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**Work Plan of the Project Officer of  
Youth and Environment Europe  
2018/2019  
Tea Zeqaj**

- 1. Cooperate with other Board members on:**
  - making decisions together
  - responding regularly to discussions.
  
- 2. Inform the Executive Board about development of the projects:**
  - collect information from project teams and present them at Virtual and Physical Board Meetings as well as providing a shared document with all the information
  - have skype meetings with the Secretariat regarding the development of the projects.
  
- 3. Contact the project teams at every level of project in order to be updated regularly about the projects' news.**
  
- 4. Help to develop and apply several project applications together with the Secretariat:**
  - Let Grassroots Grow - Erasmus + 4th of October DL
  - Nature Guides - 2nd of February DL
  
- 5. Work with the Secretariat on Active Youth Better Environment project.**
  
- 6. Prepare the “Project Planning” sessions for the Annual Meeting 2019.**