



Minutes of the 25th General Assembly held in Barcelona, Spain on Thursday 16th and 17th April 2015

Chair: Kristof De Smet (President), Elisa Vignaga (General Secretary)

Venue: Moll de Barcelona s/n, East building, 1st Floor, 08039, Barcelona

Participants: see end of document.

18 delegates, representing 10 Member Associations in 7 countries

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SUMMARY OF REQUIRED ACTIONS:

No.	Item	Action
1.	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 if they have not already done so.	All
2.	Dirk Franzen suggests to add pictures to the members' list of ENEP.	Laurence/Simon
3.	Direct messaging function on expert platform to be introduced.	Marco Bono/Laurence
4.	MG to collate statistics on Platform usage and circulate them.	Mario
5.	MG to get in contact with companies subscribed to the Platform and enquire about membership/sponsorship	Mario
6.	MG to investigate API system that would allow Secretariats to align membership changes to the Platform/Website.	Mario
7.	Direct messaging function on expert platform to be introduced	Mario
8.	AD to create new promotional material for ENEP Platform	Adam
9.	Sponsorship package to be promoted in order to get extra funding	Kristof, Simon, Laurence
10.	Working Groups transition towards TTFs. The ExCo to receive the transition to the new format from the relative committees (EMAS and Biodiversity).	EMAS and Biodiversity WG
11.	SP suggested that EMAS will undergo a process of revision similar to the Nature Legislation. SP to send an email to the EMAS WG.	Simon
12.	EV to write a profile for the General Secretary position and the ExCo to draft new profile for additional Vice-President and circulate this to the Member Association to scan for interest.	Elisa, ExCo
13.	Election of a new Vice-President and General Secretary, member associations asked to individualize possible candidates.	Member Associations
14.	Potential new association called Unica (Italian), list of potential associations that could join ENEP, members invited to mention potential members to ExCo, especially Eastern European.	All

15	ExCo to follow up possible new member Teca.	Exco
16.	Organise Autumn GA on Industry Emission Directive in Paris.	Simon, Laurence, Bruno
17.	Roll out Mario Grosso's stats about AIAT members to other organisations.	Mario, Simon, Laurence
18.	Send out e-mail list to contact points within member associations.	Simon, Laurence
19.	Leonardo turned into Erasmus Plus, funding for further intern. Check sector skills alliances.	All
20	Tinus Pulles (VVM) wrote an email to KDS suggesting a collaboration among ENEP and EFCA association, collaboration, EWAPA (world wide). ExCo to elaborate.	ExCo
21	EXPO Milan: opportunity to submit case studies for workshops and classes on resilience of forest in Amazon.	All

General Assembly Minutes – Formal GA

16.04.2015

**FORMAL GENERAL ASSEMBLY,
Thursday, 16 April 2015, 14:00 - 17:30**

NO.	ITEM	ACTION
<u>1.</u>	<u>Welcome</u>	
1.1.	Kristof de Smet (KDS) opened the 25 th General Assembly of ENEP in Barcelona and thanked all the participants and in particular the Board of COAMB for the organisation of a new and dynamic forum.	
1.2.	KDS introduced to the network the new Coordinator, Laurence Genillard (LG) and welcomed in the network.	
<u>2.</u>	<u>Approval of previous minutes</u>	
2.1.	KDS reviewed with the help of the GA the minutes of the Autumn GA in Bruxelles. These were approved with no modifications and signed.	
<u>3.</u>	<u>ENEP's Activity Plan for 2015 and 2016</u>	
3.1.	KDS presented the activities that ENEP set out to deliver in 2015/16, and with the aid of a presentation (Appendix 1) highlighted: i) the know – how of ENEP or the activities that ENEP carries out routinely and with great success; ii) Actions towards the EU and iii) ENEP in the long term; iv) ENEP actions for 2015.	
3.2	At the end of the presentation the idea of making the network easily visible was raised by Dirk Franzen (VDI, DF). The ExCo of ENEP agreed to create a picture book of	ExCo

the representative of the GA with related contact details, to make communication easier.

