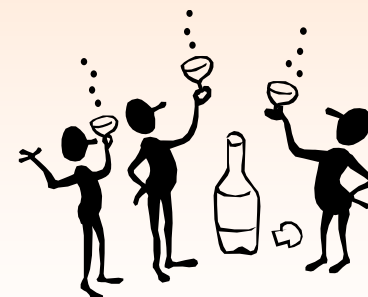


Kick-off Meeting

„From Estonia till Croatia: Intelligent energy saving measures for municipal housing in Central and Eastern European Countries”

(INTENSE)



Heidrun Fammler
Baltic Environmental Forum (BEF Latvia)
21 October, 2008

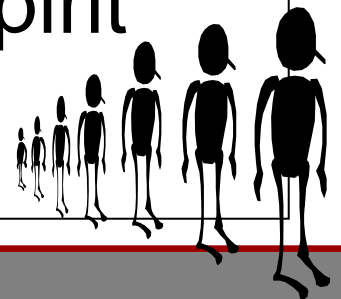
Who am I with regard to INTENSE?

- Leader of the application process 2006-08
 - Author of most parts of the application – both, part I and II
 - The budget is coming mainly out of my head.....
 - Great assistance of Ingrida, Daina, Liga, Matthias and Philipp (Thanks again!!!)
 - Main negotiator with EACI on budget and WP
- Project supervisor in the project implementation phase
 - Advice to PM Ingrida
 - Supervision of project implementation progress according to grant agreement
 - Financial advice to all partners
 - Chairing partners meetings
 - Giving project management training (WP1)
 - 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

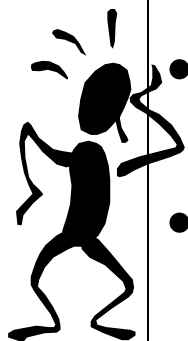


Issues of the meeting

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



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 CB 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.