
**Work Plan of the Project Officer of Youth and Environment Europe
2019/2020
Ani Poghosyan**

1. Inform Executive Board about development of the projects

- collect information from project teams and present them at Virtual and Physical Board Meetings
- be on touch with the Office regarding the development of the projects and help them if needed

2. Contact the project teams to be updated regularly about the project's news.

3. Collect the needed information about projects for the Annual Report from project coordinators.

4. YEE Events

- Attend YEE activities and support prep teams.
- Organise at least 3 Local level projects (trainings, seminars, challenges) about environmental topics

5. Cooperate with other Board members

- making decisions together
- responding regularly to discussions