



Minutes of the 15th General Assembly held in Porto, Portugal on 28 May 2010

Chair: Jan Karel Mak (President)

Venue: Porto, Portugal

Participants (see Appendix 1):

- 17 delegates, representing 12 member associations in 9 countries
- 0 observer(s)

NO.	ITEM
<u>1.</u>	<u>Welcome from the President</u>
1.1.	Jan Karel welcomed everyone to the 15 th EFAEP General Assembly (GA) and introductions were made all round.
1.2.	It was noted that there were some issues with air travel (due to French strikes and restrictions with flying over French air space) and apologies had been received from the VVM representatives, Rachel Heijne and Sander Teeuwvisser.
<u>2.</u>	<u>Approval of the Minutes of the Previous General Assembly</u>
2.1.	The minutes of the General Assembly held in London in September 2010 were approved without amendment.
<u>3.</u>	<u>Matters Arising</u>
3.1.	Despite efforts from Jim, Jason and Jan Karel, the potential Slovak members had still not been in contact. Libuse has also tried without success but would like to continue to pursue this. Bruno noted that there was also no news from potential members in either France or Greece.
3.2.	Jim gave a short overview of Mundo-B and the "hotdesk" agreement and ongoing work to secure a permanent office shared with Europarc. Jan Karel elaborated that Mundo-B is a sustainable and environmentally-friendly building in the centre of Brussels with other environmental organisations and is also very competitively priced. Matthias noted that it is a good building to be in, in a great location, and with a great café, but that the staff are not always professional and there have been some issues with them not speaking English.
<u>4.</u>	<u>Reminder of Executive Committee (ExCo) Elections in Autumn 2010</u>
4.1.	The GA was reminded that Jim will be retiring as Treasurer at the next GA and that a replacement will need to be sought. Keys timings for this process are: 60 days before the GA – deadline for the vacancy to be advertised 40 days before the GA – deadline for submissions of interest for the position to be submitted 30 days before the GA – details of all candidates for the position to be circulated to the GA
4.2.	The GA noted the staggered changeover of the ExCo over the next few years.
<u>5.</u>	<u>Working Groups and Terms of Reference Update</u>
5.1.	<u>Environmental Management Systems (EMS)</u>
5.1.1.	Matthias gave an update on the work of the EMS Working Group. The last work of the group was the EMS Forum on 5 May in Brussels (Appendix 2). The event went well in terms of high level speakers and is now established and has some influence, however, it unfortunately did not attract enough delegates and ran at a slight loss. The GA

- commended the work of the group.
- 5.1.2. The next steps for the group are to work towards the next Forum in 2011 and also on becoming more involved in the standardisation of the of ISO and EMAS 3 procedures. The group is also hoping to be involved in the next ISO meeting, due to be held in Mexico in July 2010.
- 5.2. **General Discussion on Working Groups**
- 5.2.1. All agreed that WGs are an important tool for EFAEP as it is a network and should be demand driven. The demand should be bottom-up but there needs to be a mechanism to help develop make sure objectives are met, and therefore, the ExCo should be linked to the WGs. These mechanisms have been devised and are being put in place and members have been invited to join the proposed WGs (see Appendix 3).
- 5.2.2. Kristof introduced the new Terms of Reference for the WGs (see Appendices 4-8).
- 5.2.3. The Byelaws currently define a Working Group as having a minimum of three members represented, it was agreed that this will be reduced to two to remove obstacles to forming a Working Group. **Jason** will update the Byelaws (3.8.4.) and add them to the website and circulate them to members.
- 5.2.4. The Charter (see Appendix 8) for a new Working Group should include what support (including funding) will be required, which will need to be approved by the ExCo.
- 5.2.5. It was noted that Working Groups should not only be proactive, but also reactive to emerging issues where there is some urgency.
- 5.2.6. It was agreed that Associate members could join and propose Working Groups.
- 5.2.7. There was a discussion on the role of the ExCo member on a Working Group and it was agreed that the ExCo member should not be responsible for the work of the WG, but rather should act as a link to the ExCo and as support.
- 5.2.8. The Terms of Reference were approved with minor amendments. Kristof was thanked for his efforts in putting them together.
- 5.3. **Proposed New Working Groups (see Appendix 3)**
- 5.3.1. *Biodiversity*
Proposed by: IEEM
Interest from other members: AIN, ASEP, FAEP, VVM
Nominated ExCo Representative: Jim Thompson
Mike Barker is the interim chair of this WG, which has already started to work on some issues. Mike gave an overview of the WG and its immediate objectives, which include Green Week, the 2010 biodiversity target and reform of the Common Agricultural Policy. Other issues that the WG may be able to look at are climate change and deforestation.
- 5.3.2. *Climate-Proof Cities*
Proposed by: VVM
Interest from other members: none so far
Nominated ExCo Representative: Jan Karel Mak
- 5.3.3. *Diffuse Air Pollution*
Proposed by: VDI
Interest from other members: IES
Nominated ExCo Representative: Mario Grosso
- 5.3.4. *EIA and SEA*
Proposed by: AISA
Interest from other members: AIN, VVM
Nominated ExCo Representative: Bruno Weinzaepfel
- 5.3.5. *Green Power Supply*