- 3.3 DF asked what the purpose of the new TTF structure is. In particular the question of whether the new TTFs want to produce position papers (pp) was raised and supported by VDI.
- 3.4 Sally Hayns asked if pp if what ENEP wants to achieve. If so, the advice was to look at those associations that already produce pp and learn from them.
- 3.5 Herman Jan Wijnants (VVM, HJW) explains VVM had an internal discussion on this before and agreed not to produce pp to avoid any internal discrepancy.
- 3.6 Jörg ten Eicken (VBU, JTE) suggested to use the current pps available in ENEP and share them across the Network to come up with ENEP pps.
- 3.7 A discussion took place on how viable would be to create pps (e.g. fracking) since the positions could be very different from association to association and even within individual associations.
- 3.8 KDS stated that is the responsibility of the TTF and the Chair to create the right network for discussion and decide what the outcome of the TTF will be (e.g. a pp). KDS stated that ENEP and the ExCo is here to support and facilitate this process.
- 3.9 Simon Pascoe (SP) suggested that the strength of ENEP is in the competencies of the people in the network.
- 3.10 KDS suggested that ENEP is not here to influence policy makers. Susanna Pascual (COAMB, President, SuP) stated that when you inform the EU you then automatically influence them.
- 3.11 KDS stated that this is a two way street: ENEP is visible in EU and this will mean that it can be used to share information coming from the EU.
- 3.12 DF stated that in ENEP there is a host of knowledge. This could be fostered by creating list of topics that then can be shared in the network and create TTFs.
- 3.13 The discussion was drawn to an end since more in depth conversation could be carried out in the Strategic GA taking place the following day.

4.

Budget and Accounts

- 4.1. HJW presented the status of the ENEP accounts (Appendix 2). HJW stated that the 2014 account will be presented for approval at the Autumn GA 2015.
- 4.2. Around € 41.500 spent in 2014, € 9.500 deficit due to CIWEM leaving the network and due to the higher cost because the payment/subsidy program by Change Agents ended when the new Coordinator was appointed. Ways to stay within budget in 2015 and new sponsors will be investigated.
- 4.3 For 2015 the projected income should be higher due to higher numbers of members in Member Associations (estimated to be € 35.500). The ExCo also predicts to cover

the departure of CIWEM and VMX (which communicated to HJW the intention to leave ENEP from 2015) with sponsorship in 2015 for about € 5.000.

4.4

The departure of VMX, which was not formally announced, led to the discussion on bylaws of ENEP for which any association intending to leave the network should communicate this 3 months before the end of the financial year.

5. Development of integrated Platform and Website: Presenting the official launch

5.1.

Mario Grosso (AIAT, MG) presented the new integrated Platform (Appendix 3). The new system has been completed renewed and integrated with the new Website. MG stated that no changes would arise for local Secretariats in terms of management of the accounts and the process will remain the same.

5.2.

DF asked information on who is using the Platform the most among member Associations. This led to a discussion on statistics and MG agreed to collate statistics and circulate them.

MG

5.3

MG stated that the system is still being tested and invited everyone to report any issues. Also the registration is now aligned between the Website and the Platform and Double login problem is resolved.

5.4

The new Platform was reported to now have the capability to import LinkedIn profiles, both for old and new members.

5.5

MG stated that there are many companies registered in ENEP and currently not paying any fee. The ExCo recognized that this could be used to raise sponsorship and these companies will be contacted to investigate the interest in the sponsorship opportunities created by the ExCo.

MG, ExCo

5.6

JTE suggested that if NGOs are registered they should not be charged whereas other companies (e.g. recruitment agencies) should be.

5.7

SuP mentioned that there needs to be an ethics in terms of the selection process for sponsorship. This was agreed to be a key topic and a suggestion was made to discuss further at the Strategic GA.

5.8

MG concluded stating that a possible development of the platform could be a forum used to discuss key topics amongst members. However MG stated that forums are quite a dated way to communicate and there are other free channels where this can take place (e.g. LinkedIn).

5.9

A discussion took place on an API system that would allow Secretariats to align membership changes to the Platform/Website in a more straightforward way. MG to investigate.

MG

5.10

Adam Donnan (IES, AD) suggested that marketing material should be created now that the system is up and running and shared inside and outside the Network.

AD

5.11

SH thanked MG and AD for a job well done for the new Platform. KDS highlighted that this is a big step forward for ENEP.

6. Thematic Task Force: update and example

6.1.

