1 May 2017:

1. Presentation of agenda and expectations

Moderation: Greg
Minutes: Kaca

Upon agenda presentation and agreeing on moderation, minutes taking and the points to be discussed, the EC makes a round of expectations.

A general tendency within the EC is not to leave the meeting without a clear task division - what, when and who is responsible. Regional cooperation and planning in details the following few months are some of the expectations as well. There is a need for bringing fulfilling day-to-day tasks to level of progressive thinking - creating new approaches and thinking ahead, out of the box. Leaving the meeting with a clear picture what needs to be done to improve CDN work and get new ideas as well as a general overview of CDN as a whole were emphasised a couple of times.

Concerns raised are related to issues such as having a clear overview - when people take over a task, how do we ensure that it happens and how all of the EC EC members can be aware of what is happening in CDN any time - what is being done and why.

At this meeting we expect to address the „ownership“ of CDN and identification with organisation's goals and processes and therefore take steps towards better fulfilling our tasks as EC. Also, we want to keep on with the team-building.

2. Reflection of the Digitisation seminar - what does this event mean to CDN

General feeling is that EC is very satisfied with the flow and outcomes of the event as well as the participants.
This event has been one of the most successful in CDN's recent history.

Eventhough some of the prep-team members were not originaly related with CDN, which was the initial EC's concern, their remarcable experience with the topic and youth-friendly aproach to non-formal education was evaluated very positively. We should keep on this practice of inviting „external“ knowledgable PT members and have maximum one inexperienced person in each team. This type of external support can help CDN with strengthening our MOs and WGs.

After the seminar, EC joined PT evaluation in order to hear the recommendations and internalise them into CDN firther work. We came to a conclusion that this was a god practice. Also, as it is important that the PT is aware of the EC’s support troughout entire preparation and implementation period - when posible, organizevitye a shortEC-PT meeting before every activity.

We should re-evaluate the way our MOs apply - quality of applications for participants coming from some MO members are very low which puts us in an unconfomable position - on one hand, we tend to have balanced representation of CDN MOs at our activities, but on the other it is not fair to accept low quality applications over quality ones from non-MO applicants.

Social media represntation: could have been better. We had PT responsible for sm this time, but the results were not as expected. For each event a written plan should be given to the social media responsible person. A person should be decide on case-to-case basis (EC, PT, participants...)

Negative points:
1. Low involvement of CDN MO from BiH - Revolt. The event took place in Sarajevo, while they are based in Tuzla. This might be a reason. Missed oportunity for their capacity building and international cooperation.
2. Geographical balance (strategy): we strugled a lot to bring someone from Montenegro. Also, we couldn't arrange visa for the person from Kosovo. Only one participant from Russia instead of two. Aside of this, we still reached a full diversity of countries and covered almost all MO&POs.

3. Discussion on CDN documents

Conclusion: EC will not go in details trough all the documents, only Strategy Statement. We will copy all the documents in a pad and comment on them until the next live meeting. We want to clarify terminology from the Statutes in the IRPs and avoid any changes in the Statutes due to legal mess.

3.1 Strategy 2016-2018 - where are we now?

Going trough the strategy statement and how it corresponds with the activity plan:

- Networking and membership: Montenegro, Greece, Kosovo, Russia

Conclusion: This point from the strategy statement should be moved to the next strategy too, but revised. We will use RUMB working group for participants from The country. For Caucasus we will use CRM and study visits for figuring out the needs and ways to support these organisations. For Montenegro and Greece, we will not actively look for an MO but keep an eye on new contacts.

- Enhancement of CDN’s internal structure and transfer of knowledge
Office transfer document has been developed. Guidelines for the prep team was never finalized. EC guidelines can be done. This EC can develop this kind of guidelines for the next generations. We also started to develop guidelines for professionalization of CDN. Some parts of this can be used for the transfer.

Outputs of the Webinars will be a very good base for developing new strategy statement. e.g. different regions have different problems, assessing those problems would require constant participation of MOs in the webinar. We should take advantage of study visits and meeting with people individually.  
Transfer of knowledge between MOs: Webinar series will tackle this. We will have a document as an outcome that can be published.  
Newsletter: will be discussed later during the meeting.

**Summing up:**
1) Study visits, RUMB, CRM, activity in Ukraine, Webinars – these activities tackle the issues from this part of the strategy statement
2) We should carefully and strategically organise webinar; personally approach and motivate MOs/POs members to apply.
3) Questionnaires to be developed to approach one by one to MOs
4) We should do general list of assessment of MOs needs

**Work with member organisations:**

Conclusion: more structured approach to the green idea education with members, focus on structuring and empowering MOs

**Digitisation:**

Conclusion: The working Group to develop a strategy for MO education - activity sometimes in autmn.

**Stakeholders:**

Our goal is to strengthen and encourage our MOs to contact their stakeholders, as CDN does not have a higher institution or instance to address to.

**3.2 Strategy 2019-2021 process**

Upon a discussion on planning the process of creating 2019-2021 Strategy, EC decided to postpone the decision until the next live meeting (July) and start the process after 1st of October 2017.

