



### **BestU WORK MEETING**

**Location of the meeting: ANATOLIKI S.A.**

**1st Km Thermis-Triadiou, Gold Center, Thermi, Greece**

**Date of the meeting: Tuesday 14<sup>th</sup> of November 2017**

**Starting time: 11:00 a.m.**

#### **AGENDA OF THE 1ST WORK MEETING**

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|--------------|---|
| 11:00-11:15  | Welcome - Presentation of BestU Project   |
| 11:15-11:30  | Presentation of the partners BestU Project  |
| 11:30-12:30  | WP1 – Overview<br>- Implementation plan of the project<br>- Deliverables and expected outputs                             |
| 12.30 -13.00 | - Projects documents<br>- Programme's manuals & documents<br>- MIS system reporting and data input (partners obligations) |
| 13.00- 13.30 | Light lunch   |
| 13.30-14.30  | Tasks per WP: Role of the partners  |
| 14.30- 15.00 | - Time scheduling/ start-up work plan<br>- Partner's project management teams – contact points                            |
| 15.00- 16.00 | Discussion and Conclusions  |



**Cooperation Programme  
 “Interreg V-A Greece-Bulgaria” 2014-2020**

**MEETING MINUTES  
KICK OFF MEETING / PROJECT MANAGEMENT TEAM**

In Thessaloniki, today, the 14/11/2017, at the premises of the Lead Partner of the project “Best Water Use / BEST-U”, Anatoliki S.A. located at the 1st km Thermis - Triadiou (Gold Center No 9), P.O. Box: 60497, 57001 Thermi, Greece,

**between the “BEST-U” project partners:**

1. LB: ANATOLIKI S.A. (Thessaloniki)
2. PB2: ANESER S.A. (Serres)
3. PB3: EDA BANSKO (Bansko)
4. PB4: ECO NEVROKOP (Gotse Delchev)
5. PB5: EDA HIGH WEST RODOPI (Devin)

**For the implementation of the following work packages:**

	Work package	Start	End
1	Project Management & Coordination	01/10/2017	30/09/2019
2	Communication & Dissemination	01/10/2017	30/09/2019
3	Research on current situation	01/12/2017	30/09/2019
4	Development of an Environmental Educational Process	01/12/2017	30/07/2019
5	Pilot Action: Creating a Label "Best Water Use"	01/06/2018	30/07/2019
6	Awareness - Networking & Capitalization Campaign	01/10/2017	30/09/2019

The Lead beneficiary will be assisted in its role by a "Project Management Team" comprising representatives of all beneficiaries, taking decisions unanimously and governed by internal rules of procedures. The role of PMT is essential. The PMT will have the overall responsibility for monitoring the implementation of the project. The PMT is the central decision-making structure.

The Project Management Team (PMT) consists of 1 representative and one alternate person from each partner and the Project Manager of the LB (who will chair).

Moreover the PMT has to give consent for any request for project modifications. In order to proceed for the adjustment, the Lead Beneficiary should get the consent of the Project Management Team. The Lead Beneficiary has the responsibility to ensure the consent of these adjustments by the Project Management Team when requested by relevant authorities (JS, MA, FLC, etc). This consent can be in the form of meeting minutes, written communication, etc. The procedure for submission and approval of project modifications is described in detail in the Programme and Project Implementation Manual (project modifications guidelines) as in force.

The PMT members will meet regularly every six months and extraordinarily whenever required. It will decide preferably unanimously or by majority of 2/3 of its members. Today, we agree that the PMT meetings will take place at the same date and venue with the partners meetings and whenever else it is required.

The responsibilities of the PMT will be:

- a) to agree on a detailed timetable and analysis Deliverables per partner
- b) to monitor project's progress intervening where necessary
- c) to approve the communication plan
- d) to manage and control the processes of project's cash flows
- e) to approve the relevant Progress Reports regarding physical and financial implementation and also any other reports submitted to JS/MA of the Program
- f) identify and agree on actions to address emerging issues/problems

Today, the participants of the kick off meeting create the Project Management Team, providing two members from each partner and they sign this meeting minute, in order to agree that they accept what has been mentioned above.

The members of the Project Management Team (PMT), two per partner, and their sign In the table below.