



HUNTING FEDERATION OF MACEDONIA AND THRACE

Lead Beneficiary 4th project meeting minutes – CEA

Location: Municipal Administration Hall, Sokratous7, Kato Nevrokopi, Greece
Date: 20.11.2018
Time: 11:00 – 14:00
Participants: The legal representatives of the project partners, contact persons, administrators and financial officers from the beneficiaries

The Hunting Federation of Macedonia and Thrace organized the 4th project meeting within the approved project "Certified Environmental Actors - CEA", supported by Cooperation Programme "INTERREG V-A Greece-Bulgaria" 2014 - 2020. The 4th project meeting was hosted in the PB3 in the Municipal Administration Hall, Sokratous7, Kato Nevrokopi, Greece on Tuesday 20/11/2018. The 4th project started at 11:00 and ended at 14:00.

Starting the project meeting, Mr Papadopoulos Konstantinos, Project Manager of the Hunting Federation of Macedonia & Thrace, presented project's progress and specifically the deliverables and activities which have already implemented as well as the current progress of the rest deliverables which are implemented at this period. In addition, Mr Papadopoulos and all project partners discussed and updated the timetable of the project. This timetable is presented below:

Deliverable Number	Deliverable Name	Start date	End date
WP 3: Environmental Actors Certification Centers			
3.5.1	Refurbishment of Educational and Certification building	7/2018	2/2019
3.2.1	Construction of Environmental Actors training field	4/2019	6/2019
3.1.2	Supply of Educational and Certification center hardware equipment	1/2019	2/2019
3.5.2	Supply of Educational and Certification center hardware equipment	12/2018	2/2019
3.2.2	Supply of Environmental Actors training field equipment	11/2018	12/2018

The Project is co-funded by the European Regional Development Fund and by national funds of the countries participating in the Interreg V-A "Greece-Bulgaria 2014-2020" Cooperation Programme.

3.1.3	Supply of Educational and Certification center office and furniture equipment	1/2019	1/2019
3.2.3	Prefabricated Educational and Certification Center	2/2019	3/2019
3.5.3	Supply of Educational and Certification center office and furniture equipment	12/2018	1/2019
WP 4: Development of certification center toolbox			
4.1.1	Design of Certification framework and manual	10/2018	2/2019
4.5.1	Design of Certification framework and manual	10/2018	2/2019
4.1.2	Design of training programmes and training material	9/2018	2/2019
4.5.2	Design of training programmes and training material	10/2018	2/2019
4.1.3	Augmented reality training software	12/2018	3/2019
4.5.3	Augmented reality training software	12/2018	3/2019
WP 5: Environmental Actors Certification Centers pilot operation			
5.1.1	Training coordination	7/2019	11/2019
5.5.1	Training coordination	5/2019	11/2019
5.1.2	Training and preparation of actors	7/2019	11/2019
5.5.2	Training and preparation of actors	5/2019	11/2019
5.1.4	Operational cost and consumables	7/2019	11/2019
5.3.1	Impact assessment and sustainability plan	10/2019	11/2019
5.5.3	On the field pilot actions	7/2019	11/2019

Mr Papadopoulos presented the critical point of the project which is the construction of Environmental Actors Training Field which has important delay because of the bad weather conditions in K. Nevrokopi during the winter. So, all project partners argued that it is necessary to be requested a three month time extension of the project from the Joint Secretariat in order the pilot operation of the training process to last an adequate time period. The solution that all concluded was to condense the duration of pilot operation of the training process.

After that, project partners discussed the deliverables that should be jointly implemented by project partners, the steps, actions and specifications that will be jointly followed by project partners in order to implement the common deliverables. More specifically, Mr Papadopoulos shared an excel file and a word file where he had collected all the necessary information for the implementation of the common deliverables 4.1.1 – 4.5.1 and 4.1.2 – 4.5.2, which include the certification framework and manual and training programmes and training material.

The Project manager of Association of Hunters and fishermen “Sokol” (PB5) mentioned that the tender procedure for the deliverable 5.5.3 (On the field pilot actions) was barren because the amount was too small to attract possible contractors. For this reason, PB5 will prepare and send to Hunting Federation of Macedonia and Thrace a modification request in order to decrease the physical item of the above deliverable.

Moreover, all project beneficiaries representatives discussed the content, issues, publicity needs and technical details of the communication activities and updated the time table for the implementation of information and publicity actions. The above table shows the start and end date of each deliverable of WP2.

reported the tender procedures that have completed as well as the progress of the rest tenders that are going to be announced and the dates of the up-coming tenders. In addition, all project representatives mentioned to the possible delays that can arise during the project implementation. More specifically:

Deliverable Number	Deliverable Name	Start date	End date
WP 2: Communication & Dissemination			
2.1.1	Regular publicity updates through leader partner's website and social media	4/2018	8/2019
2.1.3	Policy change proposal and communication with stakeholders and policy makers in regional, national and EU level	6/2019	8/2019
2.3.1	Publicity events and conferences	6/2018	6/2018
2.3.2	10000 flyers	2/2019	3/2019
2.3.3	Promotion Campaigns	2/2019	7/2019
2.4.1	Publicity events and conferences	8/2019	8/2019
2.4.2	Promotion Campaigns	2/2019	7/2019
2.4.3	Policy change proposal and communication with stakeholders and policy makers in regional, national and EU level	11/2018	8/2019
2.5.1	Interpretation and translations needs	12/2017	8/2019

Another important issue that project partners examined and discussed was the necessary obligations that they should cover until the end of 2018 regarding the paid and verified amounts of their budgets. After they presented their estimations about paid and verified expenditure in the above table.

CEA			
Project Partner	Prediction of paid amounts	Prediction of verified amounts	Total budget
Hunting Federation of Macedonia & Thrace	101.846,82	99.846,82	254.615,10
Association of Hunters in K. Nevrokopi "ARTEMIS"	26.471,47	14.471,47	252.730,15
Municipality of Kato Nevrokopi	4.900,00	4.900,00	23.164,00
Association "EURORADAR"	200,00	200,00	14.430,00
Association of Hunters and Fishermen "Sokol"	32.211,49	16.211,49	167.966,14
Total amounts	165.629,78	135.629,78	712.905,39
Percentage	23%	19%	

Finally, all project partners' representatives discussed and planned the time framework for the actions that need to be implemented in the next few months of the Project implementation until the organization of 5th project meeting.

Minutes submitted by
Polychronis Ioannis
President of Hunting Federation
of Macedonia & Thrace

