

## ComActivate: Enabling Community Action for Energy Sufficiency

**Kick-Off Meeting**  
**November 28-29, 2023**  
**Bratislava**

Link to join online: [here](#)

### **AGENDA**

#### **Day 1**

#### **November 28, 2023**

08:55	<b>Meeting at the Ibis Bratislava Centrum hotel lobby</b>	
09:30 – 09:45 20 min	<b>Welcome and introduction</b> <ul style="list-style-type: none"><li>• Aims of the meeting and agenda for the day</li></ul>	Besim Nebiu Zita Kakalejcikova, NHFHI
09:45 – 10:00 15 min	<b>Icebreaker</b>	
10:00 – 10:20 20 min	<b>Overall presentation of project</b> <ul style="list-style-type: none"><li>• Project objectives, aims to be delivered, expected impacts, success monitoring, overall structure and timeline</li></ul>	Zita Kakalejcikova, NHFHI
10:20-10:50 30 min	<b>CINEA expectations for the project and reminders on project management</b> Q&A	Nina Klemola, Project Advisor (CINEA)
10:50-11:10 20 min	<b>Coffee Break</b>	
11:10 – 11:40 30 min	<b>Details of work package WP1: Project management and coordination</b> <ul style="list-style-type: none"><li>• Overall description, detailed explanation of the tasks for the first 6 months of the project, deadlines, Q&amp;A</li><li>• Presenting the project management:<ul style="list-style-type: none"><li>• General structure of the General Assembly (GA) and roles</li></ul></li></ul>	Zita Kakalejcikova, NHFHI



**Habitat  
for Humanity®**

- Project management procedures **We build strength, stability, self-reliance and shelter.**
  - Operational procedures of the GA
  - Internal communication
  - External communication and dissemination
  - Data confidentiality
  - Quality check
  - Risk mitigation
  - Conflict resolution

11:40 – 12:10 30 min	<b>Details of work package WP2: Resource centers institutionalization and sustainability</b> <ul style="list-style-type: none"><li>• Overall description, detailed explanation of the tasks for the first 6 months of the project, deadlines,</li><li>• Q&amp;A</li></ul>	Hanna Szemzo, Eva Gerohazi, MRI
12:10 – 13:10 60 min	<b>Lunch Break</b>	
13:10 – 13:40 30 min	<b>Details of work package WP3: Technical development of neighborhood roadmaps</b> <ul style="list-style-type: none"><li>• Overall description, detailed explanation of the tasks for the first 6 months of the project, deadlines,</li><li>• Q&amp;A</li></ul>	Fethi Silajdzis, Eko Invest Franziska Reute, IWO
13:40 – 14:10 30 min	<b>Details of work package WP5: Multistakeholder policy and investment dialogue</b> <ul style="list-style-type: none"><li>• Overall description, detailed explanation of the tasks for the first 6 months of the project, deadlines,</li><li>• Q&amp;A</li></ul>	Gyorgy Sumeghy, Elena Milanovska NHFHI
14:10 – 14:30 20 min	<b>Coffee Break</b>	
14:30 – 16:30 2 hours	<b>Brainstorming discussion on budget</b>	All project partners
15:30	<b>Coffee break</b>	
16:30	<b>Closing of the day</b>	Zita Kakalejcikova, NHFHI
18:30	<b>Meeting at the hotel lobby</b>	
19:00	<b>Dinner</b>	Place TBD

**AGENDA**  
**Day 2**  
**November 29, 2023**

Link to join online: [here](#)

08:30	<b>Meeting at the Ibis Bratislava Centrum hotel lobby and departure for the field trip</b>	
09:00 – 12:00 3 hours max.	<b>Field trip to Petržalka District of Bratislava</b>	Ing. Jan Urban (MIB), Ing. Arch. Martin Dubiny (STU)
12:00 – 13:00 60 min	<b>Lunch break</b>	
13:00 – 13:30 30 min	<b>Details of work package WP4: Resource centers support services</b> <ul style="list-style-type: none"> <li>• Overall description, detailed explanation of the tasks for the first 6 months of the project, deadlines</li> <li>• Q&amp;A</li> </ul>	Zita Kakalejčiková, Laura Palenciková NHFHI
13:30 – 14:00 30 min	<b>Details of work package WP6: Exploitation, replication, dissemination</b> <ul style="list-style-type: none"> <li>• Overall description, detailed explanation of the tasks for the first 6 months of the project, deadlines</li> <li>• Q&amp;A</li> </ul>	Caroline Duvier, Margaux Barrett, BPIE
14:00 -14:20 20 min	<b>Coffee Break</b>	
14:20 – 15:10 50 min	<b>Work package WP1: Project management continuation</b> <ul style="list-style-type: none"> <li>• Internal financial reporting and reporting to the donor</li> <li>• Compliance requirements</li> <li>• Discussion, Q&amp;A</li> </ul>	Zuzana Krkosková, Monika Svetlíková, Robert Vlasic (NHFHI)
15:10-15:25 15 min	<b>Other EU-LIFE projects:</b> <ul style="list-style-type: none"> <li>• Discussion on synergies</li> </ul>	Laura Palenciková, NHFHI
15:25 – 15:30	<b>Closing the meeting</b>	Zita Kakalejčiková