
**Working Plan of the Projects Officer of
Youth and Environment Europe
2014/2015
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1. Take care of YEE's and MO's projects

- offer help to the project teams for the project management, at every level of the project
- remind the responsible working groups to adhere to the deadlines set in the work plan
- try to be present at least at one meeting before the implementation of the project

2. Provide information and data

- collect information about the projects process and present the news at every (virtual) board meeting
- collect the needed information from the leaders of the projects, shortly after the project has finished
- update the timetable regarding projects' evolution
- update the YEE calendar and the Board calendar with information about the dates of the projects
- write an article for the e-newsletter about the projects evolution every 4 months
- remind the preparatory teams of the implementation of YEE's Project Policy
- create a document with environmental rules for decreasing the environmental impact of the projects

3. Strengthen the collaboration between member organizations

- cooperate closely with the Member Organization Officer in linking MOs work on similar topics and encourage them to create projects together
- develop a way of connection between MOs needs and what YEE can offer

4. Improve the collaboration between Board Members and the Secretariat

- be in regular contact with all the members of the Board and the Secretariat

5. Reformulate and improve the YEE Projects Officer duties, and present them to the General Assembly for approval at/during the Annual Meeting 2015