

EUROPARC Federation, Council Meeting

Location:	Pescasseroli, Italy				
Date:	Wednesday, 29 th September 2010	Start :	9:35	End :	15.30
Attendees:	<p>Council Members Present: Erika Stanciu (President), Eberhard Henne, Rolands Auzins, Dominique Leveque Co-Opted Council members present: Pio Forte (Treasurer), Marian Jager-Wöltgens, Martin Lane, Paulo Castro</p> <p>Others Present: David Cameron (Internal Auditor), Wilf Fenten (EUROPARC Consulting), Carol Ritchie (Director), Cornelia Ehlers (Executive Administrator), Federico Minozzi (Policy Officer) (for the first part of the meeting regarding Pescasseroli Declaration)</p>				
Apologies	Valter Zago, Gábor Szilagy				

Agenda Item	Notes	Decisions Taken	Actions
	<p>The president opened the meeting and welcomed all participants.</p> <p>The president suggested to amend the agenda, since the Pescasseroli declaration needs to be treated with urgency due to the need for writing and printing it. It was moved to point 3.</p>	The restructured agenda was approved and no additions to the agenda were requested.	
1.	Minutes of previous meeting	Decisions Taken	Actions
	<p>The minutes of the previous meeting were discussed and a run through the action points was done.</p> <p>ML informed the council that the Aitken Clark Fund: is in progress, but that more organizations will be involved (Broads Authority, Federation, BTCV, Global Nature Fund). Anita Prosser and Martin Lane are finalizing the draft proposal and the fund will be announced in GA. The idea is to fund scholarship to travel and enable learning about the organisations in which Aitken was involved; it will be funding short visits, encouraging hospitality costs to be covered at local level.</p>	The minutes of the meeting held on May 28 th 2010 in Den Hague, Netherlands, were approved.	<p>Paulo Castro is in future responsible for researching overseas funds</p> <p>Natura 2000- delayed. Council to discuss whether to nominate a new council member for the expert group.</p>
2	Matters arising	Decisions Taken	Actions
	<p>PC informed Council that the European Commission has sent out a call for participation of stakeholders (fill in questionnaire) for biodiversity. Deadline 22nd October: The question arose as to whether members could be asked to participate and a coordinated response from EUROPARC arranged.</p>		
3.	Pescasseroli Declaration	Decisions Taken	Actions
	<ul style="list-style-type: none"> The draft Pescasseroli Declaration was discussed and input given to CR and FM to change the draft. 	<ul style="list-style-type: none"> The changed Pescasseroli declaration draft was approved to be recommended to the GA. 	

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4.	Presidents and Councils report	Decisions Taken	Actions
	<p>Erika</p> <ul style="list-style-type: none"> • Visited Djerdap NP, discussed revitalization of the Serbian section (very positive atmosphere in Serbia for more active participation), good media coverage of the visit • Participated in Siggen working group meeting • Visited Regensburg HQ: annual appraisal of director (all objectives were met) and meeting with part of staff • Organized Wilderness Working Group meeting and consultation on the definition and criteria <p>Rolands</p> <ul style="list-style-type: none"> • Participated in Siggen workshop – health working group meeting <p>Dominique</p> <ul style="list-style-type: none"> • Continued work on lobbying paper and lobbying plan <p>David</p> <ul style="list-style-type: none"> • Prepared report for GA and followed up in previous reportst <p>Eberhard</p> <ul style="list-style-type: none"> • Attended the German Section meeting of EUROPARC Germany • Represented the Federation at various meetings related to PAs in Germany • Prepared a ppt. with and for the German Ministry <p>Marian</p> <ul style="list-style-type: none"> • Prepared the side meeting (PAME) meeting • Attended meeting of SNP, seeking cooperation with Belgium and Luxembourg • Encouraged Charter development in Netherlands <p>Paulo:</p> <ul style="list-style-type: none"> • Worked on the Sustainable Tourism Working Group 		

