



## Minutes of the 22<sup>nd</sup> General Assembly held in Rome, Italy on Brussels, Belgium on 18 October 2013

Chair: Jan Karel Mak (President)

Venue: Via dei Taurini, 19, Roma, Italia

Participants (see Appendix 1):

- 24 delegates, representing 13 member associations in 7 countries
- no observers

NO.	ITEM	ACTION
<b>1.</b>	<b><u>Welcome</u></b>	
1.1.	Jan Karel Mak (ENEP President) welcomed all to the 22 <sup>nd</sup> General Assembly and thanked the Italian associations for organising the side-event, dinner and General Assembly.	
1.2.	Each participant introduced themselves to the General Assembly.	
<b>2.</b>	<b><u>Approval of the Minutes and Matters Arising</u></b>	
2.1.	The minutes of the previous General Assembly were approved with two amendments: <ul style="list-style-type: none"> <li>• “Cornelia Frieke” was spelt incorrectly in 5.2.2.</li> <li>• “Approve” will be changed to “accept” in 9.2.8.</li> </ul>	Jason
2.2.	5.3.5. <sup>1</sup> – It was agreed that funding Working Group expenses would be agreed on a case by case basis.	
2.3.	8.8. – Adam Donnan reported that he has prepared a document on ENEP’s communications, which is almost complete. This will be circulated to the GA members once complete.	Adam
2.4.	9.2.5. – Angels Moragues stated that she thinks that ensuring members conduct CPD (one of the clauses within the code of conduct) is no longer a concern for her organisation.	
2.5.	9.2.8. – Jim Thompson is still working on an ENEP accreditation scheme.	
2.6.	12.5. – Tinus Pulles stated that VVM is still willing to help ENEP in kind where possible.	

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<sup>1</sup> This number relates to the point in the previous General Assembly minutes.

- 2.7. 12.8. – It as agreed that we will repeat request for information for the Common Expertise Matrix. Elisa will do this and the results will be posted on the ENEP website. Elisa
- 2.8 A request was brought forward by Tinus Pulles to have the annex to the GA minutes as an hyperlink on the document.
- 3. New and Potential Members**
- 3.1. Elisa Vignaga (ENEP Secretary) reported on three potential new members. The Marine Mammal Observers Association (MMOA) from Ireland are interested in becoming a member but require more time to talk to their Board. FedEc, an association from the Netherlands, has provided their Statutes, however only in Dutch so far but are currently translating them into English for the GA to approve. Jan Karel has read the Statutes in Dutch and reported that they are in alignment with ENEP’s principles. There is also a Bulgarian waste management association, BAMEE, which is interested in membership. Hopefully all three associations will be presented as members for approval at the next General Assembly.
- 3.2. Matthias Friebel reported that he has been in contact with a French association. Bruno Weinzaepfel (ENEP Vice President) offered to follow up the contact. Matthias, Bruno
- 3.3. Petr Deyl noted that a Slovakian association is interested in membership. Petr will pass on the details to Elisa to follow up. Petr, Elisa
- 3.4. Simon reported that he is following up with a Swedish association who were first contacted at Green Week. Simon
- 4. ExCo Activities and Financial Update**
- 4.1. Jan Karel presented the activities of the ExCo over the past 6 months (see Appendix 2).
- 4.2. Herman Jan Wijnants (ENEP Treasurer) explained that the website upgrade had been overseen by a subcommittee of the ExCo who had evaluated and made a decision on the invited tenders for the upgrade. He reported that Simon and the interns had migrated most of the data to the new site. Angels Moragues suggested that the website tender should have been distributed within the member associations to try to keep ENEP funds within the members. Sally Hayns commented that the website had been developed as had been agreed at the last General Assembly, and Adam Donnan added that the new website looks great and functions well and has been produced for a very good price.
- 4.3. Tinus Pulles said that EFCA had been very happy with the joint work with ENEP for Green Week 2013.

