

EUROPARC Federation, Council Meeting

Location:	Hortobágyi, Hungary		
Date:	Friday, 5 th March 2010	Start :	8:40
		End :	17:00
Attendees:	Council Members Present: Erika Stanciu (President), Pio Forte (Treasurer), Gábor Szilagyi, Eberhard Henne, Rolands Auzins, Juan del Nido, Marian Jager-Wöltgens		
	Others Present: David Cameron (Internal Auditor), Carol Ritchie (Director), Cornelia Ehlers (Executive Administrator), Wilf Fenten (EUROPARC Consulting)		
Apologies	Martin Lane, Dominique Leveque, Valter Zago		

Agenda Item	Notes	Decisions Taken	Actions
	The president opened the meeting and welcomed all attendees. She then explained the agenda of the meeting and asked whether there were any requests for additions to the agenda.	No additions to the agenda were requested.	
1.	Minutes of previous meeting	Decisions Taken	Actions
	<p>The minutes of the previous meeting were clarified:</p> <ul style="list-style-type: none"> point 7/ Actions: "Directorate to put protected areas and member priorities on to agenda next meeting": The idea behind this was the need for a two way communication between the council and the members as well as between the directorate and the members, i.e. members should be encouraged to ask the Council to address issues of interest for the membership if necessary. Update on Eurosite: There are no new developments in discussions about future cooperation. Brussels event was postponed to May 2010. 	The minutes of the meeting held on 8 September 2009 in Strömstad, Sweden were approved.	Erika to prepare letter to Turkish Environment Ministry regarding membership.
2	Presidents Report	Decisions Taken	Actions
	<ul style="list-style-type: none"> Attended Wilderness Congress in Mexico on behalf of WWF and EUROPARC: Resolution on Wilderness Protection in Europe was initiated on behalf of EUROPARC. ES and Richard Blackman are attending the wilderness meetings organized by Wild Eurpe as part of the European Wilderness Initiative. EUROARC is part of the Advisory Committee. January 2010: attended and spoke at the Madrid European Commission conference. EUROPARC was the only organization talking about the need of human professional capacity for PA – including Natura 2000 management. Participated in the lobby planning seminar in France and spent time with the Europarc team on planning project development, Liason with Directorate on various topics 		
3.	Directors report	Decisions Taken	Actions

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	<ul style="list-style-type: none"> • See paper report prepared for the meeting on details • The biggest news: The office move to Regensburg • Outlook 2010: the priority for directorate for first half year is project development • Lobbying activities of the Brussels office have been diverted to project proposal writing, due to the financial situation of the Federation and the need to generate project income. In March the action plan for lobbying is on the agenda. • Regarding the financial situation the Directorate pointed out the need for looking into other funds than EU-funds because of the problem of double funding. • As part of the discussions about administrative issues and office management the Council discussed about the possibility to analyse the current situation of the Federation's seat with the aim to see if the German location is responding to the needs of the Federation. Information should be collected on the legal framework for NGOs and operational costs in several countries of the EU to allow an analysis of advantages and opportunities for future discussions. 		<p>Directorate to put page numbers on sheets of council papers</p> <p>All Council members to assist directorate with information on funds.</p> <p>Directorate to put together an analyses of the needs and current situation of the Federation in terms of legal framework and running of the office operations.</p>
4.	Council member reports	Decisions Taken	Actions
	<p>Juan:</p> <ul style="list-style-type: none"> • worked with Spanish section on Charter involving tourism companies • helped organizing Iberian meeting of Charter in his area <p>Eberhard:</p> <ul style="list-style-type: none"> • Attended PAME workshop in Vilms, presented report • BfN has interest in project with Federation on IUCN categories in combination with PAME • This topic is of high interest to many members • <p>Marian</p> <ul style="list-style-type: none"> • Was involved in discussion with members on what the Federation can do to assist their work: Outcome: • Life plus grants should be evaluated by the Federation and this tool developed for members needs through EUROPARC (in partnership with Eurosite?) <p>Rolands</p> <ul style="list-style-type: none"> • Worked on the topics of volunteering and managing visitors 	<ul style="list-style-type: none"> • PAME work to be followed up on <p>Brussels to lobby for Life+</p>	<p>Eberhard to take further steps to develop project.</p> <p>Council and Directorate to identify interested members for PAME follow up.</p> <p>Council to give feedback on PAME report</p> <p>Brussels office to lobby for Life Plus Marian to initiate a draft for a position paper on the future of Life+ support.</p>

