

## **YEE PROJECT POLICY**

Projects that are run for and by youth are one of the core elements of YEE. These projects aim to enable YEE Member Organisations, as well as other environmental organisations, to exchange experiences and best practices, transfer knowledge and share methodologies about non-formal and environmental education, sustainable development and nature protection. In order to maintain the high quality standards of YEE projects, the following policies should be followed by all project teams who organise and implement projects together within YEE.

### **Definition:**

A YEE project is defined as a project which has been included in the YEE Work Plan by the General Assembly. By proposing the project for the YEE Work Plan, the project team has agreed to follow the related policies.

Project ideas are primarily initiated by Member Organisations during the preparation phase before the Annual Meeting (within the given deadline). The projects shall follow specific objectives and strategies of YEE. The projects are presented during the Annual Meeting by delegates of Member Organisations in order to be approved by the General Assembly.

Once the project is included in the YEE Work Plan, the project team is responsible for all preparations and ensuring the financial coverage of possible expenses in order to implement the project. The project team shall appoint a project coordinator, who will be mainly responsible for the project.

After the project has been included in the YEE Work Plan, one person from YEE Secretariat or Board will be appointed as the YEE contact person for the project coordinator.

The YEE contact person can provide support for the project team in terms of consultation about funding possibilities, attending team meetings (if necessary and required), checking the grant application and budget, helping with project management and providing further guidance, if needed.

### **A. Division of roles**

- A.1 In case it is not a grassroots project, the project coordinator of each project is responsible for the search of fundraising opportunities for the project and for the preparation of the application for the corresponding project grants. The Treasurer and the Secretary General can help the project coordinator by pointing out the most suitable funding options and consulting about project application issues.
- A.2 The Secretariat of YEE is responsible for the submission of the project grant applications in case of application in the name of YEE.
- A.3 The project coordinator is responsible for the submission of the project application in case of application in the name of an organisation other than YEE.
- A.4 The YEE contact person will not be responsible for writing a project grant application or coordinating the project – the project team and YEE contact person shall agree on the level of involvement of the YEE contact person in the project.

### **B. Requirements**

All projects shall:

- B.1 Be in accordance with [YEE Statutes](#) and [Rules of Procedure](#).
- B.2 Be in accordance with [YEE Values](#).

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- B.3 Follow the YEE Policies, especially the [Sustainability Policy](#) and [Travel Policy](#).
- B.4 Focus on nature, environmental protection, sustainability and youth education.
- B.5 Be initiated by young people from YEE Member Organisations and conducted jointly by Member Organisations and other partners.
- B.6 Have a defined project team.
- B.7 Aim at implementing all activities with the lowest possible negative impact on the environment.

### C. Planning

#### During the planning phase:

- C.1 All project teams should download and read the [Guidelines for Project Teams](#).
- C.2 The coordinator of the project team shall communicate any changes<sup>1</sup> to the initial idea of the project to the YEE contact person, as these changes need to be approved by the Executive Board.
- C.3 The project coordinator shall be in regular communication<sup>2</sup> with the YEE contact person for the project and hand in project related documents (for example: budget, parts of the project application, etc.) for checking and feedback.
- C.4 Projects can be cancelled only by the decision of the Board, when the Board recognises that serious circumstances<sup>3</sup> prevented the project team from fulfilling its tasks. The alteration and cancellation of projects affect not only the completion of the YEE Work Plan but also the budget of YEE (the administrative grant). Therefore, cancelling projects should always be the last option.
  - C.4.1. The cancellation of a project can be initiated either by YEE contact person or project coordinator (representing coordinating organisation or project team). The following procedure shall be followed: the YEE contact person can initiate the cancellation because of serious circumstances (mentioned above). The YEE contact person shall contact the Board by email and provide update on the current project situation, summary of the project management and clearly explained reason for cancelling the project. The Board shall discuss the situation either by email or during a Board meeting and vote in a procedure according to the YEE Statutes. Before making the decision to cancel the project, the Board can ask for clarifications from the YEE contact person by email or online meeting. The Board has a right to contact the project coordinator and coordinating organisation and ask for clarifications. The Board can suggest to change the YEE contact person. In case the project is cancelled, the Chairperson shall inform the project coordinator and coordinating organisation. The funders and YEE MOs shall be informed about the cancellation in due time.
  - C.4.2. In case the coordinating organisation/project team wants to cancel the project, they shall contact the YEE contact person and give the update of the current project situation, summary of the project management and clearly explained reason for

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<sup>1</sup> The following changes are considered crucial: moving a project to another country, change of dates, funder, change of the main topic of the project and change of main activities.

<sup>2</sup> The frequency will be defined individually for each project.

<sup>3</sup> Lack of contact from coordinating organisation, conflict or disagreement between team members, failure to secure financial support.

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cancelling the project. In case of a conflict with the YEE contact person, the project coordinator can contact YEE Project Officer or any other Board member. After receiving an email from the project coordinator, the YEE contact person shall follow the procedure described in C.4.1.

- C.5 Preferably, participants from YEE Member Organisations shall be engaged in projects and activities to strengthen the cooperation within the YEE network; each project shall include at least 2 partner organisations from the YEE network.
- C.6 At least 90% of the participants (not including trainers or other support staff) shall be under the age of 31 years.
- C.7 The project team shall inform participants about the [YEE Travel Policy](#) before the project starts (for example, in the info pack) and shall only reimburse participants who follow these rules.
- C.8 The project team shall inform participants about the YEE Sustainability Policy (for example, vegetarian food, etc.)
- C.9 The project team shall make contacts with the local community where the activity will take place, in order to consult them about their needs and expectations.

## D. Implementation

### During implementation:

- D.1 The project team shall promote the event by posting texts, photos or videos via social media and websites and sharing the news with YEE.
- D.2 The project team shall provide only vegetarian and/or vegan food at the venue during the whole duration of the activity.
- D.3 The project team shall inform participants about the basic sustainability principles (guidelines for environmentally friendly behaviour<sup>4</sup>).

## E. Follow-up

### During the follow-up phase:

- E.1 The project team shall provide information and write an article about the project to be published in the YEE e-Newsletter and on the YEE website. This should be sent one month after the end of the activity at the latest.
- E.2 The project team shall fill in the project questionnaire for the YEE Internal Audit and provide the supporting documents.
- E.3 The project team shall only reimburse participants if they follow the [YEE Travel Policy](#).

In case of any questions, please contact the YEE Board or Secretariat for clarifications.

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<sup>4</sup> The information should be given at various points: written in the info pack beforehand; at the venue, project team should create stickers or show videos etc.