

REPORT

<u>PROJECT MANAGEMENT MEETING</u> Internal „Opening Ceremony” Online 15 JANUARY 2021 09:30 – 10:00 am	<u>1st staff meeting</u> 15 JANUARY 2021 10:00 – 11:00 am
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Participants: According to the time sheet

Program:

PROJECT MANAGEMENT MEETING

- Official start of the project NatGate
- introduction of partners
- introduction of guests – experts on narrow gauge railways
- detailed information about the brochure
- Current state of project – information by each partner

1st Staff meeting

- Current state of project –press release
- Activities of the project
- Setting of the work system – organization of future staff meetings, information flow etc.
- Calendar of joint events – public events, film, brochure
- Next steps
- Other

PROJECT MANAGEMENT MEETING

- Online meeting was opened at 9:30 by Igor Holéczy with 5 participants together, every partner and guest was introduced.
- Both partners confirmed their ambition to actively participate in the project and confirmed, that no major changes in project activities are requested at the moment. There is no expectation that the Corona virus crises should hinder the project implementation in any major way.
- System of work on the joint brochure was discussed, it was agreed, that in near future time plan for the work on brochure will be prepared.
- Igor Holéczy and Flóra Reiter informed on the present state of project for each partner and summarised what tasks were already accomplished.

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1st Staff meeting

- The text of first joint press release was agreed, press release was send to Joint Secretariat for approval. After the text and format is approved, press release will be disseminated to media by each partner.
- Rudolf Bauer went through every activity of the project, touched the indicators. Every activity was discussed and confirmed by partners, each partner reported on the particular activity what steps were already made, what is prepared, what is planned. Both partners reported on preparation of public procurements on goods and services, time schedule and other aspects. LP (DŽK) has to prepare 9 public procurements, 3 of them are already prepared and started. P1 (Nagybörzsöny) has to prepare 7 public procurements, 1 is already finishing and 2 others are under preparation. First small change of the budget on the side of P1 was explained.
- Key indicators on how to achieve them, influence of COVID on provision of rail services and operation of HNGRs, start of new season on HNGRs were also discussed.
- Rudolf Bauer suggested the system of work and information flow. It was agreed that alongside regular Staff meetings there will be online meeting every moth. Partners agreed on sharing information on project progress on regular basis.
- LP will send the list of documents, which need to be stored with LP
- next meeting (both PMs (Rudolf Bauer, Flóra Rajteir), Financial Manager (Viera Pajtášová) and Communication Manager (Igor Holéczy) DŽK) will be held on 22.1.2021 at 9,00 a.m. at the office on Moyzesova 24, Košice
- Next steps were discussed and agreed on, calendar of events will be prepared

Meeting ended at 10:50.

Rudolf Bauer
PM
Igor Holéczy
Communication Manager

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