

Minutes of the Meeting

Environment and Climate Forum (ECF) KICK OFF MEETING 2014

Date: 07-08 May 2014

Venue: Queen of Montenegro Hotel, Budva, Montenegro

Participants: 21 NGO representatives, EC, ECF and ECRAN Team

Beneficiaries: 21 ECF NGOs

Introduction: The European Commission attaches a lot of importance to the public consultation process and the involvement of the NGOs community in the national decision-making process. The NGOs Dialogue established in 1999 with the European Commission's support has enabled over the last 15 years the creation of a network of selected NGOs from the enlargement countries while providing them an opportunity to become an active and constructive partner for national public administrations. Starting with October 2013, the NGOs Environment and Climate Forum (ECF) is part of the Environment and Climate Regional Accession Network (ECRAN) project, covering environment and climate policy areas. Following the call for interest published in January 2014, in total 21 NGOs were selected for participation in the ECF. These organisations represent civil society from Croatia and the EU candidate countries (FYRoM, Montenegro, Serbia, Turkey) and potential candidates (Albania, BiH, Kosovo¹). In order to establish the group and create basis for the productive work and cooperation, the ECRAN-ECF conducted Kick-out regional meeting of the 21 ECF NGOs. The meeting main goal is to start up planned activities and agree/approve the key programming documents and plans for the 2014 and beyond.

Meeting topic 1

Official opening of the ECF component of ECRAN, introduction of ECF NGOs, ECF-ECRAN team and experts, explanations and discussing ECF goals, objectives, opportunities and tasks for the NGOs, develop and agree on the system of cooperation and decision-making procedures;

Meeting topic 2

Progress in development of the key ECF related materials and plans (i.e., Training Needs Assessment, The NGOs Specific Regional Training Plan - SRTP, Work Plan 2014) and approval of next steps;

¹ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and ICJ Opinion on the Kosovo declaration of independence.



Wrap-up (Summary of action to be undertaken)

#	Activities	Responsible	Deadline
1	Draft Agenda for the 1 st Preparatory Meetings (by country)	Richard Filcak	June 30, 2014
2	Collecting NGO Input to the Progress Report (by country)	Richard Filcak	June 20, 2014
3	NGO Input to the Progress Report compiled and delivered to the EC	Richard Filcak	July 1, 2014
4	NGOs Specific Regional Training Plan	Andjelka Mihailov	June 30, 2014
5	Preparatory work for the in-country meetings (agenda discussion, stakeholders involvement, back up of the events)	Richard Filcak	July 15, 2014
6	Thematic papers (2 in total, 5 pages max.) to be developed as preparation for the PMs. Themes selected: (1) Climate Change, (2) Water management.	Andjelka Mihailov	Sep 1, 2014
7	1 st round on the meetings takes place	Richard Filcak	Sep 26, 2014
8	Final version of the thematic papers reflecting points from the PMs (depending on the actual date of the AM, the project team will aim to finalize this document at least 3 weeks prior to the meeting)	Andjelka Mihailov	Sep 30, 2014
9	Processing outcomes of the PMs and using them as inputs in preparing of the Annual Meeting	Richard Filcak	Sep 30, 2014
10	<i>Points for the Commissioner</i> – outline of main NGO points, questions and cases and drafting the document (depending on the actual date of the AM, the project team will aim to finalize this document at least 3 weeks prior to the meeting)	Richard Filcak	Sep 30, 2014
11	Agenda for the 1 st Annual Meeting (depending on the actual date of the AM, the project team will aim to finalize this document at least 3 weeks prior to the meeting)	Richard Filcak	Sep 30, 2014
12	1 st Annual Meeting (Brussels)	Richard Filcak	Oct 2014
13	Annual Meeting Report	Richard Filcak	Nov 2014
14	Information sharing and feed-back of the AM outcomes to the countries involved	Andjelka Mihailov	Nov 2014
15	Training MODULE 1: Learning more on procedures towards future EU membership: improving the knowledge base (Outline of the agenda and engagement of trainers)	Richard Filcak	Sep 15, 2014



16	Training MODULE 2: Environmental Investment Planning (Outline of the agenda and engagement of trainers)	Richard Filcak	Sep 15, 2014
17	Selection of participants and logistics for the 2 training modules	Richard Filcak	Nov 10, 2014
18	Training MODULE 1: conducting the training	Richard Filcak	End Nov 2014
19	Training MODULE 2: conducting the training	Richard Filcak	Early Dec 2014



ANNEX I: DRAFT Schedule of 2014 Tasks in ACTIVITY 1.1.

MONTH	j	f	m	a	m	j	j	a	s	o	n	d
Task 1.1.1 NGOs selection and engagement												
Call Announcement												
Selection of NGO												
Results announcement												
Kick-out meeting of the selected NGOs												
Progress Report – NGO contribution												
Task 1.1.2 Design and implementation of NGOs capacity building programme												
Selection - priority areas												
Training Needs Assessment (TNA) questionnaire												
The NGOs Specific Regional Training Plan (SRTP)												
1st Regional Training												
2nd Regional Training												
SRTP Review (based on the 1st and 2nd Regional Training outcomes)												
NGOs involvement to events under relevant ECRAN WGs												
Task 1.1.3 Preparatory meetings and wider consultations												
NGO Section of the ECRAN webpage												
Prep-meeting –Discussion Papers (1 per country)												
Prep-meeting – Agenda development												
Prep-meetings (1 in each country)												
Prep-meeting –Outcomes Processing												
Back-up/Support of the in-country stakeholder dialogue												
Task 1.1.4 Organisation of annual meetings												
Preparation for the 1st AM												
1st AM (in Brussels)												
Points for the 2nd Annual Meeting												
Prep work for the 2nd Annual Meeting												



ANNEX II: DRAFT Schedule of 2014-2016 Main Tasks in ACTIVITY 1.1.

YEAR	2014				2015			2016		
MONTH	1-3	4-6	7-9	10-12	1-3	4-6	7-9	10-12	1-3	4-6
Task 1.1.1 NGOs selection and engagement										
1 st NGO Regional meetings (kick – off)										
2 nd NGO Regional meeting										
Task 1.1.2 Design and implementation of NGOs capacity building programme										
The NGOs Specific Regional Training Plan (SRTP)										
1 st Regional Training										
2 nd Regional Training										
3 rd Regional Training										
4 th Regional Training										
5 th Regional Training										
SRTP Review (based on Regional Trainings outcomes)										
NGOs involvement to events under relevant ECRAN WGs										
Task 1.1.3 Preparatory meetings and wider consultations										
1 st Prep-meetings (1 in each country)										
2 nd Prep-meetings (1 in each country)										
3 rd Prep-meetings (1 in each country)										
Back-up/Support of the in-country stakeholder dialogue										
Task 1.1.4 Organisation of annual meetings										
1 st Annual Meeting (in Brussels)										
2 nd Annual Meeting (in Brussels)										
3 rd Annual Meeting (in Brussels)										

