



Minutes of the 20th General Assembly held in Brussels, Belgium on 7 September 2012

Chair: Jan Karel Mak (President)

Venue: Conference Room, Mundo-B, Rue d'Edimbourg/Edimburgstraat 26, Brussels 1050, Belgium

Participants (see Appendix 1):

- 21 delegates, representing 16 member associations in 7 countries
- no observers

NO.	ITEM	ACTION
<u>1.</u>	<u>WELCOME</u>	
1.1.	Jan Karel Mak, ENEP President, welcomed all to the 20 th General Assembly.	
1.2.	Each participant introduced him- or herself to the General Assembly.	
<u>2.</u>	<u>APPROVAL OF NEW MEMBERS</u>	
2.1.	One new member was presented for approval – the Romanian Environmental Association (REA) – who were approved by the General Assembly. The Executive President of REA, Ioan Gherhes, gave a short presentation of his association, mentioning that REA has a very active Environmental Committee, dealing with administrative relationships, consultancy and funding. About the funding, Ioan stated that REA has granted funding from the EU and it is actively looking for collaborators in Europe and in ENEP.	
2.2.	The Co-ordinator will arrange for REA to be added to the website, Platform, mailing lists, etc.	Jason
<u>3.</u>	<u>APPROVAL OF THE MINUTES OF THE PREVIOUS GENERAL ASSEMBLY AND MATTERS ARISING</u>	
3.1.	The minutes of the previous General Assembly were approved without amendment and signed by the President.	
3.2.	It was noted that Tinus Pulles had not been able to make progress with the Accreditation Task Force. Adam Donnan has agreed to take the Task Force forward. Giacomo Cozzolino volunteered to be on the Task Force.	
<u>4.</u>	<u>PRESIDENT'S REPORT</u>	
4.1.	Jan Karel Mak presented ENEP's activities and achievements (see Appendix 2).	

- 4.2. Jan Karel stated that IEMA has decided not to come back into ENEP.
- 4.3. Jan Karel reported that Elisa Vignaga is looking into several potential new members, including in Poland, Bulgaria, Norway and Hungary.
- 4.4. Mario Grosso reported that he had been to a conference in Romania recently and has some good contacts. Mario will follow up these contacts with Elisa. Mario, Elisa
- 4.5. Jan Karel reported on the dinner the previous evening with representatives from DG Environment. One of the representatives was from Bulgaria and has offered to help find contacts and potential new members. Elisa, Jason
- 4.6. The General Assembly approved suspending APEA due to non-payment of their fees, and will be removed from the website, mailing lists, etc. Mario made everyone aware that APEA is still very active on the Platform. Jason

5. PROJECT OFFICER'S REPORT

- 5.1. Simon Pascoe reported on his activities (see Appendix 3).
- 5.2. Simon reminded members that if there are particular issues that they would like him to look into that they should get in contact.
- 5.3. Simon introduced the LIFE+ funding bid. He also pointed out the LIFE+ is currently bidding for more money, so that it in turn can fund more projects. It was agreed that ENEP should support this position where appropriate. It was also noted that LIFE+ has achieved much over the last 20 years.
- 5.4. Simon made it clear that all member associations were welcome to participate in the funding application, and that all associations will be contacted regarding this.
- 5.5. He also clarified that "grant in" can include working hours. For financial grant in, there will need to be a transfer of money from the member association to ENEP which can then be invoiced by the member. The potential gain (percentage profit) for members granting in is still to be determined. There will need to be formal contracts between ENEP and any member association granting in. It is very important that there is a clear audit trail for all transactions related to the funding.
- 5.6. It was made clear that ENEP will not include in the bid any liabilities that will continue past the funding period, so as to reduce any potential risk if funding is not granted in the following year.
- 5.7. Simon also noted that we will need to wait for the formal call for applications before we can decide on our priorities.
- 5.8. It was formally agreed that ENEP will embark on a second application process for LIFE+ funding.
- 5.9. It was also stated that, as for the last LIFE+ application, an additional expense of €2,500 will be incurred by hiring a consultant to help write the bid.

6. COMMUNICATIONS

- 6.1. Elisa Vignaga gave a presentation on ENEP communications (see Appendix 4) in order to improve the connections that we currently have in ENEP. A series of options were presented to the General Assembly to consider.

- 6.2. Elisa said that ENEP communicates with the members through the Platform and the email mailing lists. Most member associations presented indicated that they send out all information from ENEP to their own members either directly or through their own newsletters.
- 6.3. It was suggested that the Newsflash could be sent out in the format that allowed member associations to pick out the items that would be of interest to their own members more easily. The preference would be for an HTML format email.
- 6.4. It was proposed that ENEP should have periodic Secretariats meetings, and that this should not be a gathering of the same people who attend the General Assembly – it should be the people who actually work in the member association secretariats.

