Working arrangements

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

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Operational Implementation

Project Coordination and Implementation Team

UNISDR Implementation Team
WMO Implementation Team
WMO/FMI Project Coordinator In Skopje

Operational Management

EC DG Enlargement

Steering Committee Beneficiaries’ representatives

Advisory Group International Organizations

Schematic view of the implementation arrangements
Overview of the technical, administrative & financial arrangements

**Assessment Missions**
- Development of the ToRs of the task
  - Check up the availability of the concerned parties
    - The consultant, if any, the participants and the host institution

**Subregional events**
- Trainings, Workshops, Conferences, Forums
  - Development of the event concept & format
    - the training programme; the meeting agenda

**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.

**Performance Report and Evaluation**
- Formalities
  - Circulation of invitations;
  - Receipt of Nominations; Travel arrangements.
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. **Mid-term Implementation Review Meeting, May 2013, (venue to be identified)**
   - To review the progress of the implementation,
   - To advise on any adjustment, as necessary,
   - To provide recommendations for the 2\textsuperscript{nd} 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: http://www.preventionweb.net/ipadrr/ 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
Thank You
for your attention and kind cooperation!