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	<ul style="list-style-type: none"> • Attended and participated in Siggen • Presented the Charter in the Azuren <p>Martin Lane</p> <ul style="list-style-type: none"> • Atlantic Isles section financial troubles, therefore not much Federation business done (72% cuts) • The coordinator Dan Bloomfield had to leave the post • The new coordinator for 6 months is Richard Blackman • Preparation of GA report for the Sections 		
5.	Directorate's Report	Decisions Taken	Actions
	<p>Carol Ritchie informed the council on the following:</p> <p>Finance report The finance report will be twofold in future as advised by the internal auditor:</p> <ul style="list-style-type: none"> - Financial statement / trading accounts - Cash flow accounts, since cash flow management is important <p>The current situation with very low membership income level shows the vulnerability of the Federation, which will increase in future. Ideas were discussed on looking for individual donors, management fees in projects, etc.</p> <p>For 2011 the projections show that the Federation could possibly do the planning without the NGO core grant, since the grant poses a problem to the other EU funded projects (no double financing is accepted) and increases the administrative burdens. The discussion though showed that a minimum NGO Core grant application might be useful, since otherwise the Federation might fall out of the funding system. Creativity in looking for funds and donors in future is of the essence.</p> <p>Directorate is currently already working on project proposal and has successfully put in some.</p> <p>Membership Update The Council was informed of newly accepted members, applications and on a list of members that have been members for 25 years and</p>	<p>Treasurer to give clear statement to GA: Invitation to members and sections to get more involved in project development.</p> <p>Council decided to recommend the amended costed workplan 2011 to the GA.</p> <p>Membership Update Since the meeting on May 29th 2010 the following members were approved by Email decision:</p> <ul style="list-style-type: none"> • South Downs National Park Authority (UK) 	<p>Council to assist Directorate in looking for funding streams other than EU funds.</p> <p>Directorate will make NGO grant application for 2011</p> <p>Directorate to write a letter to non payers about possible strike off from the membership list.</p>

