

<b>Location:</b>	Porto, Portugal				
<b>Date:</b>	Friday, 1 <sup>st</sup> February 2013	<b>Start:</b>	9:00	<b>End:</b>	18:30
<b>Attendees:</b>	<p>Council Members Present: Thomas Hansson, Rolands Auzins, Marian Jager-Wöltgens, Dominique Leveque, Ignace Shops, Co-Opted Council members present: Paolo Castro, Michael Hosek, Eric Baird</p> <p>Others Present: David Cameron (Internal Auditor) partly by skype, Juan del Nido Martin (substitute for Carles Castel Puig, new sections representative), Wilf Fenten (EP Consulting) partly for Agenda Item 6-8; Richard Partington (EP Consulting), Carol Ritchie (Director), Heike Blankenstein (Executive Administrative, minutes)</p>				
<b>Apologies:</b>	Carles Castel Puig, Giampierro Sammuri, Gábor Szilágyi				

Agenda Item	Notes	Decisions Taken	Actions
<b>0.</b>	<p>The president opened the meeting and welcomed all participants. He introduced Juan del Nido Martin. Juan del Nido Martin substituted Carles Castel Puig who will be the new sections' representative.</p> <p>Thomas Hansson also indicated that apologies were sent by Gábor Szilágyi and Giampierro Sammuri.</p> <p>Thomas Hansson informed that Wilf Fenten will just attend agenda item 7 Charter future. David Cameron will join the meeting via skype.</p>		
<b>1.</b>	<b>Minutes of last meeting</b>	<b>Decisions Taken</b>	<b>Actions</b>
	The minutes of the previous meeting were approved.	Council approved minutes of last council meeting.	
<b>2.</b>	<b>Matters arising</b>	<b>Decisions Taken</b>	<b>Actions</b>
	<p>All "matters arising" were included in other agenda items.</p> <p>Marian Jager-Wöltgens and Ignace Shops reported that the creation of the new Dutch/Flemish section is on going.</p>		
<b>3.</b>	<b>Treasurer's report</b>	<b>Decisions Taken</b>	<b>Actions</b>
	The Treasurer presented the figures of the preliminary financial statement which were shown in the written report and answered questions.	<p>Council noted the reports.</p> <p>Council asked directorate and financial</p>	Directorate and financial subgroup to continue with the

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	<p>Dominique Leveque mentioned that French parks have mentioned problems with receiving the invoices. So a paper invoice would probably be more successful.</p> <p>Council discussed the membership situation in general (invoicing, administration, strike off). Council didn't see the need of changing the strike off regulation. But some membership issues need further discussion and investigation.</p>	<p>subgroup to continue with the discussion how to go on with governance of the memberships.</p> <p>Council approved the membership-application of State Nature Reserve Pasvik (RUS).</p>	<p>discussion how to go on with governance of the memberships.</p> <p>Directorate to send paper invoices to French parks from 2014 on.</p>
<b>4.</b>	<b>Directorate report</b>	<b>Decisions Taken</b>	<b>Actions</b>
	<p>Director presented highlights from her written report and answered questions.</p> <p>Council asked for list of MOU and other agreements.(see <b>Appendix 1</b>)</p> <p>Council asked how director's appraisal is implemented. Director and President replied that there is a formal appraisal every year. Council asked for getting a short feedback after the appraisal was held.</p> <p>Council elections: Director didn't see another opportunity of harmonising the council elections than an early stepping down of one council member in 2014.</p> <p>Conference 2013: Preparations were proceeding. Workshop program was already very strong developed. Keynote speakers were not invited by the time of council meeting. Director was looking for suggestions. Invitations needed to go out until the 15<sup>th</sup> February.</p> <p>Conference 2014: Due to the fact, that the host of conference 2014 needs to start with preparations, council decided to go on with looking for a venue and inform Eurosite about progress.</p>	<p>Council noted the reports.</p> <p>Council decided that directorate should go on with preparing MOU's mentioned in her report</p> <p>Council decided to go on with looking for a host for conference 2014 and inform Eurosite about any progress.</p>	<p>Director to publish a list of MOU's and other agreements on the website.</p> <p>President to give a short feedback to council after director's appraisal.</p> <p>French section to inform directorate asap about their decision regarding the hosting of EP conference 2014.</p> <p>Council to offer invitations/ suggestions for venues for council</p>

