



Decentralized Administration of Macedonia Thrace

Cross-border European Territorial Cooperation Programme “Greece-Bulgaria 2007-2013” **Project Title: “Conservation and quality assurance of municipal water in the crossborder area”**  
**(Project acronym: “CIVILWATER”)**

<b>MINUTES</b> <b>Kick off meeting: CIVILWATER</b> <b>PROJECT</b>	<b>DATE</b>	<b>22<sup>nd</sup> July, 2014</b>
	<b>TIME</b>	<b>11:00 – 15:00</b>
	<b>PLACE</b>	<b>Hotel Lucy, Kavala</b>

On Tuesday 22/07/2014, the Kick Off Meeting of the “CIVILWATER” Project took place at the Hotel Lucy, Kavala, Greece, with representatives of all PPs, LP1 – Decentralized Administration of Macedonia Thrace, PP2 – Club "Economika 2000", PP3 – Inter-Balkan Environment Center, PP4 - Municipality of Oraiokastro and PP5 - Municipality of Blagoevgrad as appeared in the attached participants' list.

Mr G.Kampas, representative of LP1 – Decentralized Administration of Macedonia Thrace, opened the meeting, welcoming the participants, while he addressed a short speech about the CIVILWATER project and wished for a successful and fruitful meeting. The agenda of the meeting was presented and adopted, as following:

<b>AGENDA</b>	
<b>Time</b>	<b>Topic</b>
<b>11:00 – 12:00</b>	<i>Registration and Welcome coffee</i>
12:00 – 12:15	Opening of the meeting and Welcome speech - Decentralized Administration of Macedonia Thrace
12:15 – 13:00	Presentations of the partners for the project's implementation progress
13:00 – 13:30	Round table for the definition of the Project Committees
13:30 - 14:00	General discussion and future steps
<b>14:00 – 15:00</b>	<b>Lunch</b>

### **Part A: Presentations of the partners for the project's implementation progress**

During Part A of the meeting the partners presented their actions, their implemented deliverables and their future steps via brief presentations. All completed Actions were discussed, since the beginning of the project and up to date, with the active participation of all Project Partners. Also, the status of the procurements of the PP's



was discussed. Following, an analytic reference per Action and Deliverable per Working Package (WP) took place.

### **Part B: Future Actions**

During the second part of the meeting, Future Actions of the project were discussed by each PP.

Specifically, during the presentation of PP3 – Inter-Balkan Environment Center presented the website of the project served from <http://www.civilwater.eu/>. The representative of PP3 asked from each partner data for the website, like abstracts of the deliverables and relevant photos in order to enrich the web-site during the implementation of the project.

Following, a suggested-temporary project logo was presented to all PPs for their comments. Some recommendations were made for the improvement of the logo:

- Change of the landscape
- Position of the project name

This project logo is temporary, since other proposals are going to be submitted by the LP's procurement. The final logo will be decided after the circulation of all proposals and the approval by all PPs.

At last, all partners were encouraged to use the web site for their communication, data transfer, data upload etc. In that way, the web-site will serve all users to have access to all PPs relevant project information and will be a useful tool for the wide dissemination of project activities and outputs.

### **Discussion**

During the final part of the project meeting, financial issues and general project implementation issues were discussed.

Specifically, for the establishment of the PMC, LP asked from all Project Partners to propose, via official documentation or mail, relevant scientific members, adequately qualified for the participation in the PMC and for the prompt implementation of coordination, management and relevant tasks of the PMC, as following:

- One (1) Project Manager from all PPs
- One (1) Financial Manager from all PPs
- One (1) Assistant Manager from all PPs

After, receiving all relevant information of all PPs, LP will proceed to the constitution and formalization of the Project Management Committee, which will include the Steering Committee and the Financial Committee. Both of them will be supported by each PP's Assistant Manager.

### **Time schedule for the finalization of the project**





The LP informs the participants that the Managing Authority will not accept any time extinction. The implementation of the project deliverables and the financial fulfillment should be completed until the 30<sup>th</sup> of September 2015. The representative of the LP pointed out that the JTS's recommendation is to complete the project earlier than this date, if that is possible.

### **Next project meeting**

PP5 announced that the next project meeting is scheduled to be organized in Blagoevgrad with recommended dates from 10<sup>th</sup> to 20<sup>th</sup> of October 2014.

### **Communication Issues**

Mr G.Kampas suggested everyone to verify their contact information given to him in order to create an updated list to facilitate the communication between all partners and which further complies with the JTS recommendations, to the extent that emails should be kept as an official proof.

A table with contacts is added at the last page of the minutes (Appendix) and each partner should fill in the information missing and add records for the people who are involved in the project.

### **Closure of the Meeting**

LP made an overall summary of project's meeting and decisions, thanked all participants for their active involvement in the project and for their participation in this fruitful project meeting. Also thanked all participants for their continuous contribution and support to the project implementation and closed the meeting.

### **Attachments**

- 1) Meeting Agenda & Invitation
- 2) Participants' List
- 3) Photos
- 4) Presentations

