



Minutes on pre-proposal conference

UNOPS-EP-2016-S-049

Provision of services on organization of the First Campaign “Bringing European Integrations Closer to the Media and Youth in the South East and South West Serbia

Date: 12 July 2016

Time: 15:00 – 16:30

Mode: Clarification meeting

Place: EU Info Centar, Kralja Milana 7, Belgrade

Participants

	Name and position of the participant	Company
1	Ivana Popovic, Communications Manager	UNOPS
2	Milica Radovic, Project Management Intern	UNOPS
3	Marija Radulovic, Communications Associate	UNOPS
4	Suzana Tanaskovic, Procurement Associate	UNOPS
5	Natasa Savic, Communic. Group Leader	Kancelarija za EU Integracije
6	Marina Rakic, Advisor for communications	EU Info Centar
7	Milorad Bjeletic, Executive Director	Belgrade Open School
8	Ana Stevanovic, Project Coordinator	Belgrade Open School
9	Ljubica Markovic, Team Leader	EU Info Centre
10	Jelena Nedeljkovic	Right Now
11	Veljko Rackovic	Asocijacija za EU integracije
12	Kalina Simic	BIRN
13	Branislava Hadzic, Account Director	OVATION BBDO
14	Sanja Vucinic	SVA
15	Maja Vlahovic	SVA
16	Jelena Delic, Key Account Manager	OLAFF&MCATEER
17	Suzana Milicic	KONTAKTA
18	Nebojsa Spaic, Partner	KOVACIC I SPAIC
19	Tanja Sakotic, Account Manager	HEADLINE

20	Aleksandra Velickovic, Deputy General Manager	HEADLINE
21	Asja Lazarevic	DOKUKINO
22	Marija Matic	KOMUNIKACIJSKI LAB
23	Mladen Vujovic, Senior Copywriter	ORANGE STUDIO
24	Boris Ladjarevic, Account Manager	ORANGE STUDIO
25	Ivan Eftimov, Acting Country Manager	ACTION GLOBAL COMMUNICATION
26	Bojan Klacar, Executive Director	CESID
27	Emilija Brkic, Project Coordinator	CESID

Summary

Pre-proposal conference was held to present the Call and all its elements and clarify any questions or misunderstandings regarding the overall procurement process, as well as the details of the ToR.

Ivana Popović, UNOPS Communications Manager, www.europeanprogres.org

- Introduced participants with the European PROGRES programme: history, participating municipalities, donors, visibility rules, information on logo, cooperation with local authorities, focus on vulnerable groups, women and youth
- Presented the background and justification for the intervention (campaign): statistic data related to the public opinion on the EU integration unfavourable - 45% of the population does not feel informed enough on EU integration; public mostly unaware of the fact the EU is the single biggest donor in Serbia;
- Offered a short overview of the objectives of the campaign, themes and messages, outputs and outcomes
- Underlined the importance of setting clear and measurable indicators, by which the success of the campaign shall be measured

Nataša Savić, European Integrations Office, <http://www.seio.gov.rs/>

- Presented the present and past activities of the Office:
 - o cooperation with national and local media through organisation of visits and seminars
 - o annual competitions for civil society organisations – focussed on youth in 2016
- provided guidelines to the participants on how to communicate about the European integrations, both with the media and with the general public
 - o the quality of reporting on EU integrations needs to improve - there is enough information, but the quality is unsatisfactory
 - o young people who are willing to learn need to be approached in the right manner (e.g. involvement of high school youth in many projects)

Marina Rakić, EU Info Centar (EUIC), www.euinfo.rs

- gave a short overview of the Centre's history and activities;
- presented available EUIC tools and publications relevant for the campaign theme and target audiences and ways of incorporating them into campaign proposals (all available on the [website of the Delegation of the European Union in Serbia](http://www.euinfo.rs)) and at [EUIC website](http://www.euinfo.rs))
- offered a short overview of upcoming events and activities of the Centre (Green Campaign, Book fair, Day of Europe);
- presented the [Team Europe](http://www.team-europe.eu) - Srbija – network of experts constituted with the aim of bringing EU closer to the people of Serbia;
- presented the EUTEKA – a project consisting of a series of events and lectures in libraries throughout Serbia on topics relating to the EU and the values it fosters;
- advised participants to focus on new media (internet especially) in their campaign proposals and to plan for an interactive approach to youth
- invited the participants to use all existing information and already developed tools, and researches while preparing their proposals.

Ana Stevanović, Belgrade Open School, <http://www.bos.rs/>

- gave a presentation of the European Diary - an informational and didactic tool for improving the youth's knowledge on the EU and the process of EU integrations
- introduced the upcoming campaign for high school students (further information available on www.recinam.rs)
- presented the mobile application "[Evropa za poneti](http://www.evropa-za-poneti.rs)" and possibilities for its incorporation into the campaign proposals

Suzana Tanasković, UNOPS Procurement Unit

- offered information on the procurement process - importance of timely submission of proposals; two envelope system (technical and financial proposal should be sent separately); copies of supporting documents are allowed; no need to translate supporting documents into English language; no financial information in the technical part of the proposal; prices should be given VAT free since UNOPS is VAT exempted
- invited the participants to address all potential questions, which may occur during the process of tender preparation, to the official e-mail address srpc.procurement@unops.org; if such information proves of importance to all potential bidders they will be announced on websites www.europeanprogress.org and www.sagradimodom.org

The participants were allowed time to receive answers to all questions they had for the hosts of the meeting, which will be compiled and published in a separate Questions and Answers document.