

## Transboundary Air Pollution Health Index Development and Implementation - TRAP

4<sup>th</sup> Steering Committee Meeting

Date: Wednesday 18/03/2020

Venue: Hotel Apollonia Gevgelija

Address: Gevgeliski Partizanski Odred 1, Gevgelija 1480

Location via Google maps - <https://goo.gl/maps/bMeidpdp7iAKSagP6>

Time	Activity	Partner
<b>09:30 – 10:00</b>	Arrival of Participants – Registration	
<b>10:00 - 12:00</b>	1. Welcome and introducing participants 2. Administrative and financial issues (Procurements, expenses occurred and certification) 3. Project modification – Need for extension and budget modification per partner in detail	All partners Mr. George Papapostolou
<b>12:00 - 12:30</b>	Coffee break	
<b>12:30 - 14:00</b>	1. Elaboration of the ICT tool, defining technical aspects – Work tasks per partner 2. Elaboration of the Methodology for developing APM	External Experts and Technical staff of all partners
<b>14:00 - 15:00</b>	1. Conclusions and Discussion 2. Finalization and defining the next steps for following deliverables: <ul style="list-style-type: none"> <li>- ICT tool</li> <li>- Developing health index</li> <li>- Distribution of works and responsibilities among partners</li> <li>- Setting up deadlines and working plan</li> <li>- Administrative and financial goals</li> <li>- Next SCM</li> </ul>	
<b>15:00</b>	Lunch	

All partners are advised to have access to financial and administrative data (remaining budget and expenses occurred) and current status of project deliverables. A copy of the budget and expenses table will be useful for both Technical and Administrative tables