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	<p>Scotland rejected the hosting of EP conference 2014. France was thinking about it – section meeting was coming soon.</p> <p>Council meetings 2014: Director asked for invitations/ suggestions for council meetings. There was no direct response. She also mentioned questions regarding the 40<sup>th</sup> anniversary of EP as provided in her Email. There was no direct response.</p>		<p>meetings 2014.</p> <p>Council to provide answers and response to questions regarding the 40<sup>th</sup> anniversary of EP</p>
	<p><b>Report of Internal Auditor</b></p>		
	<p>David Cameron joined the meeting by skype and gave his report.</p> <p>ODC: David Cameron reported that he advised the president regarding the ODC terms of reference. He indicated that due to the deadline 1<sup>st</sup> of January 2014, the merger process should not be slowed down by the new legal advice. If every legal opportunity will be discussed, the whole process would take too long.</p> <p>Charter: David Cameron rated the Charter management report as very detailed and supportive. Due to this report he also recommended the president's proposal.</p>		
<p><b>5.</b></p>	<p><b>EUROPARC strategy/ Networking for Nature</b></p>	<p><b>Decisions Taken</b></p>	<p><b>Actions</b></p>
	<p>Eric Baird and Marian Jager-Wöltgens gave a report of ODC meeting: It was a productive and good meeting. Another legal advice will be sought, since funding was found. Since time schedule is very narrow, process cannot wait for results of legal advice. There is a big willingness from the attendees to take over work and responsibility.</p> <p>Thomas Hansson presented his amendments to the ODC terms of references. Advised by the internal auditor he changed some terms according to EP statutes and governance structure. The council</p>	<p>Council approved an amended version of ODC- terms of references.</p>	<p>Thomas to inform Henkjan Kiewit President of Eurosite about council's decision.</p>

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<p>accepted his amendments and approved the ToR.</p> <p>EP strategy/Networking for Nature:          Ignace Shops presented a short presentation about EP's current situation.</p> <p>Then council worked in working groups on 15 questions:</p> <p><b>(1) Network organization - Merger</b> - Yes – no – yes, but ... - no, but ...          - maybe</p> <p><b>(2) USP - Unique Selling Proposition (3)</b></p> <p><b>(3) Strengths &amp; Weaknesses of our organization (3/3)</b></p> <p><b>(4) Name of the network (3)</b></p> <p><b>(5) Membership</b> - 3 solutions for growth</p> <p><b>(6) Professional</b> - Professional team in 10 years - Where is the HQ/office</p> <p><b>(7) Sustainable Tourism Charter</b> - 1 strength - 1 weakness</p> <p><b>(8) Transboundary Parks</b> – 1 strength - 1 weakness</p> <p><b>(9) Natura 2000 management</b> - Highest priority (1)</p> <p><b>(10) Junior Ranger</b> - 1 strength - 1 weakness</p> <p><b>(11) Sections</b> – 2 recommendations</p> <p><b>(12) EP consulting</b> - 1 strength - 1 weakness</p> <p><b>(13) New priorities</b> - Which priorities do you think will occur in the future          (3)</p> <p><b>(14) Finance</b> – 3 new possibilities</p> <p><b>(15) Personal</b> - If I could decide personally, what would be my first decision (no names, just 1, 2, 3, ...)</p> <p>Please find the results in <b>Appendix 2</b> to this minutes.</p>		
<p><b>Change of agenda</b></p>		

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7.	Charter future	Decisions Taken	Actions
	<p>Thomas Hansson introduced council to the charter management report and presented his recommendation.</p> <p>Paulo Castro mentioned that he feels comfortable with the charter management report and that he follows Thomas Hansson's proposal.</p> <p>Richard Partington gave a verbal report from EP Consulting: It is summarised below.</p> <p><b><u>General</u></b>  <i>Consulting wants to achieve the best for the Charter and for the protected areas it serves. Consulting wants to be involved in the process.</i></p> <p><i>The Charter management report and the work which was done by Norbert Heukemes and Lasse Loven are appreciated by Consulting. Richard pointed out that the report concentrates on the Charter's process, its management and finances, but doesn't address the issue of Federations finances/cash flow, which was discussed at last council meeting in Genk.</i></p> <p><b><u>Financial</u></b>  <i>It is Consulting's opinion that the report doesn't put forward any evidence, that the Charter can solve Federation's cash flow difficulties or that it can be dealt with in a more cost-effective way.</i></p> <p><i>Richard referred that the report acknowledges that the changes as described will reduce Consulting's income by at least 30%. But additionally Consulting uses the Charter as an opportunity of getting new contracts. In the end the changes will lead to a lower transfer of money</i></p>	<p>The council agreed in principle to the presidents proposal:</p> <ul style="list-style-type: none"> <li>• To consider the report and the former material we received in October.</li> <li>• To take this strategic decision on the Charter management :</li> </ul> <p><i>Directorate should be responsible for the totality of the Charter, with appropriate elements of delivery sub-contracted to Consulting for an appropriate fee including Counsulting's management cost. This approach will require better service focus and cost control by all parties.</i></p> <ul style="list-style-type: none"> <li>• To require the Directorate to develop and present a charter management structure that can be in function from 2014</li> <li>• Directorate report in May on development</li> </ul> <p>The agreement was done subject to a charter management plan produced for the next council meeting in May. To be produced in consultation with the EP President and treasurer.</p>	<p>President, treasurer and director to agree the content of a charter management plan.</p> <p>Treasurer and Directorate to produce a charter management plan.</p>

