



TIME ALLOCATION FOR THE PROJECT CB465 EmpowerKids

This is to confirm that 50% of Karolina Mackiewicz's working time during the period 01.04.2016 – 31.03.2018 is dedicated to the project CB465 EmpowerKids.

Karolina Mackiewicz works as a Project Manager for the Project and her duties include:

- managing and coordinating the project;
- being in charge of the organization's internal project procedures;
- advising the project partners on administrative issues related to the project;
- distributing the work between project staff;
- organizing and chairing the partner meetings and other project meetings and writing memos;
- communication with CB Joint Secretariat and participation in CB seminars;
- coordinating reporting process and compiling reports to the CB Joint Secretariat;
- coordinating internal and external communication of the project;
- presenting the project at events and conferences relevant to the topic;
- communicating and networking with stakeholders;
- planning and implementing project activities in collaboration with partners.

Karolina Mackiewicz

Project Manager

Johanna Reiman

Executive Director