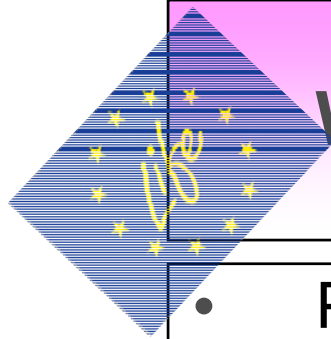


Kick-off Meeting

„Baltic Actions for Reduction of Pollution of the Baltic Sea from Priority Hazardous Substances” (BaltActHaz)

Heidrun Fammler
Baltic Environmental Forum Group
4 February, 2009

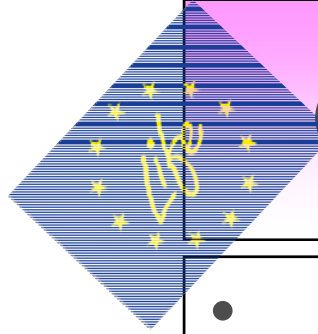




Who am I with regard to BaltActHaz?

- Partner to BEF EST during application process 2007-08
 - Author of parts of the application
 - The budget is coming mainly out of my head.....
 - helping negotiation with LIFE unit on budget and actions
- Project supervisor in the project implementation phase
 - Advice to PM Kitty
 - Supervision of project implementation progress according to grant agreement
 - Financial advice to all partners
 - Chairing partners meetings
 - Giving project management training
 - Chairing a few large project events





Goals of the Kick-off meeting

- Explain and clarify the project with its goals and milestones to all involved persons
 - From the application text to real life
- Establish the project organisation
- Start detailed planning of first steps and get them forward
- Start and stimulate the team-spirit within the project team

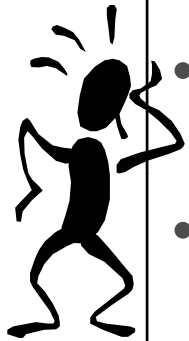


Issues of the meeting

- Introducing project frame and details of the work programme to the partners
- Discussing budget details and project administration issues
- Listening and discussing procedures and expectations from the LIFE monitoring team to project implementers
- Clarifying questions and concerns of the partners
- Planning first steps throughout all WPs
- Getting acquainted among project team



Most important factors for a successful kick-off meeting



- Partners are well aware about project content & budget and have read the contract carefully
- Representative from partner is mandated to take project-related decisions for his organisation
- Constructive and active participation from all partners throughout the meeting
- Don't be shy to ask whatever is unclear
 - if you do not do it now, it might later become a problem
 - Be sure, others have the same question....
- Remember the main goal: all partners shall share understanding of project goals & activities and agree on first steps for implementation.