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<p>more which will be honored during the GA.</p> <p>The Council was further informed about members that are to be warned of the potential strike off from the membership list due to non payment of membership fees for two years.</p> <p>Working groups The working group guidelines were amended to reflect suggestions of members and to ensure that the working groups will have a revolving participation (i.e. different members participating after a few years). The road maps of the four approved working groups were noted by Council and Council was informed that the Economics Working group still needs to form itself.</p> <p>A discussion around the relation between working groups and evaluation committees arose. It was noted that members of the evaluation committee should not be members of the working group. The council further discussed :</p> <ul style="list-style-type: none"> - Decision making regarding the award/re-award of the Charter and TB certificate - The re-evaluation periods of awards and the possibility to allow for evaluation gaps. 	<ul style="list-style-type: none"> • Thy National Park (DK) • Peter Glaves (UK) • Vercors Regional Nature Park (F) • Parc naturel régional de Camargue (F) <p>The following new membership application was approved during the meeting: - The Pasvik Inari NP (NO)</p> <p>The Council further approved the strike off of 16 members if they do not pay by November 30th 2010 their fee for 2008, 2009 and 2010. The members are to be informed accordingly by letter.</p> <p>Working groups The amended guidelines were agreed by Council. The working groups and their road maps and the council representatives for each of them were approved:</p> <ul style="list-style-type: none"> - Transboundary WG - PC - Sustainable Tourism WG - PC - Health -RA - Wildernis - ES - Lobbying Forum - DL/ES <p>It was decided that members of the evaluation committees cannot be members of the working groups and that this needs to be reflected in the guidelines. They can be invited as technical experts if needed to the sessions/work of the working group. The STEC and TB working group were granted an exception until the end of the first 2 year working period .</p> <p>It was further decided that evaluation committees: should give recommendations to council about the</p>	<ul style="list-style-type: none"> - Directorate to amend guidelines to reflect that members of the evaluation committee cannot be members of the working groups. - Directorate to send decision letters of the evaluation committees about awards and rearwards to Council for approval before sending them to the awarded parks. <p>Directorate to inform working groups and evaluation committees on decisions regarding:</p> <ul style="list-style-type: none"> - Membership of evaluation
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		<p>award or re-award of certificates. The Council then takes the final decisions (Electronical discussion) about the awarding.</p> <p>It was further decided that re-evaluations are to be made after 5 years, even if re-evaluations are done later than the expiration of the certificate, the certificate will only be re-awarded for 5 years following the previous 5 years. No evaluation gaps are allowed.</p> <p>e.g. Park A gets TB certificate in 2003. Re-evaluation is due in 2008, but is only done in 2010. The re-awarded certificate is only valid until 2013.</p>	<p>committee and working group</p> <ul style="list-style-type: none"> - Decision making regarding the award/re-award of the Charter and TB certificate - The re-evaluation periods
6.	Treasurer's report	Decisions Taken	Actions
	<p>Pio Forte presented the treasurers report and recommended to the Council to approve the 2009 audited accounts. The loss is to be covered from the reserves when cash flow makes it necessary.</p> <p>He also recommended the following reserves / savings account policy: within the next 5 years the Federation plans to build up savings for six months operational cost coverage as restricted reserves. Currently the restricted reserves are at 145.000 Euro.</p> <p>The operational costs were described as: Salaries, rent, overheads about 30-35 k per month (30 k x 6 months) Action plan to be developed by Directorate to build up : 180.-210.000 Euro by 2015 as restricted reserves.</p> <p>The discussion and decision was welcomed by the internal auditor, who confirmed that a target for financial health is now set.</p> <p>For the use of the reserves to cover losses and cash flow problems the following was recommended after discussions:</p> <p>Up to 10.000 Euro: The Director can withdraw the amount to cover cash</p>	<p>The Council gave final approval to the 2009 audit report based on the recommendation by the treasurer.</p> <p>The loss of 2009 is to be withdrawn from the reserves when cash flow makes it necessary.</p> <p>The Treasurer will present to the GA the following recommendation for the Reserve Policy: Restricted reserves should be built up in the next 5 years to cover operational costs for at least 6 months.</p> <p>For the use of the reserves to cover losses and cash flow problems decisions can be taken as follows:</p> <ul style="list-style-type: none"> - Up to 10.000 Euro: The Director can withdraw the amount to cover cash flow problems, but has to put it back in when the cash flow problem is solved. The President should be informed - Up to 20.000 Euro: The Director needs the President's approval to withdraw amounts - Above 20.000 Euro: The Council has to 	<p>Treasurer to present the policy to the GA.</p> <p>Action plan to be developed by Directorate to build up : 180.-210.000 Euro by 2015 as restricted reserves.</p> <p>Council to annually analyze the progress in building up the reserve of 180-210.000 Euro as a target for 2015 as restricted reserves and adjust the target according to the financial situation of the Federation (the situation of unrestricted funds)</p>

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	<p>flow problems, but has to put it back in when the cash flow problem is solved. Up to 20.000 Euro: The Director needs the Presidents permission to withdraw amounts Above 20.000 Euro: The Council has to authorize the withdrawal from the account.</p> <p>It was clarified that restricted reserves are different from ring fenced project funds.</p>	<p>authorize the withdrawal from the account. The amounts are considered per year.</p>	
8.	Auditors report	Decisions Taken	Actions
	<p>The internal auditor had given an update on the risk analyses and update on actions since the governance review in his written report. He stated that a lot of big changes had been made that lead to a lot of improvements. During the next council meeting more time will be allocated to this report to define clear measures and tasks. By then also the internal office procedures need to be analysed.</p>		<p>Erika to allocate 1 hour to risk management and internal auditor report during next council meeting.</p> <p>Council to send comments to David on the risk management report by October 20th</p> <p>Directorate to analyse the internal office procedures for the risk management discussion at the next council meeting.</p>
9.	Lobbying	Decisions Taken	Actions
	<p>It was stated that the Council needs to get more involved in the Lobbying work for the Federation.</p> <p>Goals that should be reached: raise awareness on Natura 2000 stakeholders and making sure that EU recognizes the value and input of PAs managers for Natura 2000 sites. Natura 2000 sites ioverlapping with PAs of national interest are more effectively and better managed than sites outside PAs. Almost no Natura 2000 management exists outside PAs.</p> <p>The action plan that was developed by the Federation and the French Section is reflecting mainly the preparation work for the lobbying work. Important connections with NGOs and other organizations (ELO, hunters etc.) have been established. The CBD has also a growing</p>	<p>Council agreed with lobbying plan and the French summary of the lobbying work.</p>	<p>Directorate to prepare the crib sheet for Council members on lobbying work.</p> <p>French section to get together the core group for lobbying.</p> <p>President and Directorate to follow up on CDB MOU and possibility of EUROPARC being on the technical board of CBD.</p>