- 4.4. Dirk Franzen asked why the side event yesterday had not been better attended. Elisa Vignaga replied that the event had been advertised through all the member association secretariats and the ENEP Platform. Tinus suggested that future General Assemblies should be attached to events that were already being organised. . Elisa Vignaga will investigate this. Elisa
- 4.5. Dirk Franzen asked how side event topics are decided. Jan Karel said that the host association(s) and ExCo agree on the topic.
- 4.6. Emanuele Regalini suggested that ENEP should look into other collaborations with Via Expo as they organise more than just the waste management events that we have been involved with so far. Kristof De Smet (ENEP Vice President) and Elisa agreed to look into this. Elisa,  
Kristof
- 4.7. Herman presented the current financial review (see Appendix 3) and reported that ENEP’s financial reserves are diminishing.
- 5. Project Officer Activities**
- 5.1. Simon Pascoe (ENEP Project Officer) presented the work he has been doing in the last 6 months (see Appendix 4).
- 5.2. Simon reported that the Newsflash is now in html format. Emanuele Regalini asked if this could also be produced in a print-ready format which Simon agreed to look into. Simon
- 5.3. Tinus Pulles and Emanuele suggested that the Newsflash should be open to the public to access, saying that members will not want another login and password to remember. Kristof De Smet said that we should not be giving away ENEP-produced content for free. There was a vote on a proposal to make the Newsflash open access, which was rejected.
- 5.4. Mario Grosso asked what checks were in place for requests for new user accounts for the new website. Simon said that it is currently very light touch (only name and member association are required to create a login) but that phase 2 of the website development (integration of the Platform into the website) should solve this.
- 5.5. Petr Deyl suggested that ENEP needs to do some PR and social media work to promote the website.
- 5.6. Jörg ten Eicken suggested that ENEP should take part in EC consultations and other events. Simon reported that ENEP is involved in some activities but that the members need to make it clear what they want to be involved in. Tinus Pulles said that VVM has already good contact in EU on the legal/Communication side and that Simon has been doing a great job in Brussels as a facilitator.

**6. Business Plan**

- 6.1. Jan Karel Mak started by suggesting a high level strategic discussion initially and that he would like to see ENEP kept whole without losing any members. Jan Karel Mak stated that the limitation of ENEP are: i) limited funding and executive power; ii) low Network activity a part from the GA; iii) low engagement of Associations and Individual Members.
- 6.2. Matthias Friebel asked if he could present his vision for ENEP. The General Assembly agreed to this once the ExCo had presented their 4 scenarios.
- 6.3. Jan Karel Mak talked through the 4 scenarios in the circulated Business Plan document.
- 6.4. Matthias then presented his idea for ENEP, which he called scenario 5 (see Appendix 5).
- 6.7. Alain Rousse suggested that each member simply pay a flat fee of, for example, €2500. Emauele Regalini replied by saying that the ability to pay is relative for each member association. Sally Hayns added that what is important is that whatever scenario is agreed needs to be delivered by the ExCo.  
  
LUNCH (The AIN representatives excused themselves at this point)
- 6.8. Each of the member association present gave their view on the Business Plan and scenarios presented.
- 6.9. Alain Rousse asked if ENEP could translate its materials to make it easier to distribute to members. Jan Karel said that it is very expensive to translate materials. Petr Deyl added that they translate the ENEP Newsflash and Bulletins into Czech for their own members.
- 6.10. Tinus Pulles suggested that if no consensus is reached that the default position is scenario 1, which would then mean that the ExCo would have to prepare a bottom up Business Plan for the next General Assembly.
- 6.11. Herman Jan Wijnants presented the various activities under each scenario in an Excel file (see Appendix 6). Following this there was a further discussion on the various scenarios and financial implications. It was decided not to take a “percentage of membership fee” approach.

- 6.12. The following proposal was eventually agreed<sup>2</sup>: ExCo
- The top and bottom caps of €7000 and €250 respectively would remain in place.
  - The membership fee will increase by 25% to €1.25 per member from 1 January 2014. The smallest organisations (REA, AIN and Ategrus) can opt out of this increase for the first year if needed.
  - Scenario 2 from the Business Plan will be taken forward with extra activities including knowledge exchange and EU engagement using a bottom-up approach to agree activities.
  - ENEP will also look into options to diversify its income through paid-for services.
  - The membership fee and cap levels will all increase the EU rate of inflation each year. This will be applied from 1 January 2015 onwards.
- 6.13. It was noted that some of the member associations present would still need to ratify the above agreement with their Boards.

