

**Work Plan of the Project Officer of
Youth and Environment Europe
2016/2017
Jovana Mirjanić**

- 1. Inform Executive Board about development of the projects.**
 - Collect information from project teams and present them at Virtual and Physical Board Meetings.
 - Have skype meetings with the Office regarding the development of the projects.

- 2. Contact the project teams at every level of project in order to be updated regularly about the project news.**

- 3. Inform the project teams about YEE policies and give them general information about the projects.**

- 4. Cooperate with other Board members.**
 - Making decisions together.
 - Responding regularly to discussions.

- 5. Help with developing several projects together with the Office**
 - Be part of “Postcards from Nature” project.
 - Help with preparations for the "Eco-tourism" project.
 - Be part of the Change Climate Change campaign.