





# Working arrangements

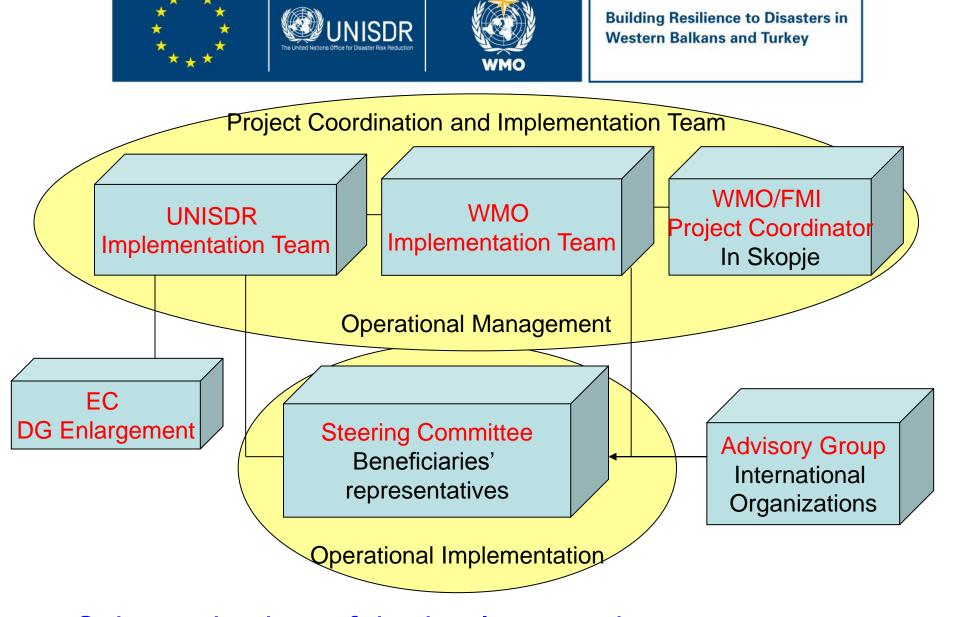
Project Kick-off Meeting, 30 August 2012, Zagreb, Croatia

Natalia Berghi
Programme Officer
WMO Regional Office for Europe

Building Resilience to Disasters in Western Balkans and Turkey

### **Contents**

- ☐ Schematic view of the project management structure
- ■Overview of the technical, administrative & financial arrangements
- □ Planned SC meetings
- □ Communication



Schematic view of the implementation arrangements





Building Resilience to Disasters in Western Balkans and Turkey

### Overview of the technical, administrative & financial arrangements

#### **Assessment Missions**

Development of the ToRs of the task

### **Subregional events**

Trainings, Workshops, Conferences, Forums

Development of the event concept & format the training programme; the meeting agenda

# Check up the availability of the concerned parties

The consultant, if any, the participants and the host institution

#### **Formalities**

Circulation of invitations; Receipt of Nominations; Travel arrangements.

Performance Report and Evaluation

## Procurement of the services/goods

#### Consultations

on the required technical specifications, potential vendors and price.

#### Procurement procedures

Initiation of the bidding process;
Receipt of the quotes;
Selection of the best offer vis-a-vis the quality/price;
The conclusion of a procurement contract
Warranty & Post-warranty services.

### Arrangements for the delivery of the goods

Communication with the local UNDP Office/UNOG
The delivery to the beneficiary institution/company
Delivery receipt confirmation.

### Planned meetings of the SC

- 1. Project Kick-off Meeting, 30-31 August 2012, Zagreb, Croatia
- To endorse the projet implementation plan with respective timeline, and
- To raise awareness and visibility of the project
- 2. <u>Mid-term Implementation Review Meeting, May 2013, (venue to be identified)</u>
- To review the progress of the implementation,
- To advise on any adjustment, as necessary,
- To provide recommendations for the 2<sup>nd</sup> year of the project, and
- To decide on appropriate publications to enhance the visibility of the project's achievements.
- 3. Wrap-up Meeting, May 2014, (venue to be identified)
- To present the results and achievements of the project, and
- To promote the regional approach to DRR
- To make recommendations for continuation of activities to ensure sustainability of the project results

### Communication

- The project website is: <a href="http://www.preventionweb.net/ipadrr/">http://www.preventionweb.net/ipadrr/</a> with the password protected page for the SC members.
- Press Releases and other mass media, publications, newsletters & progress reports and use of existing information sharing tools such as the UNISDR Europe monthly bulletin.
- Performance Evaluations
- Project Focal Points' role being crucial to ensure an efficient and quick communication

Building Resilience to Disasters in Western Balkans and Turkey

# Thank You for your attention and kind cooperation!