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	<ul style="list-style-type: none"> • Attended Nordic-Baltic Meeting • Chased up membership fees (all were paid!) <p>Gabor</p> <ul style="list-style-type: none"> • Attended Natura 2000 expert group meetings as EUROPARC representative • New funds for Natura 2000 site management are under discussion • Worked on establishing Hungarian Section • Organized council meeting with the help of Eleonora <p>Pio</p> <ul style="list-style-type: none"> • Worked on the preparations of the General Assembly in Italy, especially on the financial support side • Worked on Pesto project • Did analyzes of financial situation of the Federation with ES and Directorate 	<p>The Natura 2000 working group will be re-established with the aim to coordinate inputs to the EC Working Group with experts from the members and to develop project proposals for the benefit of members.</p>	<p>Gabor to send report within 2 weeks after the council meeting on Natura 2000 meetings in Brussels Gabor to discuss with sections about representation and work methodology of the future Natura 2000 WG.</p> <p>Directorate to include in report form for representation of Council members a paragraph for feedback to members, that can then be included into the E-News or go onto website.</p>
<p>5.</p>	<p>Members strike offs/ New members since September/ member application</p>	<p>Decisions Taken</p>	<p>Actions</p>
	<p>The lists of members that were struck off in 2009 by Email decision and the members that had been accepted since the last council meeting by email were shortly discussed. The lists are attached to these minutes.</p>	<p>Council formally approved the strike off of 61 members following the decision of September 8th 2009 about the non payment of fees.</p> <p>The Council took note of the 15 new members since 8th September 2009 that were accepted through Emaildecision before.</p> <p>The Council approved the following membership application: Northumberland Coast AONB</p>	
<p>6.</p>	<p>EUROPARC library</p>	<p>Decisions Taken</p>	<p>Actions</p>
	<p>The following hosts had applied to host the EUROPARC library:</p> <ul style="list-style-type: none"> • University of Klagenfurt • University of Greifswald • National Park Administration Bayerischer Wald <p>It was decided to give the library to the University of Klagenfurt, because of their MSc for Protected Area Management and the therefore wider audience the library would be accessible to.</p>	<p>The EUROPARC library is to be hosted by the University of Klagenfurt.</p>	<p>Directorate to prepare the hosting agreement.</p>

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7.	Communication Plan	Decisions Taken	Actions
	<ul style="list-style-type: none"> - The communications plan was presented and accepted - The need of more visibility and image of the Federation at its members sites was expressed. 	<ul style="list-style-type: none"> • The communication plan was approved • The communication strategy will be incorporated in the future into the global strategy. 	<p>Directorate to prepare conditions and guidelines on the usage of the Federations logo for members and sections and separate conditions and regulations for the usage of the logo with sponsors, supporters and other third parties.</p> <p>Directorate to encourage members to display the Federations logo at visitors' centres and on their website.</p>
8.	Policy and Advocacy Plan	Decisions Taken	Actions
	<ul style="list-style-type: none"> - A brief report on the Lobbying Workshop in France in January 2010 was given and the Council was informed that a list of volunteers, who want to carry on with the lobbywork was established. - It was stressed that the council needs to have an important role in implementing the lobbying plan - In near future it is anticipated to develop position papers with partners 	<p>The Plan was approved to be recommended to the General Assembly.</p> <p>The lobbying working group was confirmed.</p>	<p>Directorate to produce the work plan for Brussels office</p> <p>Council to look into the plan and identify areas where they can contribute</p> <p>Council to contribute by establishing contacts, creating paths to the commission and parliament through their national governments and contacts</p> <p>Council to identify which members are active in lobbying work.</p> <p>Council to think about events to organize</p> <p>Directorate to contact Jim Dixon regarding his possible role to assist the council to shape the council work in lobbying</p> <p>Council to develop statements to put forward</p> <p>Council, Sections, Directorate to define</p>