Elisa Vignaga (AIAT, EV) and Bruno Weinzapfel (BW, AFITE) presented the new TTF as a new and dynamic tool in ENEP. Due to its flexibility a new TTF was created in 2015 on The Fitness Check of EU Nature Legislation, chaired by Paul Goriup (CIEEM) and coordinated by Jason Reeves (CIEEM). It was started as a response to an EU consultation process. The TTF was started by CIEEM and IES and has already proven to have interest across the Network (e.g. AIN, REA).

6.2

A discussion took place on the deliverables of the TTF. The results will be presented at Green Week in the form of a report.

- 6.3 AD stated that this was a great example of activity in ENEP, strengthened by the fact that it was not a prescriptive process and already proved to be successful.
- 6.4 A discussion was had regarding the old Working Groups and the transition towards TTFs. The ExCo is expecting to receive the transition to the new format from the relative committees (EMAS and Biodiversity). EMAS and Biodiversity WG
- 6.5 SP suggested that EMAS will undergo a process of revision similar to the Nature Legislation. SP to send an email to the EMAS WG. SP
- 7. ExCo Election in October – discussion for Secretary and Vice President**
- 7.1. EV suggested that her position as General Secretary will come to an end in October 2015. Although having thoroughly enjoyed the experience EV stated that she would not be able to commit for another term due to personal commitment. Hence EV agreed to write a profile for the GS and circulate this to the Member Association to scan for interest. EV
- 7.2 MG stated that the GS position was not an easy one to fill hence all the member associations are invited to circulate the opportunity to their members. Member Associations
- 7.3 The ExCo suggested to the GA to open up another position for a Vice President in the Autumn elections. This would be in order to provide more power in the ExCo and would be possibly targeted more for communication and marketing skills. The ExCo stated that an extra VP is in line with the bylaws. The GA approved this request and hence in the Autumn GA there two elections will take place for the General Secretary and for the Vice President.
- 7.4 The ExCo agreed to draft a role profile for the Vice President and to circulate this together with the General Secretary's one. ExCo
- 8. Membership update**
- 8.1. EV listed a series of communications that she had with Unica (Italian of environmental consultant). UNICA has been given the information to join and is discussing with their board.
- 8.2 The ExCo invited Member Associations to suggest other possible members to be added to a list that the Secretariat has found via online searches, especially Eastern European. Member Associations
- 8.3 Beatriz Medina (COAMB, BM) suggested that a Spanish association Teca asked to join ENEP; ExCo to follow up. ExCo
- 9. Human resources**
- 9.1. Leonardo turned into Erasmus Plus. ENEP is part of a current bid that could result in another intern.
- 9.2 SP suggested that Member Associations get in contact with their National contact points for this since opportunities might arise.
- 10. Dates of Forthcoming General Assemblies**
- 10.1. KDS suggested that the next General Assembly will be held on 22-23 of October 2015 in Brussels if no other options were raised. The Spring 2016 GA is open for suggestions.
- 10.2 BW suggested to move the Autumn GA to Paris at the same time as the Industrial Emissions Directive workshop, where ENEP members would be invited anyway. BW to investigate with AFITE and communicate to ENEP GA Members BW
- 10.3 Bruno issues new magazine with ENEP logo on it, asks for ENEP to participate in it
- 11. Any Other Business**

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|-------|---|------|
| 11.1. | Tinus Pulles (VVM) wrote an email to KDS suggesting a collaboration among ENEP and EFCA association, collaboration, EWAPA (world wide). The ExCo is considering; however concerns were raised in terms of the relevance of this collaboration world wide. ExCo to elaborate. KDS will contact EFCA. | ExCo |
| 11.2 | MG presented a request from Arbio association, which is promoting at the EXPO in Milan initiatives to support resilience of forests (method of analog forestry, trans amazon highway). There is a possibility to propose events, workshops and classes (250 or 30/40 people respectively) during 6months at the ExPO. MG invited case studies to be submitted for this.