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<p><i>from Consulting to Federation.</i></p> <p><i>Richards pointed out that the financial model in the charter management report contains assumptions. Consulting agreed with Lasse Loven and Norbert Hoekemes not to make any single decisions on this model without any further investigations.</i></p> <p><i>So Consulting at least asked EP Directorate for a three years budget with more accurate figures, but also proposed that a 5-year Business plan for Charter is prepared.</i></p> <p><b><u>Organisational</u></b></p> <p><i>Richard went on in his report, that since the structure of the new organisation (merger EP and Eurosite) is not foreseeable yet, it seems to be more reasonable to wait with any changes until new structures are approved.</i></p> <p><i>Furthermore he said that the Charter process is a difficult entity. Staff has to know about it very well, so that they can serve the charter members' needs. To avoid any lack of service the continuity in staffing is very important.</i></p> <p><i>In the end Consulting recognized a trend that the process is getting more functional and transactional. There is the chance that some of the heart and mutual commitment will get lost. By the same time it would lead to more bureaucracy and even higher costs.</i></p> <p><u>The council discussed the item:</u></p> <p>It was mentioned that the capability and capacity are two very important and crucial aspects. For a responsible decision it needs a business case with a risk analysis. There are some defects in the status quo, which</p>		
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<p>needs to be modified to the better.</p> <p>The business case should focus on what is the best for the charter and the service to the members. It should include a risk analysis, considering the risks mentioned in the charter management report. Following a discussion about the possible content and timescales of the directorate's report it was approved that the President, the treasurer and the directorate should agree the content and produce a draft for the next council meeting.</p> <p>The argument of the ongoing merger process and its influence on the Charter process was discussed. In the end most members agreed, that they want to stay with the charter anyway and that changes can be made without waiting for upcoming decisions.</p>		
<p><b>8. Working groups future mandates</b></p>	<p><b>Decisions Taken</b></p>	<p><b>Actions</b></p>
<p>Director presented the written reports of the working groups <b>Sustainable Tourism and Health and PA</b>.</p> <p>Rolands Auzins gave a verbal report for the <b>Transboundary working group</b>: The work of the working group is contained in the appended report (<b>Appendix 3</b>).</p> <p>Marian Jager-Wöltgens reported that she is in contact with the working group <b>Economics and Ecosystem</b>. Although they are not very strong connected they are in discussion about possible work plans. But they haven't submitted a sufficient report yet.</p> <p>Council asked the working group Economics and Ecosystem for a written report according to the structure of the other working groups' reports.</p> <p>In general single council members will stay in contact with working groups.</p>	<p>Council approved the extention of mandates until 2014 for the following working groups:  Health and PA  Sustainable Tourism working group  Transboundary</p> <p>Council postponed the decision about working group Economics and Ecosystems.</p> <p>Council decided to send a "thank-you" note to working – group chairpersons.</p>	<p>Directorate to inform the working groups about their new mandates and about the support they get from EP.</p> <p>Directorate to inform working group Economics and Ecosystems about council's request for a written report.</p> <p>Directorate / President to send a thank you note to</p>