7. MEMBERSHIP EXPERTISE

- 7.1. Elisa gave a presentation on the recent survey that she had conducted on the broad expertise areas of the member associations and on the workshops/conferences run by each association that could be of interest to other members (see Appendix 5). Ten out of 23 member associations (43%) have filled in the survey.
- 7.2. It was agreed that the exercise had been a useful one, but that it needed to be completed. It was also suggested that each expertise area from each member association needs to be linked to a particular person and email address, and that the survey needs to be restructured to allow multiple selections of expertise areas. Elisa agreed to update the survey and resend it to all members. Elisa
- 7.3. The results of the survey could be used to link members with similar expertise areas, and it would also be useful for ENEP to know what expertise is in the membership.

8. AMENDING THE BYELAWS

- 8.1. The proposed amendments to the Byelaws were approved. The Co-ordinator will arrange for these to be updated and uploaded to the website. Jason

9. NEW TARGETED SERVICES PROPOSAL

- 9.1. Jan Karel introduced the targeted services proposal brought forward by Filip Raymaekers and VMX. This concept is considered as an extra activity of ENEP, and if an association does not want to take part they may choose not to do so. VMX's members see the potential value in ENEP's connections into the Brussels beauracracy, and are willing to pay to gain access to these services. A paper on the proposal was tabled at the meeting (see Appendix 6).
- 9.2. It was noted that this is not a reshuffling of ENEP's priorities, and any work potentially undertaken in this manner would only be done for members and members of member associations and would have to be in accordance with the values of ENEP.
- 9.3. There was a discussion regarding potential risks to ENEP. There is no financial risk, however there is a reputational risk if ENEP cannot deliver. However it was also noted that this is the risk of the contractor (e.g. in recruitment you cannot guarantee that hiring a headhunter will necessarily find you the right candidate). There was also some concern over how much ENEP can realistically deliver given its limited resources and limited direct communication with the individual members, and hence it was suggested that a Risk Assessment should be considered for every project. The proposal is also in part a response to ENEP's financial situation, but that we have no estimates of its potential income.

- 9.4. It was suggested that any projects taken forward would return a percentage of its profits to ENEP core funding.
- 9.5. Furthermore, ENEP will need to look into whether or not it will need to pay taxes on income earned in this way. And also that a bespoke contract will be needed for each individual proposal. ExCo
- 9.6. It was suggested that this proposal could work on an 'open source' basis whereby one member pays for a benefit that ENEP could then easily replicate for other members. The theory is that all members buy into the philosophy of developing different parts of ENEP for the overall benefit of all members.
- 9.7. Some comments raised from the General Assembly members were that ENEP should still offer the possibility to share knowledge among member associations without having to pay. However it was stated by many members that the Project Officer's time could be considered as a good service to pay for.
- 9.8. As the paper was tabled on the day, no overall approval was given. The General Assembly agreed to consider a revised paper fully explaining the proposal by the Executive Committee and VMX. This version of the proposal will include all the comments above. It was agreed that the revised proposal will be sent by email and an electronic vote will follow, in order to speed up the process for the economical benefit of ENEP.. ExCo, Filip

10. BUDGET AND FINANCES

- 10.1. Jim Thompson presented the financial update and proposed budget for 2013 (see Appendix 7).
- 10.2. The budget for 2013 was approved. This includes an increase in the cost of Mundo-B due to increasing our time allowance, and the understanding that 2013 is very likely to be the second successive year that ENEP ends the year with a deficit. The budget approved did not take into account any potential funding from the LIFE+ bid.
- 10.3. Matthias Friebe brought forward a discussion regarding claiming the expenses of VNU's staff time in relation to work done for the EMS Working Group. It was decided, based on the Byelaws, not to pay this request. The General Assembly was reminded that, as per the Byelaws, expenses will be paid only if an estimate is presented to the Executive Committee before the event is carried out.
- 10.4. Jim announced that he will have to step down at the Spring 2013 General Assembly after having served two full terms as Treasurer. He said that he will however present the 2012 financial outcome at the Spring 2013 General Assembly. ENEP will need to elect a new Treasurer at this General Assembly. Jim was thanks for services to ENEP.

11. WORKING GROUP REPORTS

11.1. Climate-Proof Cities Working Group

- 11.1.1. A report from the Working Group was tabled at the General Assembly (see Appendix 8). Unfortunately no members of the Working Group were available to present this to the General Assembly.

11.2. Biodiversity Working Group

- 11.2.1. Mike Barker reported that the meeting held last night (organised by the Working Group and Simon) with representatives from DG Environment had been very useful

and informative.

- 11.2.2. The Working Group had expected to be working on the European Commission's Green Infrastructure paper by now, but that it has still not been published. The Working Group will start working on this once it is published.
- 11.2.3. The Working Group is also keen to help with the LIFE+ funding application if there are biodiversity issues that can be included in the bid.