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			position papers and messages
9.	Seat change	Decisions Taken	Actions
	Following the office move the legal formality to change the official seat was discussed and approved.	The council decided to recommend a seat change to the General assembly in September 2010.	Directorate to prepare all necessary papers and documents for the seat change from Grafenau to Regensburg/ statute change
10.	Alfred Toepfer medal nominations	Decisions Taken	Actions
	The Council was informed by the Directorate that a new agreement with the Alfred Toepfer Foundation had been reached. The medal winners now, like the Alfred Toepfer scholars, get access to all workshops and activities of the Foundation.		Council to disseminate information about the call for nominations. Directorate to contact nominators of previous year.
11.	Finance report	Decisions Taken	Actions
	Please see report prepared for the meeting for details. It was announced that in 2009 EUROPARC Consulting contributed 50.000 Euro to the Federations budget. Updates since report: <ul style="list-style-type: none"> • the NGO grant was received for 2010, but that it was cut down to 95.402 Euro. • STEPPA project was awarded in which EUROPARC is a partner. It was concluded, that project development is vital for the Federations future with the aim to not be dependent on the NGO Core grant.	As a cost saving exercise the council meeting in Italy at the conference is to take place during the conference and not preceding it. <ul style="list-style-type: none"> • 	. <ul style="list-style-type: none"> •
12.	Membership	Decisions Taken	Actions
	For detailed report see discussion paper prepared for the council meeting. The following recommendation concerning membership categories were given: <ul style="list-style-type: none"> • Remove category F and G • Rename Group I: Supporting individuals • Create new category of supporting <u>organisations</u> at a fee level of 250 Euro with limited membership benefits: no access to web area, no voting right, no reductions of conference fees, no lower 	The following decisions were taken: <ul style="list-style-type: none"> • Voting right relates to the membership fee. Any member paying below 585 Euro is a non voting member. • For each vote one person is entitled to membership benefits. 	Directorate <ul style="list-style-type: none"> • to communicate this new fee structure and category to EAI and AONBs to receive feedback • to report Feedback from AONBs and EAI to Council in May for final decision of Council to prepare for statute changes. • to prepare paper on new membership fee structure and

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<p>EUROPARC Consulting fees;</p> <ul style="list-style-type: none"> the only benefit this group can access is: application to Charter of Sustainable Tourism, and Transboundary certificate, participation in Junior Ranger programme, participation in working groups, access to information An organisation can ONLY apply to this category if it CLEARLY does not belong to any of the other categories If a member of another category wishes to be placed into the lower fee category it needs to clearly show that the original fee is higher than 1% of its yearly turnover. <p>The problem of high fees and inefficiency for the Federations Directorate on cashing cheques for membership fees was highlighted.</p> <p>Sub organisations/ Charter Parks</p> <p>It was highlighted that a distinction between a protected area that has its own legal entity and has its own budget and a protected area that does not have its own budget has to be made. A member of the Federation, who is in charge with the management of protected areas might manage one PA, with its own budget or might manage several protected areas (in this last case the individual PAs have no legal entity and no budget). Therefore, the Member represents accordingly one or several PAs. If it manages and represents several PAs, any relationship between individual PAs and the Federation has to be established with the approval of the Member.</p> <p>It was discussed that a represented member cannot enjoy the membership rights, which are conferred to the representative. Only the higher authority is the member and can distribute the information and benefits through membership to its sub organisations. The one exception is those protected areas represented by a higher authority can take part in programmes of the federation, such as Charter, Junior Rangers and Transboundary.</p> <p>The distinction line for the Federation on whether a PA needs to be a full member to enjoy benefits or not is the question of the member being a legal entity and having its own budget.</p>	<p>In 2010 all members will be invoiced the full fee according to the old fee structure. If a new category is created this takes only effect after General Assembly.</p> <p>The Federation no longer accept cheques.</p> <p>Concerning the Charter for Sustainable Tourism the following was decided:</p> <ul style="list-style-type: none"> A PA needs to be a FULL member of the Federation to apply for the Charter as long as the PA is its <u>own legal entity and has its own budget.</u> A PA that does not have its own legal entity and no own budget can however also apply to the Charter if it is REPRESENTED by its higher authority at the Federation (i.e. the higher authority needs to be a full member to the Federation for a PA to receive the Charter). <p>Same applies for the Transboundary Certificate.</p> <p>Membership benefits related to REPRESENTED PAs: Membership benefits other than Charter application do NOT apply to represented PAs.</p> <p>If a sub organisation <u>has its own legal entity</u>, it is to apply for its own membership or to be struck off the membership list. If it is represented by a higher authority the higher authority has to be a member</p>	<p>category for Council meeting in May to put then forward to General Assembly.</p> <ul style="list-style-type: none"> to prepare document that states clearly the membership benefits for each category and fee. <p>Directorate to include information on this decision and a question on legal entity and budget authority in Charter application.</p> <p>The Directorate is to clarify the situation with <u>ALL sub organisations</u> about their legal status and to amend membership database accordingly as well as to inform sub organisations on their options.</p>
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	EAI proposed to collect all fees for the UK members to transfer it to the Federation in one sum.	and the organisation they represent have no direct membership benefits. The proposal was accepted, on the following conditions: - Any change of membership status needs to be communicated to the Federation Directorate FIRST before it is communicated to EAI - administrative matters need to be clarified before this can take effect	
13	<i>Risk management</i>	Decisions Taken	Actions
	The main themes for Council were: - Limited budget - Eurosite situation - Need to work with others/partners - A need for stronger priority setting by Council Council offered to give feedback for preparation on priority setting meeting and to be approachable for any Directorate concerns regarding the risks.	Council to review the risks and management of the risks annually. Risk analyses to be included into terms of reference for the internal auditor	Directorate to prepare and administer an induction folder for council members and internal auditors including risk management and government structure of the Federation.
14	EUROPARC Consulting	Decisions Taken	Actions
	Wilf Fenten from EUROPARC Consulting gave a short presentation on the situation and role of Consulting. Consulting was founded to 1. offer low price high quality consultancy to members 2. to support the Federation financially 3. to promote the profile of the Federation	The three year target for Consulting is to support one full time member of staff at the Federation yearly.	EUROPARC Consulting to show clearer the lower rates for members for consultancy. Council to promote EUROPARC Consulting to members.