**EC evaluation**

A couple of hours was dedicated to evaluation of EC members' work since the beginning of their mandate with a focus on the points where they need additional support. They also gave a constructive feedback to each other.
Conclusions:

1. Standardised communication - email for decisions; fb chat for urgent stuff; fb group for political discussions
2. Don't hesitate to ask if you need anything
3. If you can't do something, then tell the other people timely, so that they can take over
4. Communicate ownership of a task
5. Go over CDN documents, project applications, website and eveeeerythiiing

2 May 2017:

0. Roles as EC Members

Moderation: Sopho
Minutes: Cansu

EC members listed their roles and responsibilities within the Executive Committee and reflected on how they have been finding these so far (difficult, easy, confusing...). Also, during this session, they raised questions of a need for help with any tasks/roles and re-assign those when it was needed.

1. Activities and processes in 2017 to be planned or discussed:

1.1 Webinars

Webinar on membership management (1) June - call and PT process
Webinar on knowledge transfer (2) (August)
Webinar on documents and structures (3) December

The call for prep-team members in currently open. In a few days EC will meet and decide on PT members as well as aims&objectives of the first leg of the series of webinars. Additional efforts should be put into spread the call for participants.

The platform to be used for webinars will be Mumble - stable connection, can host up to 25 ppl, possibility for splitting into groups, recording.

Prep-team will decide the webinar dates and draft the call for participants. This will happen at the first prep-team meeting.
1.2 Call for project ideas May
EC decided to publish a call for project ideas by mid-May and leave it open for 3-4 weeks.

1.3 EC meeting Belgrade July
Provisional dates: July 14-17; Length of the meeting depends on availability of the EC members (3-4 days)

1.3.1 Treasurer meeting
Will take place before/after the ECM or in May

1.4 UKRAINE

Ukraine projects (September/October)
Decision: There will be two trainings with the same, international (regional) prep-team and same participants or representatives of same organisations coming from from big cities and regional centres (due to higher possibility for gathering and remaining active). The topics should be decided by the prep-team, once it's formed, and in accordance with young people's needs. For this project we will hire an external project coordinator from Ukraine to help with the logistics and contact with the local team and participants.

EC meeting Ukraine
postponed discussion

RUMB meeting (September/October)
one or half a day meeting before/after trainings

Moldova study visit (September/October)
postponed discussion

1.5 Croatia European Green Activists Training with GEF (June+October+February)
The first steps the project in Croatia are taken, the prep-team is about to be formed. The training itself is taking place in Zagreb in October, and EGAT partners meeting in Belgrade June when new partners will see how trainings are carried out. We do national trainings in all the partners' countries, then all the groups meet in Brussels.

1.6 New Office Coordinator process (October)
1st March - Kaca leaves officially after the GA
1st January - Kaca partly gone from the EC, not visible as CDN representative anymore; new OC takes over
1st December - person in Belgrade
15 October - people selected
15 September - published call
1 September - call draft starts

EC responsible for the process: **Masha**

**Caucasus RM 2017 (October-November)**

Additional fundraising is needed, so we should start the planning soon. Follow up from last years event - theme could be gender again, with digitisation as a focus. Proposal to organise a discussion on the political changes in the region and their influence to human rights and civil society.

**Conclusion:** Cansu is responsible from EC, we can start to ask nominations from the MO's. We should ask for topics and agree on one.

**Armenia study visit (October-November)**

Postponed till next live EC

**FYEG EC-EC meeting**

Will happen either at FYEG GA or summer camp. It is usually 2 hours for updates and exchange.

**Transfer of knowledge - office, EC, PT guidelines**

In October we start developing transfer documents.

1st of October Deadline

- **- EYF structural Grant**

We write it every 2 years, elaborating on CDN's long-term strategy. We start working in June.

  - **- EYF international activity (?)**

Apply if we don't get funding for annual plan.

  - **- EYC Study Session**

If we get WP, we go for a EYC Study Session. Start writing in June.

**Other Grants and projects:**

- **-NED, Erasmus+ (internship); EVS volunteer; Other (new)**

Treasurer and office will research newe foundations at the treasurer meeting in Belgrade in May.

**2. Partners**
3. Finances

Planning sustainable fundraising

See treasurer visit above. Need to develop a system of getting sustainable funding and gaining project writing skills.

- Finances overview (admin grants)

Financial plan

- Expenditure and does it correspond to financial plan

Only minor exceeds ot the budget lines

- How to fundraise

Apart from grant proposals, we usually fundraise from different sources. Elevator talk: in a couple of sentences summarise what you do and what you need. Use mails and project summary.

4. Member/Partner Organisations

4.1 general overview (EC members presentation)

Update and evaluation of the initial contacts with the member organisations. Decision: create an MO Diary for following MOs day-to-day work and processes in the organisation.

4.2 Communication with our MOs/POs, newsletter

Newsletter is highly important, constant activity, keeping MOs up to date and engaged. Office and EC lack capacity to produce newsletter on a regular basis. Decision: We'll try with quarterly newsletters.

Proposal: every event should have a social media responsible, who follows what is happening and does media coverage.