Day 1
1. Presentation of Agenda and expectations
Moderation: Sopho/Ozge
Minutes: Kiki

Office presents the agenda of the two days meeting and moderation rules, then opens the floor to
EC for expectations for the meeting. Since it is the very first live EC meeting, a round of
introduction and personal presentations takes place. EC members share their time availabilities and
how much time they can allocate for CDN tasks.

In order to facilitate the first session, office presents the co-working questionnaire. EC + office
share how their manage the best their tasks and other related points to co-working.

2. Green idea (What is Green for us?)
In this session EC is asked to visualize and draw something that associate them with the Green
values.

3. What is CDN/ EC and Office in general
In this session EC brainstorms on what CDN means to them, what it means to be member of the EC
board, what are the roles/ responsibilities of EC/ Office and the correlation between these two
bodies.
This session is quite informative. Office goes through:

- CDN structures (strategy/documents/ vision);
- Structural events (GA+ WGM/ ECM/ study visits/ regional meetings);
-MOs and POs ( emphasizing the importance of EC being update on the political developments for
EE region);
-WGs ;
-CDN Office (Network/ Office coordinator responsibilities)

4. Activities/ Fund-raising/ Finances/ Representation
In this session EC is introduced with different topics like:

- how to fundraise
- CDN representation as EC in different activities
- Project management (project writing/ PT/ reporting/ follow-up)
Second day
5. Division of roles within the EC board
In this session the EC decides on the roles each will take during the mandate (Chairperson/ Treasurer/ Secretary/ Vice-chairperson). Also, EC decides on which MO they are going to be responsible for and the respective Working groups.

Conclusion:
EC board MOs contact person:

POs+MIL Network - Panina
RUMB - Zhenia
(Caucasus) - Ravana
AYG+ Zeleni Prosor, Youth Club Bulgaria - Anamarija
ZOS+DEM/MODOM+ Revolt - Luka

Working Groups:

RUMB - Zhenia
Digital x - Panina
AU-Luka
Gender - Ravana
GEI- Anamarija

6.CDN Finances and Fundraising
In this session, Office presents to EC the main funders of CDN and the different types of activities funded by these donators.
These activities are grouped as below:

• 1.Statutory activities:
  • GA/ 4 EC meetings/ WG meeting;

• 2.Capacity buildings and regional activities
  • for each region we have one activity: summer camp/ co funding/ regional meeting/ Study Visit/ Internal training: treasurer meeting.
7. Activity plan 2019 and future projects
It is recommended that in each activity at least two EC members should be present. EC goes through the activity plan and decides who is going to participate in the activities. In this session Office elaborates on deadlines for reporting and applying for grants.

8. Visibility and Social media
EC is presented with the platforms and social network that are used to raise visibility of CDN network and also share the outcomes of the different projects executed from CDN.

9. EC meetings
EC decides on the mutual day for the biweekly online meetings that they are going to have throughout their mandate at CDN. EC is presented with the platform of MegaPad, where all meetings are archived, moderation rules, agenda preparation and also voting majorities for decision making and the importance of the full EC consensus, mailing list, dropbox etc.

10. EC Evaluation, feedback to each other
EC members self-evaluate, share with each other valuable tips on how to better co-work remotely.