11.3. EMS (Environmental Management Systems) Working Group

- 11.3.1. Matthias Friebel reported on the activities of the EMS Working Group. He reported that the Group had met twice this year and also organised the EMS Forum in May.
- 11.3.2. He said that the Working Group has active communication with the European Commission, external EMS bodies, and other experts.
- 11.3.3. The Working Group also continues to act as a liaison partner with ISO and is active in developing a new ISO14001 standard and other initiatives.
- 11.3.4. Matthias reported that the EMS Forum event had two experts from the Commission in attendance and covered a variety of issues including ISO26000, energy management systems, water footprint standardisation, and EMAS.
- 11.3.5. Lastly, Matthias noted that the Working Group information was not easy to find on the website and could benefit from being restructured. It was agreed that this will be looked into. Jason

11.4. General Comments on Working Groups

- 11.4.1. It was noted that the Working Groups information needs to be more clearly visible on the website. This will be looked into. Jason

11.5. Youth in Action

- 11.5.1. Elisa Vignaga gave a presentation (on behalf of Emanuele Regalini) on the Youth in Action project (see Appendix 9).
- 11.5.2. Adam Donnan noted that he had looked into this previously but that it does not pay very well, only around €39 per day for all costs, which is not enough for the UK but could be useful in other parts of Europe.
- 11.5.3. It was agreed that Youth in Action could be useful for the young members of some member associations and that these members would distribute information on the project to their own members. All

11.6. GRU Project

- 11.6.1. Federico Antognazza gave a presentation on the GRU Project (see Appendix 10).
- 11.6.2. It was agreed that this is a good project and an example of dissemination for ENEP to support and it will be added to the website. Jason

12. FORTHCOMING GENERAL ASSEMBLIES

- 12.1. It was agreed that the Spring 2013 General Assembly will take place on 11-12 April 2013. This General Assembly will take place in Brussels, Belgium unless another cost- Jason, ExCo

effective location is brought forward.

- 12.2. It was agreed that the Autumn 2013 General Assembly will take place on 17-18 October 2013. This General Assembly will take place in Rome, Italy and will be jointly organised by the three Italian member associations.

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AISA

13. ENEP'S FUTURE

- 13.1. Jan Karel spoke about ENEP's beginnings in 2002, how he became President in 2005 and how ENEP has made great developments since its inception. He said that he wanted to talk honestly about ENEP's future. He said that he is convinced that ENEP is a fantastic organisation with huge potential.
- 13.2. However, he also said that ENEP relies on only a small group of people for all of its work – around 7-8 volunteers and 0.3 FTEs (full-time equivalents). And this is out of 40,000 professionals. And despite these few volunteers and paid staff we have many desires and ambitions for ENEP.
- 13.3. Jan Karel said that he now believes that ENEP cannot continue to move forward in its current form. He continued by saying that he is concerned about the few who are very enthusiastic, but that we have seen this enthusiasm in others in the past and it has eventually lost when they receive no support or even responses from others.
- 13.4. He suggested that ENEP needs full-time professional support with executive powers to pursue our priorities. However, he also said that he does not have all the answers, but that the General Assembly needs to be aware of the situation.
- 13.5. Jan Karel also noted that when he stands down as President in 2013 that the next President may not be able to give as much of his/her own time and resources to ENEP as he has been able to do.
- 13.6. Jan Karel also said that he thought that €1 per member is not realistic but that we need to look at ENEP at a higher level.
- 13.7. Lastly, he said that the inability to communication with the individual members of the member associations is also a serious issue for ENEP.
- 13.8. Angels Moragues noted that ENEP is a professional organisation doing good work already.
- 13.9. Jörg ten Eicken suggested that we need to review the membership fees again in 2013 and ask each member association to thoroughly evaluate what ENEP is worth to them.
- 13.10. Jan Karel commented that communication and executive power are linked – if you do not know about ENEP why would you pay for it?
- 13.11. Bruno Weinzaepfel suggested that all member associations need to work harder to promote ENEP to their own members.
- 13.12. Mike Barker suggested that ENEP could look into appointing a voluntary role in Brussels for someone who is, for example, retired. The role would be voluntary but ENEP would pay expenses.
- 13.13. Matthias Friebel suggested that we look for a mother with young children who would be able to work part-time.

13.14. Mario Grosso thanked Jan Karel for his honest comments and added that 2013 will be a challenging year for the new Executive Committee members to put forward solutions to these problems. He also reminded the General Assembly that one of the first discussions held at the beginning of ENEP was about the fees: back at the beginning the approach of the €1 per individual member instead of a percentage for every member association was agreed.

14. Close and Depart

14.1. Jan Karel thanked everyone for their input and wished them a safe journey home.

14.2. The General Assembly closed at 16:00.

APPENDICES:

1. List of Participants
2. President's Report – Activities and Achievements
3. Project Officer's Presentation
4. Communications Presentation
5. Member Expertise Presentation
6. Targeted Services Proposal Paper
7. Financial Update and Budget Proposal for 2013
8. Climate-Proof Cities Working Group Report
9. Youth in Action Presentation
10. GRU Project Presentation

*Jason M. Reeves (ENEP Co-ordinator)
Elisa Vignaga (ENEP General Secretary)
October 2012*