



HUNTING FEDERATION OF  
MACEDONIA AND THRACE

## Lead Beneficiary 6th project meeting minutes – CEA

**Location:** Municipal Administration Hall, Sokratous7, Kato Nevrokopi, Greece

**Date:** 04.06.2019

**Time:** 11:30 – 14:00

**Participants:** The legal representatives of the project partners, contact persons, administrators and financial officers from the beneficiaries, project officer

Hunting Federation of Macedonia and Thrace organized the 6th project meeting within the approved project "Certified Environmental Actors - CEA", supported by Cooperation Programme "INTERREG V-A Greece-Bulgaria" 2014 - 2020. The 6th project meeting was hosted in the PB3 in the Municipal Administration Hall, Sokratous7, Kato Nevrokopi, Greece on Tuesday 04/06/2019. The 6th project started at 11:30 and ended at 14:00.

Starting the project meeting, Mr Papadopoulos Konstantinos, Project Manager of the Hunting Federation of Macedonia & Thrace, in cooperation with the representatives of project partners 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 implementing 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	7/2019	9/2019
3.1.2	Supply of Educational and Certification center hardware equipment	12/2018	8/2019
3.5.2	Supply of Educational and Certification center hardware equipment	6/2019	7/2019

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.

3.2.2	Supply of Environmental Actors training field equipment	11/2018	7/2019
3.1.3	Supply of Educational and Certification center office and furniture equipment	8/2019	8/2019
3.2.3	Prefabricated Educational and Certification Center	8/2019	9/2019
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	6/2019
4.5.1	Design of Certification framework and manual	6/2019	7/2019
4.1.2	Design of training programmes and training material	9/2018	6/2019
4.5.2	Design of training programmes and training material	10/2018	7/2019
4.1.3	Augmented reality training software	12/2018	8/2019
4.5.3	Augmented reality training software	12/2018	8/2019
WP 5: Environmental Actors Certification Centers pilot operation			
5.1.1	Training coordination	7/2019	11/2019
5.5.1	Training coordination	3/2019	11/2019
5.1.2	Training and preparation of actors	10/2019	11/2019
5.5.2	Training and preparation of actors	9/2019	11/2019
5.1.4	Operational cost and consumables	10/2019	11/2019
5.3.1	Impact assessment and sustainability plan	Last month of project	Last month of project
5.5.3	On the field pilot actions	8/2019	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 the external sponsor hasn't prepared the tender documents for the infrastructure works in time. So, all project partners argued that it is necessary to be requested a 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. At this point, Ms Styli, Project Officer, gave the necessary constructions to project partners before they request the time extension they need. Moreover, it was agreed that all the verifications of all paid out expenses of all project partners should be done until 30/6/2019, in order to be able to discuss about extension of the project's duration.

At the same time, 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 (4.1.1 – 4.5.1 and 4.1.2 – 4.5.2). Specifically, it was agreed that Greek partners will send to Bulgarian partners the final texts of manual (4.1.1 – 4.5.1) and training material (4.1.2 – 4.5.2) until 30/6/2019 and Bulgarian partners will finalize them until 15/7/2019.

Regarding the deliverables 4.1.3 – 4.5.3 (Augmented reality software), it was agreed that the material and the translation from the Bulgarian project partners will be sent to the Greek contractor of the software until 30/8/2019.

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.

Deliverable Number	Deliverable Name	Start date	End date
<b>WP 2: Communication &amp; Dissemination</b>			
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	6/2019	8/2019
2.4.1	Publicity events and conferences	7/2019	7/2019
2.4.2	Promotion Campaigns	6/2019	8/2019
2.4.3	Policy change proposal and communication with stakeholders and policy makers in regional, national and EU level	6/2019	8/2019
2.5.1	Interpretation and translations needs	12/2017	8/2019

Project partners agreed that all communication material should be first checked and approved by the Communication & Technical Assistance Officer of JS Mrs Christina Papageorgopoulou (cpapageorgopoulou@mou.gr), and then being released in any way.

They 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.

Another important issue that project partners examined and discussed was the necessary obligations that they should cover regarding the paid and verified amounts of their budgets. In the below table, they presented their paid and verified expenditure until 31/05/2019.

Beneficiary's number and name	Total Budget	Total paid out expenditures untill 30/04/2019	Total verified expenditures in MIS	Total contracted budget untill 30/04/2019	Percentage % of implementation	Percentage % of paid out
LB (P1) - Hunting Federation of Macedonia & Thrace	254.615,10 €	86.675,52 €	0,00 €	232.736,10 €	0,00%	34,04%
PB2 - Association of Hunters in K. Nevrokopi "ARTEMIS"	252.730,15 €	59.415,14 €	0,00 €	61.359,36 €	0,00%	23,51%
PB3 - Municipality of Kato Nevrokopi	23.164,00 €	4.900,00 €	0,00 €	23.063,52 €	0,00%	21,15%
PB4 - Association "EURORADAR"	14.430,00 €	0,00 €	0,00 €	14.430,00 €	0,00%	0,00%

PB5 - Association of Hunters and fishermen "Sokol"	167.966,14 €	25.947,33 €	16.070,42 €	99.699,78 €	9,57%	15,45%
<b>TOTAL</b>	<b>712.905,39 €</b>	<b>176.937,99 €</b>	<b>16.070,42 €</b>	<b>431.288,76 €</b>	<b>2,25%</b>	<b>24,82%</b>

Taking into consideration that they are deliverables and tenders which haven't contracted yet, project partners agreed that the remain budget should be at least contracted by all project partners until 31/7/2019 in order to improve the status of the project.

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 7th project meeting.

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