<p>5.3.6. <i>Innovation and Environment</i></p> <p>5.3.7. <i>Resource Efficiency</i></p> <p>5.3.8. <i>Sustainable Development</i></p> <p>5.3.9. <i>Other Ideas</i></p> <p>5.4. Environmental Technology Verification (ETV)</p> <p>5.4.1.</p>	<p>Proposed by: AIAT</p> <p>Interest from other members: AIN, VMD</p> <p>Nominated ExCo Representative: Jan Karel Mak</p> <p>Proposed by: VVM</p> <p>Interest from other members: APEA, IES</p> <p>Nominated ExCo Representative: Kristof De Smet</p> <p>Proposed by: VDI</p> <p>Interest from other members: none so far</p> <p>Nominated ExCo Representative: Mario Grosso</p> <p>Mario is to contact the VDI to ask them to make the focus more specific.</p> <p>Proposed by: AISA</p> <p>Interest from other members:</p> <p>Nominated ExCo Representative: Jim Thompson</p> <p>Jim is to contact AISA to ask them to make the focus more specific.</p> <p>Other proposals that are still being refined are “water” and “energy”.</p> <p>Mario gave an introduction to the work of the group, which has focussed on Environmental Technology Verification (ETV) and has worked with Pierre Henry (EC) and the Environmental Technology Action Plan (ETAP). The group finished its work with a position paper, but Pierre Henry would like the WG to remain active. Unfortunately, Rene Boesten and Barry Croft are no longer able to help with the group. AFITE has offered to help with the group and there may be interest from the VDI and ASEP. It may also be a good idea to refocus the work of the group.</p>
<p>6.</p> <p>6.1.</p> <p>6.2.</p>	<p><u>Scientific Committee Proposal</u></p> <p>Mario put forward the proposal for setting up a Scientific Committee, which could be used to answer calls for information from the media or elsewhere, to evaluate whether or not EFAEP should endorse external activities/events, and also as a way to give exposure to experts from various environmental fields.</p> <p>It was agreed that as an initial step, the chairs of the various Working Groups should form an informal group that may be able to deal with input from the ExCo. Jason is to arrange for a separate “Working Groups Chairs” e-mail list to be set up.</p>
<p>7.</p> <p>7.1.</p> <p>7.2.</p> <p>7.3.</p>	<p><u>ENEP Update</u></p> <p>Emanuele and Mario gave an overview of the current status of ENEP. It currently has 1,300 subscribers, but unfortunately most of these are inactive. It was speculated that this is because there is very little communication through the database. There has been some interest by commercial companies for access to ENEP, however, after the free trial period the same organisations no longer seem interested. It was suggested that commercial gain from ENEP could be set aside for now in favour of focussing on exposure by offering free access again. It was also suggested that the new Project Officer could be asked to find funding to market ENEP, or to market it directly.</p> <p>ENEP was compared to LinkedIn, which is growing at 200% per year, whilst ENEP is a little slower. There was an extensive discussion on the future of ENEP and whether or how it should continue to operate. It was suggested that ENEP has two problems: 1. that it is not visible enough and needs to be better marketed, and 2. that there is not enough activity on the database.</p> <p>It was agreed that before further action was taken regarding the ENEP database, each member organisation is to survey its own members to find out what they get from ENEP and what value it has to them. Adam Donnan volunteered to draft a set of questions to be used (for example, through an online survey tool such as</p>

