



REPUBLIC OF CROATIA

**NATIONAL PROTECTION AND
RESCUE DIRECTORATE
FIREFIGHTING SECTOR**

Zagreb, 13th March 2017.

**MINUTES OF THE KICK-OFF MEETING
with partners of Project „SVAROG 2017“**

Attended the meeting:

1. Mladen Vinković – Republic of Croatia
2. Darko Protulipac – Republic of Croatia
3. Andreja Zrilić – Republic of Croatia
4. Damir Bujas – Republic of Croatia
5. Siniša Klečar – Republic of Croatia
6. Igor Milić – Republic of Croatia
7. Marijana Berket – Republic of Croatia
8. Sanja Smetiško Gašparić – Republic of Croatia
9. Robert Ranogajec – Republic of Croatia
10. Igor Cvitanić – Republic of Croatia
11. Ivan Košutić – Republic of Croatia
12. Ronan de Saint Germain – French Republic
13. Louis Bonfils – French Republic
14. Stéphane Tijardovic – French Republic
15. Nikola Nikolov – FYR Macedonia
16. Dragan Šarović – FYR Macedonia
17. Zorica Marković – Republic of Montenegro
18. Vojin Vojinović – Republic of Montenegro

Location: Hotel Aristos, Cebini 33, Buzin, Zagreb, Croatia

Time: 10th of March 2017. from 9:30 to 14:00 h

The initial meeting with the project partners was conducted by the project manager, Mr. Mladen Vinković and his project team.

Mr. Vinković first gave opportunity to the project partners to present themselves, and after the opening introductions he presented the project Svarog 2017. He briefly presented the project activities, goals, and desired results.

For the project activity, workshops, we immediately agreed on certain terms and possible schedule. For the first workshop, the workshop about tools to display tactical situation, in France we agreed the dates of 9th to 12th May 2017. For the first workshop it was agreed that, if possible, it is held by second schedule proposal and it should last for 4 days: the first day is arrival, the second and third day is workshop, and the fourth day is departure. For the mentioned proposal, partners from France will look for cheaper accommodation so that the duration of the workshop for four days could fit in the budget. For the second workshop, the European Union Civil Protection Mechanism, in Montenegro it was proposed and agreed upon the dates of 12th to 14th September 2017. For the third workshop, a workshop about GIS tools, Croatia proposed and all agreed upon a term of 10th to 13th October 2017. For the training of evaluators in FYR Macedonia, the exact date is not determined yet, but it is submitted by partners from FYR Macedonia that a workshop could be held the first week in November because of the not-availability of the same in late October. All terms of workshops will be more elaborate in detail, because possible problem could be dates of flights of arrival / departure at the workshop. It is also proposed, although not mandatory, that the same people are sent to the workshops.

For the campaign “Fire prevention month” in May, it is set the amount available for subcontracting marketing agency and the amount which National protection and rescue directorate will distributed to all project partners. Proposal is to make leaflets in English and each partner will translate into your language. By partners from France, it is given the proposal to print promotional materials with the sign of the project and the warnings about the dangers of forest fires, the possibilities of their origin, and their consequences and to distribute them on highway stations. Also, they proposed a sort of exhibition of such promotional material and said they will send a written proposal for a marketing campaign.

For the logo of the project it is proposed to merge the logo templates 2 and 3. For the banner, it is proposed to remove the circle with stars that surrounds the image. It also agreed that for the creation of logos and banners is subcontracted professional agency.

For the dates of the exercise it was proposed 14th to 17th November 2017. The location is not yet known, but exercise will most likely be held in one of the hotels on the Cavtat, due to the proximity of the airport. It is proposed that, for the purposes EUCP team it is submitted by one man from the countries participating in the project, and one man from the ERCC.

After the coffee break, Miss. Andreja Zrilić briefly presented the financial aspects of the project. For the problem about paying taxes from the French side, it was agreed that she will get in contact with people in charge of the finances from France.

Mr. Darko Protulipac said that for the purpose of exchange of information, contacts and presentations, everyone will have access to Dropbox account, which was created for the project.

Ms. Marijana Berket pointed out that she will send proposal of Consortium Agreement to everyone, and after everyone agrees with the proposal, it will be sent from one to another for the signing. After being signed by the director of the National Protection and Rescue Directorate, documents it will be sent to Montenegro, after signing they will sent them to FYR Macedonia, and Macedonian representatives will transfer them to partner in France, which will return them to Croatia after signing.

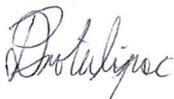
The meeting ended after official lunch.

Attachments:

1. The list of attendees at the official dinner 9th March 2017.
2. The list of attendees at kick-off meeting 10th March 2017.
3. Presentation of project Svarog
4. Presentation of financial aspects of project Svarog

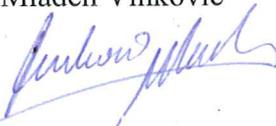
Composed by:

Darko Protulipac



Agreed by:

Mladen Vinković



Approved by:

NAČELNIK SEKTORA
GLAVNI VATROGASNI ZAPOVJEDNIK

Slavko Tucaković, univ.spec.oec.



DELIVERED TO:

1. Attendees (by e-mail)
2. Archives