

DRAFT AGENDA

Title of event: Kick-off meeting concerning project:

WetMainAreas – Improving the conservation effectiveness of wetlands

Transnational Cooperation Programme Interreg

Balkan – Mediterranean 2014-2020

Date: 30 – 31st of October, 2017

Venue: Diplomat Fashion Hotel, Bajram Curri Blv., Ndertesa 35 (Building 35), Hyrja 2, Tirana, Albania

DAY 1: 30th OF OCTOBER, 2017

Time	Topic	Presenter
9.30-10.00	Arrival of participants. Registration and Welcome Coffee	
10.00-10.05	Welcome & opening speech	Mr. Petar Petrov, Project Manager, representative of the LP, UF, Bulgaria
10.05-11.00	Project overview – scope, duration, objectives, schedule, outputs and results. Most important milestones. To be followed by Q&A	Mr. Petar Petrov
11.00-11.15	Coffee break	
11.15-13.00	WP 3: BalkanMed wetland identification & connectivity – Timeline, partners contribution. Expected results and outputs by each partner. Milestones. Discussion on WP 3	Ms Eleni Fytoka, representative of PP2, EKBY, Greece
13.00-14.15	Lunch	
14.15-16.00	WP 4: Joint pilot BalkanMed wetland assessments – Timeline, partners contribution. Expected results and outputs by each partner. Milestones. Discussion on WP 4	Mr. Petar Petrov

16.00-16.15	Coffee break	
16.15-18.00	WP 5: Support in policy and action plan - <i>Timeline, partners contribution. Expected results and outputs by each partner. Milestones.</i> <i>Discussion on WP 5</i>	Ms Oriana Hanxhari, representative of PP5, NEA, Albania
18.00	End of the meeting.	

DAY 2: 31st OF OCTOBER, 2017

Time	Topic	Presenter
9.00-9.30	Arrival of participants. Registration and Welcome Coffee	
9.30-10.15	Establishment of Steering Committee. Acceptance of rules.	
10.15-12.00	WP 1: Project Management - <i>Partnership Agreement.</i> <i>Timeline, partners contribution, expected results and outputs by each partner. Milestones.</i> <i>Financial reporting and Audit procedures.</i> <i>Quality and Risk Management.</i> <i>Discussion on WP 1.</i>	Mr. Petar Petrov
12.00-13.00	Lunch	
13.00-14.45	WP 2: Project Communication & Dissemination - <i>Communication Strategy and Plan.</i> <i>Discussion and approval of the Communication Strategy and Plan.</i> <i>Timeline, partners contribution, expected results and outputs by each partner. Milestones.</i> <i>Sustainability.</i> <i>Discussion on WP 2.</i>	Ms Ilinka Treziyska, representative of PP3, SWU, Bulgaria
14.45-15.00	Coffee break	
15.00-16.00	Steering Committee discussion on WPs, summarization of the timetable and the most urgent work	
16.00-16.15	Closing remarks. End of the meeting.	Mr. Petar Petrov

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