u>
12.1.	Mario Grosso reported that AIAT is now a national organisation. It had previously been a regional organisation in the Milan area. Hopefully this would mean more members in the near future.
12.2.	There was a reminder that there will be elections for new members of the Executive Committee at the London GA in September 2009. The Executive Committee will need to contact all members to ask for nominations. It was also requested that a profile be produced describing what is needed (e.g. experience) to stand for the various positions and also what is expected of the candidates.
12.3.	Following a short walk to the ATEGRUS Office, 20 new EFAEP banners, printed in Italy and shipped to Bilbao, were distributed to the delegates attending the GA.
13.	<u>Date and venue for the next GA</u>
13.1.	The IES is taking the lead for organising the London General Assembly in September 2009, but will be helped by the three other UK members. It was proposed that the side event could be replaced by a site visit to the London 2012 Olympic venue. Two options were put forward for the social evening, the very formal Reform Club, or an informal boat ride on the Thames – a rough show of hands showed the river ride to be more popular at this stage.
13.2.	Matthias reiterated the offer from VNU to hold the March 2010 General Assembly in Frankfurt, Germany.
13.3.	Candida Rocha suggested that the September 2010 General Assembly could be combined with APEA's climate change conference in Portugal. The location for this conference is unknown at this stage.
13.4.	Switzerland and Finland are possible locations for the General Assemblies in 2011.

ANNEXES

1. List of participants
2. Objectives of IEMA
3. Report of the President
4. Financial Report
5. Co-ordinator's Report
- 6a. Business Plan
- 6b. Focus Group – Young People and Job Opportunities
- 6c. Focus Group – Climate Change
- 6d. Focus Group – Green Week 2009
7. European Environmental Conferences 2009
8. ENEP Update