

# MINUTES

IYNF Presidium meeting  
13-14/05 2018

*Approved 22/06/2018*

Present: Falko Blumenthal, Miriam Candelas Serra, Ondřej Bradáč, Sina Franz, Tilo Podstatny-Scharf

Guests: Anna Mayfat, Henrique Goncalves, Lisa Kasten, Thomas Gits, Zoltán Lehoczki, Ana Teresa Santos (last three mentioned only for 13/05 - handover part)

Absent: Iolanda Silva

Points to be discussed/decided:	Conclusions/Decisions
<b>1. Expectations after the election of the new Presidium</b>	Presidium members comment on their expectations from the upcoming term in general, and from the first Presidium meeting in particular. Falko: to know the plan for the upcoming six months, the state of affairs and latest developments in IYNF. Thomas: to explain the year cycle in IYNF and to enable the new Presidium members to place their questions. Henrique: to know the expectations and needs of the new presidium members; agree on the working style, communication and tools; strategic discussions. Zoli: to ensure that the work will be in good hands. Sina. to ensure a good handover and smooth transition; to create a team feeling; if possible to have a team building activity. To get to know each other better. Lisa: To discuss the distribution of the tasks, needs and communication with the office. Ana Teresa: to meet the expectations and needs of the new presidium. Tilo: to discuss the communication and cooperation between office and presidium and see the typical year cycle. Ondra: to have a smooth meeting; make the new presidium aware of the latest developments.
<b>2. Presentation of IYNF yearly cycle</b>	Ondra presents the milestones of 2018, highlighting the EYE 2018, which takes place at the beginning of June. Regarding the projects for 2019 they should be discussed by this summer. It will be the right moment for strategic and long-term planning. There are two deadlines for the EYF Work Plan 2019 - 1 October 2018 and 1 April 2019. Tilo adds further explanations in connection with structural grant. Ondra: the Operating Grant from EACEA goes up to 50.000 EUR and it's meant for running the office, statutory meetings and to pay employees. IYNF

should maintain a certain number of member organizations to maintain the eligibility. Ondra adds that the plan is to investigate also new fundraising opportunities during the summer in order to diversify IYNF donor portfolio. Tilo: The EYE can be a chance to invite a delegation of Senegalese and other internationals to Europe (minimum 10). Ondra: as of 2018, we're still waiting for the results of the EACEA grant.

Moreover, to receive the EYF Structural Grant and we need also to get the EYF Workplan 2019. We managed to ensure funds only until 2020. Regarding the NFI contribution, we will receive 12.000 EUR directly and the rest is on us to be secured based on bilateral deals with particular NFI member organizations. Ana Teresa highlights the importance of the co-funding of the activities and the new fund that was received for the workcamp in Frankfurt.

Ondra: In August 2018, the process of writing the grants will start and input from the presidium is expected. The deadlines come in October 2018 and the results are known by Christmas time.

Falko asks about the upcoming events. Ondra explains the EYE in Strasbourg, then the workcamp in Frankfurt coordinated by Anna, Jolanta and Milan. Anna: The workcamp will be updated and reviewed. We need to find a trainer and an instructor. Ondra: If we get the Erasmus+ grant, on 8-15 October we will organize the Training of Trainers related to Betzavta method in Spain, Villaviciosa.

Henrique: in case we receive the KA2, a transnational meeting in Stuttgart will take place in September and a training course will be organized in the Czech Republic at the end of 2018 or beginning of 2019. Ondra: besides there's the YFJ annual meeting in Serbia in November. Thomas explains what's the YFJ COMEM about and shares also some insights about the participation in the UNITED Network. Falko shows interest in attending meetings of other youth councils and trade unions. Tilo presents the last updates within the YFJ and the contacts made. Then he explains the procedure: sometimes IYNF sends employees but normally it's a job for the volunteers and presidium members. Thomas mentions the documentation to study, which includes the Gotcha Campaign Handbook, the Presidium Handbook, the Strategic Plans and the Workplan.

<p><b>3. Presentation of the past and future situation of IYNF</b></p>	<p>Thomas gives some insights about IYNF in the past 15 years, from the moment IYNF changed its course from an umbrella organization to network organization. IYNF became more horizontal. Thomas explains the Planning weekend and Networking conference concepts and highlights the many trainings and exchanges held back then in cooperation with MOs and POs. Tilo explains that currently the activities of the members are blurry, therefore we should get more updates. It is agreed that Henrique will create a joint calendar on google for monitoring of partners' and members' activities.</p> <p>Thomas describes the changes in the annual framework of IYNF. In 2016, we stopped organizing the Networking Conference and Planning Weekend. Then, there was a period of trying new formats. The process is still ongoing and we need to think how to reconnect. Thomas points out the importance of cooperating with NFI. In 2020, the movement celebrates 125 years, and thus, it's a great occasion to strengthen our relations with NFI. Furthermore, IYNF could support NFI with grant writing.</p> <p>Tilo shares a glimpse into the future as we already started brainstorming on the Erasmus+ activities for 2019. Ondra: The current idea consist of one activity focused on project management and other activities hopefully reflecting the value pillars of the Naturefriends movement, though the real content of those is still opened. Another experiential learning course inspired by Betzavta or reviving the Green Games are options that come into play. Ana Teresa shares some details about the Green Games project. Tilo concludes emphasizing the urgent need to define a clear the strategy for the upcoming years.</p>
<p><b>Tuesday 14/05</b></p>	<p><i>Second part of the Presidium meeting - future</i></p>
<p><b>4. Agreement on the agenda</b></p>	<p>The agenda of the second day of the meeting is agreed based on the needs identified by the current presidium members. It is agreed that the following points are of utmost importance:</p> <ul style="list-style-type: none"> <li>- Communication &amp; cooperation between Secretariat and Presidium</li> </ul>