## **7. Budget for 2014**

- 7.1. Jan Karel stated that the budget for 2014 needs to be defined before the start of 2014. He suggested that there were two ways to do this. Option one would be for the ExCo to prepare the budget and then circulate it to the General Assembly for comment and approval. Option two would be to delegate responsibility to the ExCo to prepare the budget. The second option was agreed by 6 votes to 5. The ExCo will prepare the 2014 budget by the end of the year. Herman,  
ExCo

## **8. Working Group Updates**

### **8.1. Biodiversity Working Group**

- 8.1.1. Mike Barker (Biodiversity Working Group Chair) reported that the group had initially been set up to look at DG Environment's Green Infrastructure Strategy, which has now completed and will formally be launched in November. He reported that the Working Group has not done much since this work, apart from inputting into Green Week, organising the last GA side event, and participating in the forthcoming AFIE conference. The group are keen to find out what new DG Environment activities they can become engaged with.

### **8.2. Environmental Management System Working Group**

- 8.2.1. Matthias Friebel (EMS Working Group chair) reported that the group had met twice so far in 2013. They continue to work on the revision of ISO14001 and have also picked up on the themes of biodiversity and sustainable reporting in their work.

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<sup>2</sup> By a vote of 12 for (SocEnv, Vlamex, AFITE, CZCSP, CIEEM, VBU, IES, AISA, AIAT, Ategrus, VNU, VDI) and 2 against (AFIE, VVM).

- 8.2.2. The EMS Forum has been agreed 2014. Matthias requested that it will need better marketing than in the past, and also that the Forum will be sponsored.
- 8.2.3. Simon will talk to Matthias about the group's involvement in Via Expo 2014. Simon, Matthias
- 8.2.4. Jason will include the latest EMS WG report in the next ENEP Bulletin. Jason
- 8.3. Other Working Group Issues**
- 8.3.1. Simon asked all the Working Groups to check the details on the new website and let him know if the details need updating. Mike, Matthias
- 8.3.2. Each Working Group needs to produce an activity report twice a year to be send to the ExCo for publication to the members.
- 9. Updating the Byelaws**
- 9.1. The proposed amendments to the Byelaws were approved. The Byelaws will be updated on the website. Jason
- 10. ExCo Elections**
- 10.1. The General Assembly were asked to approve Mario Grosso's candidacy as a Vice President as he has already served two terms on the ExCo. He informed the General Assembly that there were two conditions of his candidacy; that he would like a focussed role, and that he would like to participate in most ExCo meetings remotely. The current members of the ExCo agreed to these conditions and the General Assembly approved Mario as a candidate.
- 10.2. Adam Donnan, Mario Grosso and Bruno Weinzaepfel were all approved as Vice Presidents. Adam will be serving his first term on ExCo, Mario his third and Bruno his second.
- 10.3. Regarding the election for President, Matthias has already laid out his vision for ENEP. Kristof was asked to set out his vision. Kristof said that vision was for a bottom up approach with the ExCo acting as a facilitator. He also said that ENEP needs better communication and member engagement.
- 10.4. Kristof was elected as the new President by 10 votes to 8 and congratulated on his new role. The anonymous vote was conducted by Jason and Elisa, and adjudicated by Sally Hayns and Alex Galloway.
- 10.5. Jan Karel, as the outgoing President, was thanked for his generous input and exceptional leadership over the last 8 years.
- 11. Forthcoming General Assemblies**
- 11.1. REA has agreed to host the Spring 2014 General Assembly on 10-11 April 2014 in Bucharest, Romania. ExCo will follow this up with REA. ExCo

- 11.2. It was agreed that proposals will be invited from member associations to host the Autumn 2014 General Assembly in conjunction with an existing event. ExCo

**12. Any Other Business**

- 12.1. Angels Moragues confirmed that ENEP will be able to have an exhibition stand at the AFIE conference later in the year.
- 12.2. Tinus Pulles said that VVM is organising a non-CO<sub>2</sub> greenhouse gases conference.
- 12.3. Tinus reported on the joint ENEP-EFCA proposal for Green Week 2014, which will soon be circulated to members.
- 12.4. Tinus said that the VVM Board is currently critical of ENEP, and that today's meeting will not change this.

**13. Close and Depart**

- 13.1. Jan Karel thanked everyone for their input and wished them a safe journey home.
- 13.2. The General Assembly closed at 16:00.

**APPENDICES:**

1. List of Participants
2. ExCo Activities
3. Financial Update
4. Project Officer Activities
5. Matthias Friebel's Scenario 5
6. Business Plan Scenario Activities

**Jason M. Reeves (ENEP Co-ordinator)**  
**Elisa Vignaga (ENEP General Secretary)**  
**25 October 2013**