



FIRST PROJECT WORKING MEETING (KICK-OFF MEETING)

25 – 26 MARCH 2021

Dear partners,

We are inviting you to our first working meeting under Project №3 "Implementing innovative measures to mitigate and adapt to climate change in municipalities in Bulgaria".

The purpose of the meeting is to reach a common understanding on how the project will be implemented - schedule of the activities, method of reporting, method of communication within the team and all other details, which we need to clarify together at the start of the long-awaited and interesting for all of us initiative.

Participants in the meeting are the full project teams of all ten project partners, as well as representatives of the Ministry of Environment and Water, the Program Operator - Coordination of EU Affairs and International Cooperation Directorate and the Climate Change Policy Directorate, and representative of the National association of the municipalities in Republic of Bulgaria.

AGENDA

25 March, 2021

<https://us02web.zoom.us/j/83015714075?pwd=WlJ2c2E0OU5RNHd3QWpXeUI4WmNlQT09>

Meeting ID: 830 1571 4075

Passcode: 224681

10.00 – 10.45	Opening. Greetings, introduction of the project partners and all participants in the meeting. First expectations. Chair: Irena Pencheva, Project Manager
EET	
10.45 – 11.05	Project introduction. Project philosophy and general management framework. Presentation: Kamelia Georgieva and Irena Pencheva
11.05 – 11.15	Agenda and way of working during the meeting
11.15 – 11.30	<i>Break</i>
11.30 – 12.00	Expectations of the Norwegian partners – the Norwegian Association of Local and Regional Authorities (KS) and the Northwest Research Institute
12.00 – 13.00	Plan and schedule for the implementation of the project activities. Communication plan. Action plan for 2021. Interactive session involving all participants. Chairs: Irena Pencheva and Kamelia Georgieva
13.00 – 14.00	<i>Lunch break</i>
14.00 – 15.00	Way of communication and coordination within the project framework. Chairs: Irena Pencheva and Borislav Mirkov
15.00 – 15.30	Closing the meeting and planning for the next day





26 March, 2021

<https://us02web.zoom.us/j/84972336658?pwd=eUllUWpPbVNLNWZwenlkWXI5REk1QT09>

Meeting ID: 849 7233 6658

Passcode: 413463

9.30 – 9.40	Opening. Daily plan.
9.40 – 10.10	Discussion of the first forthcoming activities in the municipalities. Team work by municipalities.
10.10 – 11.30	Presentations of the municipalities to the plenary group.
11.30 – 11.45	<i>Break</i>
11.45 – 12.30	Reporting on the implementation of the project activities, on the performance indicators and the results by individual activities - project implementation indicators and reporting forms. Chairs: Irena Pencheva and Kamelia Georgieva
12.30 – 13.00	Summary, meeting evaluation. Closing of the joint meeting. Disseminating a Press Release for all partners.
13.00 – 15.00	<i>Lunch break</i>
15.00 – 16.00	First meeting of the Coordination Committee Chair: Irena Pencheva