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	It was clarified that EUROPARC Consulting limited is owned by EUROPARC Consulting GmbH. Offer to all: Consulting website: every member can have a page		
15	AOCB	Decisions Taken	Actions
	A request for help by the Sar Planina Park to the Federation had been received.		Directorate to follow up on the Sar Planina Park.
	Junior Ranger Camp 2011		
	An offer of Netherlands to host the Junior Ranger Camp 2011 was received.	The Junior Ranger Camp 2011 is to take place in the Netherlands.	Directorate to implement.
	Nagoya		
	Since some members of the Federation are participating at COP10 in Nagoya, Japan, but not gathering under the Federations logo, the idea was expressed to ask members who are already in Nagoya to represent the Federation or organise side events.	Due to the financial situation of the Federation no high additional costs are to be involved.	Directorate to gather information on members participation at COP10. Directorate to evaluate the costs for shipping of material to COP 10.
	Workshops for conference		
			Council required to find workshop facilitators – until 12 th March
	Programme Council/Section Meeting May 2010		
	The following programme was agreed: Friday May 28 th : Full day council meeting Evening: joint dinner sections/council Saturday May 29 th morning: joint meeting section/council	The aim for the joint meeting was set as follows: To agree on strategic priorities for the next two years and distribution of the responsibilities for these priorities and activities.	
	ATS scholarships are open		Council to spread the information on the scholarship possibility
16	Working groups	Decisions Taken	Actions
	It was noted that only one group had submitted the proposal in the requested format. Some of the working group proposals were related to similar topics. It was therefore decided to ask those groups to submit a common proposal. The following groups need to resubmit a proposal until March 31 st that clearly states the products and outputs that they want to achieve:	No financial support will be given to working groups. The working groups are offered a free meeting space at Siggen (5 working groups a 5 participants) from July 17 th . The offer includes accommodation and food. Transport costs are to be covered by the working group participants. The following groups were confirmed: Verification groups (technical groups): - Charter verification	Directorate to inform working groups to resubmit proposals (except the ones already established) until March 31 st .

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	<ul style="list-style-type: none"> - Sustainable Development and Economics - Charter for Sustainable Development/Sustainable Tourism (EUROPARC Italy and EUROPARC Spain are to join their proposal into one) - Natura 2000 - Biodiversity and Climate Change (Kalkalpen and Tara NP to join their proposals) - Wilderness 	<ul style="list-style-type: none"> - Transboundary verification - STEC group – as long as no costs to the Federation occur <p>Working Groups:</p> <ul style="list-style-type: none"> - Lobbying group – Council member responsible for reporting: Erika - Health working group - Council member responsible for reporting: Rolands 	
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President
Erika Stanciu

Minutes
Cornelia Ehlers