



MANAGEMENT BODY
Dadia-Lefkimi-Soufli Forest National Park



Cooperation Programme “INTERREG V-A Greece-Bulgaria 2014-2020”

The Cooperation Programme is co-financed by the European Regional Development Fund (ERDF)

KICK-OFF MEETING

of the project

“COMMON CROSSBORDER POLICIES FOR FORESTRY PROTECTION”, FORPRO

ORGANISED BY:

Regional Forest Directorate Kardzhali



Kardzhali, October 23rd, 2017



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MINUTES

of the Kick-off Meeting of the Project “FORPRO”,
held in Kardzhali, organized by Regional Forest Directorate Kardzhali

On the 23rd of October 2017, the Kick-off Meeting (Deliverable 1.1.2) was held in the conference room of Regional Forest Directorate Kardzhali. The meeting was envisaged as the first project activity. The main objective of the meeting was to get together all project partners for the first time after signing the Subsidy contract; to discuss and solve all issues regarding the project structure, project team and contact persons of each partner in order to start smooth project implementation; to discuss the very first steps in the project implementation, connected to implementation of the Start-up plan and Public procurement procedures, as they are described, as well as to outline the activities in first deliverables, which will be subject of reporting by the end of the period. The partners discussed also other topics related to the project implementation issues. The following people were attending the meeting

N^o	PARTICIPANTS	ORGANIZATIONS
1	dipl. eng. Yusein Efendiev	Regional Forest Directorate Kardzhali – Bulgaria – LB
2	dipl. eng. Alyosha Dakov	
3	Zlatina Sevova	
4	dipl. eng. Vasko Raychinov	
5	assoc. prof. Miglena Zhiyanski, PhD	Forest Research Institute at BAS – Bulgaria – PB2
6	prof. Georgi Georgiev, PhD	
7	Alkis Stavridis	Management body of Dadia-Lefkimi-Soufli Forest National Park – Greece – PP3
8	Haris Papalexandris	
9	Anna Konstantinidou	



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Date: October 23rd 2018 - Monday

All partners (LB, PB2 and PB3) attended the meeting. The daily final agenda was planned as following:

10:30 – 10:35 Registration of partners

10:35 – 10:40 Welcome & opening speech (LB)

10:40 – 13:40 Discussion of all planned issues (All project partners):

- Discussion of project structure, defining of Steering Committee and Management team of the project
- Defining of contact persons of each partner and updating the list to the JS
- Discussion on implementation of the Start-up plan and Public procurement procedures
- Pointing of first Tender procedures and provisional timetable
- Discussion of expected time to conclude the tenders
- Outline of the activities expected as first deliverables in the reporting period
- Discussion of other topics related to the project implementation

14:00 – 15:15 Light lunch break

15:15 – End of the Kick-off meeting and departure of all participants

Details:

The Kick-off meeting started with a welcoming speech of the RFD Kardzhali’s Director.

The LB representative has presented to all partners what is the project management structure. The partners agreed the number of Steering Committee members - one person per partner representing it. The partners agreed the number of Project Management Team – seven (three from the LB, two from the PB2 and two from the PB3). The PMT includes a Project Manager, three Coordinators and three financial responsible persons one per each partner. The partners agreed in very short time to announce the contact persons – one per partner, which will keep in touch constantly in order to speed up the next steps for project implementation and the preparation of first tenders.

Concrete, further to the discussions, the partners agreed the next steps:



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- LB and PB2 will update the “Contact Person” details. PB2 will provide the updated details to LB;
- LB will update the “Contact Person” details of LB and PB2 into the Application form accordingly;
- LB will update the AF as budget line D.1.2.3 (PB2) from “other” to “staff” costs category, according to the Programme rules;
- LB will update the AF as budget and deliverables have to match with already approved JoB;
- All partners will submit (to PB3) a new – realistic – timetable. PB3 will prepare the overall timetable
- Mrs. Zhiyanksi, Mr. Efendiev and Mr. Bakaloudis will constitute the Steering Committee of the Project. A relevant paper will be prepared from PB2;
- All partners must appoint persons for the project team.

Moreover, all partners need to receive the finally approved versions of the AF, of the JoB and the STTP files.

Here is the preliminary Agenda of the Kick-off meeting:

Monday, 23 October 2017

10:30 – 10,35	Welcome words to participants - welcome words from the Director of RFD Kardzhali – dipl. eng. Yusein Efendiev
10:35 – 12:00	Discussions of: - issues on the Partnership Agreement, in order to sign and forward it to the JS as soon as we can; - issues regarding the project structure, project team and contact persons of each partner in order to start smooth project implementation; - issues on the very first steps in implementation of the project, connected to implementation of the Public procurement procedure, as they are described in the plan of PPP presented at the JS; - other important issues, according to each project partner.
12:15 – 13:00	Light lunch break
13:30	Return travel of participants



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