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	<p>interest in the Federation.</p> <p>The preparation work is almost finished and the next steps have to be planned to start strategic lobbying activities. The current weakness is still the lack of case studies from members.</p> <p>It was discussed that a 10 point plan/ reference sheet for speaking to EU and stakeholders might be useful for council and members of the Federation (a so called crib sheet) as a list of agreed ideas to be promoted in line with the lobbying strategy.</p>		
10.	Eurosite		
	<p>The Directorate had received a letter from Eurosite shortly before the Council meeting in which Eurosite proposes a joint committee to work on the future of the collaboration of the two organizations.</p> <p>Directorate suggests that the proposed working plan from 2011-13 is too long. A one year deadline should be established for the committee which prepares the decision for a future collaboration..</p> <p>It was further stated again that the Federation is under no circumstances discussing a dismantling of the organization an the establishment of a new organization.</p>	<p>It was decided to ask for a mandate for the Council from the GA to proceed with the planning and decisions regarding participation in the joint committee. The proposal of Eurosite should be accepted by Europarc, but with the condition of a one year work plan for the joint committee. The deadline by which a decision on the joint work needs to be taken is July 2011, so that Europarc can present to the GA the conclusions for approval in September 2010</p> <p>EUROPARC representatives on the joint committee that were suggested were (maximum of 3)</p> <ul style="list-style-type: none"> - Marian Jager-Wöltgens - Thomas Hansson - Directorate 	<p>Marian to present the matter to the GA.</p> <p>Directorate to prepare first meeting of the joint committee.</p>
11.	EUROPARC Consulting		Actions
	<p>Wilf Fenten informed the Council that the financial overview with contribution information will only be available in October 2010. He also informed the council that the legal seat will be moved to Regensburg.</p> <p>TUI funded revision of charter documents. It is now easier to follow through the process for the Charter applicants. New promotional</p>		

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	<p>material produced</p> <p>Consulting is planning a verifiers training and TUI offers 5.000 euro to support this.</p>		
10	Conference input	Decisions Taken	Actions
	<p>The Directorate informed Council members on the task for Rapporteurs during the workshops on Saturday and several logistical matters regarding the conference and GA were clarified.</p>		
11	AOCB	Decisions Taken	Actions
	<p>Elections</p> <p>2011 the following Council members will step down:</p> <ul style="list-style-type: none"> - Eberhard, since he cannot stand again after 2 terms <p>The following members are interested to stand again:</p> <ul style="list-style-type: none"> - Paulo Castro - Marian Jager-Wöltgens - Rolands – depending on for the results of the parliamentary elections in his country <p>The next Section representative will be chosen during the section meeting on 30th September and the Directorate and Council will be informed.</p> <p>Members interest/ more active members</p> <p>It was discussed whether an award like ceremony for best project/case studies (symbolic award) could help to get members more active and interested in the Federations work.</p> <p>Dates and Locations for next meetings</p> <ul style="list-style-type: none"> - 25th-27th March 2011 in Regensburg: - 17th-19th June: section meeting/ either Scotland or Retezat or Regensburg - September 2011: Biosphärenreservat Schwäbische Alb, Germany 	<p>Council will think about it to end of conference who to nominate.</p>	<p>Federico and ES to prepare proposal for a “Best Project EUROPARC Award”</p>

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<p>Conference 2012: The Directorate has received expressions of interest for hosting the conference from France and Belgium. An unofficial interest has been expressed by Serbia.</p> <p>CBD Nagoya The German Section has informed the Directorate that a possibility to receive sum funds for travelling to Nagoya might be available. It was decided however to not send a separate representative to Nagoya, but to rather find a member who is going anyways who can then represent the Federation there.</p>		
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President
Erika Stanciu

Minutes
Cornelia Ehlers