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			chairpersons of working groups.
<b>6.</b>	<b>EUROPARC Finances</b>	<b>Decisions Taken</b>	<b>Actions</b>
	<p>According to the report of finance subgroup Paulo Castro led a discussion about main aspects raised in the report.</p> <p><b>1.</b></p> <p>Do we need a change in our rules of striking off, stopping the risk of losing strength in our networks? What kind of change?</p> <p>Do we need new policy/rules for the members that want to leave (before being strike off)? What kind of change?</p> <p>Do we need a policy for raising new members? Is there any specific target we want to touch? What kind of policy? Who can manage this?</p> <p>Is it relevant to think about individual membership as an important target?</p> <p><u>Main aspects of discussion:</u></p> <p>Beside the fact, that probably not all invoices reach the right person (missing updates in contact details), it is important to stay in contact with members, which haven't paid. We need to find out, which reasons the members have for non-payment.</p> <p>EP communication should provide more reasons for staying EP member. What advantages does a EP member gain (f.e. participation in projects, ECST, TB)? A questionnaire was planned but postponed because of the merger process.</p> <p>Is there the opportunity of offering a temporary membership?</p>		



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<p>Out of legal (clear membership categories; no service without membership payment) and moral issues (fairness) we need to stay with the strike off regulations. Two years period seems to be most effective. One year period would be too workintensive, three years period would lead to high level of accounts receivable.</p> <p>The membership situation in Sections needs to be clarified.</p> <p>The section membership situation is not standardised. In some sections single section members are not EP Federation members. Some sections take an extra section membership fee of their members. This situation needs to be clarified.</p> <p>What is the role of sections? Sections should become more involved in getting in contact with non paying members.</p> <p><b>2.</b></p> <p>Should we be more “services” oriented or “policy making” oriented? What are the “things” we do that we can call “services provided to members”? How members value the services we provide? Do we have a clear idea of what are the priority services for members? Can we explore the idea of different members need different services? Grading members according to the services they access (which in real terms already exist via European Charter and Transparcnet)? What could be the minimum level of services provided for the members</p>	<p>Council agreed to keep up with the current strike off regulations.</p>	<p>Directorate and financial subgroup to continue with the discussion how to go on with governance of the memberships (see also agenda item 3).</p>
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<p>they actually are willing to pay for?</p> <p><u>Main aspects of discussion:</u></p> <p>We have to show that there are more services for members than ECST, TB and Junior Ranger Camp, f. e. seminars with European exchange. How can members access our services? How good is our self-marketing? Strategy partnerships can help us to prepare more services for our members.</p> <p>EP provides contacts to policy creating people. The network can bring exclusively members in contact with politicians and other important decision makers.</p> <p>There was the idea of EP ambassadors for every country, section or just few for the whole network. They could represent the federation, probably just for a limited period of time.</p> <p>The involvement of the federation in policy has to grow. We have to show members why this involvement is also effective for them. Specially ministries and agencies are interested in this field of activities.</p> <p><b>3.</b> What is the most favourable solution to the system? Who does what? Should EP Consulting change its targets in terms of clients and services provided?</p> <p>Can we increase our income by increasing merchandising material? What kind of material? What would be the target? Our members? Participants in our events? What are the opportunities to sell? When and</p>		
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<p>how?</p> <p><u>Main aspects of discussion:</u></p> <p>There is no sale of merchandising products yet. We just have some merchandising product for communication reasons. Council came to the conclusion that the sale of merchandising would mean to much work for less income.</p> <p><b>Sponsoring:</b> Should we have a policy on this? Should we assume it and look for it? What kind of events and what kind of sponsors?</p> <p><u>Main aspects of discussion:</u></p> <p>The decision for a sponsor needs to be done very carefully and politically correct. There was the idea of not just “taking the money”, but creating a partnership with the sponsor and trying to implement some environmental aspects in their management.</p> <p>The idea of contracting a professional fundraiser was liked. There are some fundraiser who wants to be paid in advance, others are just paid by success. We should try out with recommended fundraisers.</p> <p><b>Donations:</b> Can we have a policy in order to stimulate this possibility? Could we become a kind of National Trust structure, supporting direct actions of Nature Conservation in members?</p> <p><u>Main aspects of discussion:</u></p> <p>There is a slightly tendency that private organisations become member of EP.</p> <p>Council didn't show a interest in getting more Individual members, since</p>	<p>Council agreed that sale of merchandising is no field of action for EP.</p>	
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this would be another branch of the organization. It would mean much administrative work for low income. But probably some other environmental organisations which have a high number of individual members (f.e. slowfood) is interested to join EP.	Council agreed not to prioritise work for more individual memberships.	
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