KDS thanked everyone and concluded the Format ENEP GA at 17:24 on 16 th April 2015. | All |

Side Event on Growth, Skills and Green Employment for a Low Carbon Energy and Resource Efficient Economy

17.04.2015

Roundtable Outcomes

5 Outcomes to Present to the European Commission:

1. Common Platform (avoiding locking/monopolies)
2. Training and Skills
3. Smart Solutions with Employment Outcomes

Facilitating Best Practices

Facilitating Best Practices:

Quality & Equity of City Initiatives in Cities, between Cities

Privacy – How does Smart Cities Agenda Affect other EU facilities & privacy

General Assembly Minutes – Strategic GA

17.04.2015

Below some of the key point on the open discussion chaired by KDS on the following agenda:

- reflection on Side Event;
 - how to promote ENEP in Member Associations;
 - how to establish ENEP more out of the Network.
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- Share findings from the side event with the network and ask for more input – **COAMB to produce and circulate**
 - Roll out Mario Grosso’s statistical analysis about AIAT members to other ENEP members
 - A key point was raised: “good strategy is nothing without the ability to implement it”. Hence it was stressed how crucial is to disseminate information in ENEP
 - Create direct communication nodes. We need to have the direct information from Member Associations on who is the first line of communication – **All to provide these names**
 - More feedback is needed from Members to improve the performance of ENEP. **All invited to share this with ExCo**
 - Identify direct points of contact within member organizations
 - Data from inside out ENEP can we share questionnaire on green jobs?
 - Nee for more experts enrolling in the Platform. **A Youtube user guide for the Expert Platform to be created. Also a video message from Kristof should be created, together with a leaflet and review the pull ups to share with members (ExCo)**
 - Member associations asked to submit events of transnational interest to ExCo for publication on website and in particular on the calendar
 - The Sponsorship package was presented (see Appendix A) and all the associations were invited to share this with their Members. This is on the basis that ENEP has a lot to offer in terms of dissemination. In particular we are looking for sponsors to be present at 4-5 events a year (e.g. Via Expo, Green week, Sustainable Energy and Side Events of GA).
 - The 3 levels of sponsorship were presented: Platinum; Green and Extended (see Appendix A). The target for 2015 is to source at least 7 sponsors to make up the loss of previous members (CIWEM and VMX which accounted for around 7,700Euros).
 - Sally from CIEEM suggested that more benefit will be received from companies presenting at event such as Green Week and this should be part of the Extended offer.
 - A discussion was had on the how to chose sponsor from an ethical prospective. **KDS will prepare a legal document including the ethical prospective**
 - TF and their role were discussed: they should produce material that can influence and is done in partnership with EU groups. Energy was discussed and all were invited to submit interest in this,

KDS thanked COAM for the organization and for the very successful General Assembly in its new format

APPENDICES:

General Assembly Minutes – Formal GA, 16.04.2015

1. Progress Report – ENEP 2015
2. Budget
3. Platform April 2015

General Assembly Minutes – Strategic GA, 17.04.2015

- A. Sponsorship package

Spring 2015 Barcelona GA Registrations

ENEP EXCO	Laurence Genillard
ATEGRUS	Mr. Rafael Apraiz
Afite	Bruno Weinzaepfel
CIEEM	Jason Reeves, Sally Hayns
VDI	Dirk Franzen
AISA	Giacomo Cozzolino
IES	Adam Donnan
AIAT	Mario Grosso
REA	Isidora Radulov
REA	Adina Horablaga
COAMB	Susana Pascual García, Beatriz Medina
ENEP EXCO	Kristof de Smet
ENEP EXCO	Simon Pascoe
ENEP EXCO	Elisa Vignaga
ENEP EXCO	Herman Jan Wijnants

Guided Harbour Tour

CIEEM	Jason Reeves, Sally Hayns
VDI	Dirk Franzen
AISA	Giacomo Cozzolino
IES	Adam Donnan
AIAT	Mario Grosso
COAMB	Susana Pascual García, Beatriz Medina
ENEP EXCO	Kristof de Smet
ENEP EXCO	Simon Pascoe
ENEP EXCO	Elisa Vignaga
ENEP EXCO	Herman Jan Wijnants
ENEP EXCO	Laurence Genillard

Dinner

ATEGRUS	Mr. Rafael Apraiz
Afite	Bruno Weinzaepfel
CIEEM	Jason Reeves, Sally Hayns
VDI	Dirk Franzen
VBU	Jörg ten Eicken
AISA	Giacomo Cozzolino
IES	Adam Donnan
AIAT	Mario Grosso
Hutchinson Europe	John Blakemore
COAMB	Susana Pascual García, Beatriz Medina
ENEP EXCO	Kristof de Smet
ENEP EXCO	Simon Pascoe
ENEP EXCO	Elisa Vignaga
ENEP EXCO	Herman Jan Wijnants
ENEP EXCO	Laurence Genillard