	<ul style="list-style-type: none"> <li>- Setting the dates of the physical meetings of the Presidium + the joint meeting of Presidium + Secretariat</li> <li>- Preparing basics for the 2019 Workplan</li> <li>- Identifying concrete list of documents to be shared</li> <li>- Agreeing on the workload of the presidium and the tasks it has</li> <li>- Possibly a teambuilding activity for the new Presidium members</li> </ul>
<p><b>5. Planning the particular dates of the upcoming meetings</b></p>	<p>It is agreed that the joint meeting of Presidium and Secretariat will take place 21-25/06 in Bochum, Germany, connected with Falko's birthday party on 23/06.</p> <p>Follows the Presidium meeting in Prague 13-15/07 when members of staff will also be able to attend, but mainly it is a PM.</p> <p>Two dates have been identified for the last PM of the year - either 13-16/11 (place to be confirmed) or 13-16/12 in Katowice, Poland (following the COP24). Still to be confirmed.</p> <p>Practical arrangements for Prague and Bochum will be taken care of by Anna with Ondra's help. Ondra will kick out a document for collecting agenda points for the Bochum meeting. Falko will assist with the practicalities related to Bochum meeting, while Sina will introduce methods for facilitation of the meeting related to the agenda.</p> <p>The first Presidium skype will take place 24/05 20:30 CET (19:30 for time in Portugal).</p>
<p><b>6. Communication and cooperation within the new setup of the Presidium and Secretariat</b></p>	<p>First of all, two groups are formed. One consists of the Secretariat members, the other one of the Presidium members. Falko presents the ideas of the Presidium group regarding email communication.</p> <p>Suggestion for specific headers of the e-mails, such as: FYI, IMPORTANT, BACKGROUND, DOCUMENTATION, REQUEST. Also suggests to add deadlines for reaction on the particular matters. Agreed also on continuing using specific hashtags such as #read, #agree, #flowers etc. Putting people in copy very important in general!</p>

	<p>Tilo proposes to use Slack for direct communication and team collaboration. Since Whatsapp is commonly used also for communication with friends, it is not recommended to use it for communication of practical work matters and Slack should be used instead. It enables to activate the DND mode, which enables the Secretariat members to not to be forced to check work-related messages outside their working hours, which has been one of the requests from the Secretariat as well. It is agreed to use the Slack by all the present people, under the impression of the presented arguments for it.</p> <p>Skypes agreed to be used for team meetings every 2 weeks, and it is suggested to limit the calls for 1,5 hours per each.</p> <p>Henrique presents the suggestions from the Secretariat. Secretariat thinks that the most important thing are the manners and no technical device can replace them. Ondra also adds that common greetings and goodbye are an important part of e-mail communication and he would welcome if those could be generally used, since it makes a better impression. Ondra will add the minutes of the last Cecina meeting from March 2018 where the roles distribution and communication are already described well, so the new Presidium can only make a statement on the documents and doesn't have to reinvent the wheel.</p> <p>Falko points out that it's preferable to have fewer activities to prevent burning out and marks a general concern about the well-being of the Secretariat members.</p> <p>It is agreed that Sina will be the new member of the Presidium to take care of the communication coming to <a href="mailto:iynf@iynf.org">iynf@iynf.org</a> instead of Thomas.</p> <p>Henrique: With the GDPR, the new Data Protection Regulation of the EU, there's a need for creating a Communication Policy in IYNF.</p>
<p><b>7. Summing up the list of documents Ondra should share with the new Presidium</b></p>	<p>Overall list of documents to be shared is agreed, including the minutes of the last Presidium physical meeting, current Workplan and Strategic plan, presidium calendar, skype minutes file and more important documents. The overview of the documents to be sent by Monday 21st May after recovery</p>

	<p>after returning from Cecina. Henrique will create new e-mails for the new Presidium members and will remove the old presidium members (Thomas, Ana Teresa, Zoltán) from the e-mail communication.</p>
<p><b>8. Further discussion on other Presidium responsibilities including external representation</b></p>	<p>Tilo explains the roles within the presidium, which includes a specific topic for each presidium member, according to their own preferences and expertise. Tilo asks the presidium members to think about desired roles until the meeting in June. Falko suggests to attribute to the calendar a specific color and add a question mark when a certain meeting/event is not staffed.</p> <p>It is agreed that Tilo and Falko will attend the next YFJ COMEM on 23-25 November.</p> <p>Tilo reminds the possibility for staff members to attend trainings organized the Erasmus+ and EYF.</p> <p>Ondra asks about the representation at NFI and whether Lars will still be IYNF the representative. There is no definite conclusion, but the idea is that there should be an active member of the presidium updated regularly on the NFI matters.</p> <p>It is agreed that Falko should be the main official delegate for Annual Conference of NFI and Sina should be the back-up. Tilo mentions there is still desirable to visit Vienna for a rather informal talk with the Austrian NF and NFI during the time before the Annual conference. Falko says he would like to be part of the visit as well.</p>
<p><b>9. Any other business, miscellaneous</b></p>	<p>Tilo describes the situation of the Youth Auditor and proposes to create a financial committee to decide whether NFI should keep auditing IYNF. Overall the matters on the NFI - IYNF axis should be decided by this committee consisting of one active PM interested in finances, Geert as Youth auditor, Anna as FOC and Lars as the potential future youth auditor.</p> <p>Ondra reminds on the legal implication of Tilo's election as the new president and says he will contact him proactively on the practical matters after the Presidium meeting.</p>

	<p>Tilo updates on the developments with the Alumni network which he had the chance to discuss with Vanessa and Sabine. It is agreed that Henrique will have capacity to help Tilo and Vanessa with establishing the alumni network.</p>
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