7.4.	www.surveymonkey.com). Jason is to recirculate the ENEP database marketing material to all member associations and Adam Donnan is to finalise the ENEP advertising banners that were discussed in London and circulate them to the member so that they can be placed on the EFAEP website and on the websites of each Association.
8.	<u>Financial Update</u>
8.1.	Jim gave an update on EFAEP's financial situation (see Appendix 9). He also noted that there had been substantial work involved in updating the accounts with Fortis and opening new accounts with Triodos.
8.2.	Matthias raised his concerns regarding the balance between resources allocated to administration and the Working Groups.
8.3.	Jim pointed out that the Working Groups, wherever possible, should be self-financing.
8.4.	It was noted that EFAEP should really be looking for external funding and it was suggested that we could work on the idea of capacity-building as this is something that the EU/EC is interested in.
9.	<u>New Members Update</u>
9.1.	The Society for the Environment was formally welcomed as EFAEP's first Associate member.
9.2.	Jason gave an update on the Icelandic Society of Environmental Scientists, who are still planning to join.
9.3.	There has been no further news from the potential Slovak members, however, Libuse offered to follow this up and make contact with them again.
9.4.	It was noted that EFAEP should still be looking for more Scandinavian members.
9.5.	Adam and Jason volunteered to look into an Irish member.
10.	<u>Project Officer Update</u>
10.1.	Jason gave an update on the process of appointing a Project Officer. Over 230 applications for the post had been received and these had been shortlisted down to 8 who will be asked to interview.
10.2.	There was concern over the length of time that it has taken to get to this stage, due to the overwhelming number of applicants, as some candidates may have moved on, lost interest or found alternative employment.
10.3.	It was noted that Vera Kessler would still like to be involved with EFAEP but that she will soon start to look for a new job and may not be able to spare as much time as she previously has.
10.4.	Carolyn commented that the Brussels newsletter was the one thing that kept IES members interested and that there has been some disquiet since it stopped. It was suggested that the Project Officer should be asked to reinstate this.
11.	<u>Proposed Renaming of EFAEP</u>
11.1.	Jan Karel introduced the idea of renaming EFAEP to ENEP. Advantages include that it is simpler to promote and market as a brand.
11.2.	A number of concerns were raised, including losing the obvious notion of EFAEP being a "body of associations", and the costs of lost heritage, of promoting a new name and of changing promotional material, website, etc.
11.3.	Several variations on a name change were proposed, but none was taken forward.
11.4.	The change from EFAEP to ENEP was agreed by nine yes votes (AFITE, VNU, IEEM, APEA, AIAT, IES, VMD, VBU, VVM) to two no votes (Ategrus, CZCSP). Seven members not represented (AIN, AISA, ASEP, CIWEM, FAEP, IEMA, VDI).
11.5.	EFAEP will however remain the official name and ENEP will simply be the trading name.
11.6.	The ExCo was delegated to oversee and set a timescale for the changeover.
12.	<u>Environmental Sustainability Knowledge Transfer Network</u>
12.1.	Carolyn gave an introduction to this network (see appendix 10 for the full presentation). In addition, she noted that innovation usually comes from collaboration, and that the network should really be called a 'knowledge exchange' rather than a 'knowledge transfer' as it is two-way process.
13.	<u>Any Other Business</u>
13.1.	Green Week

<p>13.2.</p> <p>13.3.</p>	<p>Jason gave an introduction to Green Week 2010, which will be held on 1-4 June and this year will be on the theme of biodiversity. EFAEP has been allocated a stand at the event and will be represented by Jason Reeves, Kristof De Smet, Jim Thompson and Mike Barker. Mike and the Biodiversity Working Group have done a considerable amount of work for the stand displays. Green Week is a great opportunity for EFAEP to get exposure to the EU/EC and other relevant Brussels organisations and individuals.</p> <p>ENDS</p> <p>Emanuele introduced the possibility of EFAEP subscribing to the Environmental News Directory Service (ENDS), which could be a benefit for EFAEP members. It was noted that it could be very costly. Emanuele, or possibly the new Project Officer, could look into this further.</p> <p>Conferences and events</p> <p>The ExCo was delegated to look into this as needed.</p>
<p>14.</p> <p>14.1.</p> <p>14.2.</p> <p>14.3.</p>	<p><u>Dates and Venues of Forthcoming General Assemblies</u></p> <p>It was noted that the next GA would be held in Brussels on Monday 25 and Tuesday 26 October 2010. The Monday will be the side-event and the Tuesday will be the GA. It was suggested that the side-event at Brussels could be a meeting of the various Working Groups.</p> <p>Matthias agreed that the VNU would organise the spring 2011 GA in Frankfurt on 7-8 April 2011.</p> <p>The GA agreed that ASEP should be asked if they will host the autumn 2011 GA in Switzerland.</p>

APPENDICES:

1. List of participants
2. EMS Forum 2010 Report
3. New Working Groups
4. Working Groups Terms of Reference presentation
5. Working Groups Terms of Reference
6. Working Groups Terms of Reference summary
7. Working Group Application Form
8. Working Group Charter Form
9. Treasurer's Report
10. Environmental Sustainability Knowledge Transfer Network presentation

Jason Reeves (EFAEP Co-ordinator)
and Mario Grosso (General Secretary)
29 June 2010