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## **Personal annual report of Project Officer of YEE 2010-2011**

### **Irena Oupicová**

Dear YEE friends,

#### **What I did as a project officer:**

At the beginning of my mandate I had to learn a lot about types of projects, funds and member organizations of YEE. I hope I have learnt enough to be able to help people with implementing their projects, to create applications and to persuade people not to give up work on projects.

Because I was not very experienced, this year I observed projects, the way of their creation and the way how people from projects teams and office work on it. I created a summary of projects, project teams and deadlines of applications. Then I observed phases of projects, successes and not applied projects. I intensively cooperated with the office, I visited office team at least 2 times a month.

From YEE projects of this year I was more involved in the following projects:

- **TC Forest - Welcome home**, where I went as a participant,
- **YE Renewable energies and waste management**, where I will go as group leader of Brontosaurus group
- **Forest Campaign**, which I support as one of organizers, actively create program and report about it and send a call for other participant organizations in Czech Republic,
- **YEE day** that we plan with Mathieu and Mercedes (YEE EVS volunteers), we will create postcards and a brochure with ideas and advices for YEE day
- **Working weekend with Brontosaurus**, which also was a great teambuilding for YEE office and me.

Together with Gosia Zubowicz (YEE Main Coordinator) I created **Project Guidebook**, which hopefully will help project teams to implement better their projects in the frame of YEE.

I prepared a workshops about projects planning for the AM 2011, which should more motivate people for working on projects, not giving up and should be more devoted to teambuilding.

#### **What I did as a board member:**

- I participated in Skype meetings of board, took minutes few times and tried to help with solving problematic issues in YEE.
- I mediated a donation of a computer to YEE office
- I wrote articles to YEE publications and newsletters
- I helped with involving Hnutí Brontosaurus to YEE projects by propagation of YEE and I created a group of people who support international events in Brontosaurus.
- I persuaded two Czech MOs to participate in the AM 2011.