

**Work Plan of the Project Officer of
Youth and Environment Europe
2017/2018
Jovana Mirjanić**

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 several projects together with the Secretariat:
 - being in the project team of “Uniting Youth for Eco-tourism” (2017)
 - taking part in “Active Youth – Better Environment” (2018).

5. Help to secure the funds for YEE for 2018.

6. Prepare the “Project Planning” sessions for the Annual Meeting 2018.