

Minutes of Steering Committee Meeting

4th June 2014, Berlin, Germany

All presentations, list of participants and any other documents referred to in these Minutes are available at:

<http://www.presource.eu/partner-meetings?id=65>

1. Board of Associates and related Appraisals

The board of associates works in an informal way. It does not come together in meetings. Each individual of this board receives documents / outputs of the project and is asked to provide feedback / an external appraisal.

At the moment the members of the board of associates have a content focus on the EDIT VALUE tool. It would be positive to complement this board with expert institutions in financial issues.

The name and contact of new members of this board should be communicated to the project coordination office of the project (s.Pro).

Any finalised outputs should be sent to the members of the board with focus on the topic of the output.

The board of associates should be invited for the final conference of the project.

2. Reporting Update

At the moment s.Pro is preparing the answer to the 4th round of clarifications of the progress report 3. In this round of clarifications only 2 small formal questions remain to be clarified. This process is expected to be completed soon.

The 4th reporting period is over. s.Pro is preparing the reporting templates and will send them out by 10 June 2014.

Please be aware of the following deadlines:

- ⇒ 1 July 2014: deadline for sending the completed financial and activity reporting templates to s.Pro
- ⇒ 29 July 2014: deadline for sending your FLC documents to s.Pro
- ⇒ 1 August 2014: deadline for submission of PR4 to the JTS.

Project Partner 06 STENUM informed the PSC that the FLC in Austria is not able to comply with these deadlines.

Mrs. Viera Slavikova from the JTS, who was present, advised Stenum and the Lead Partner to inform the JTS officially in order to enable the JTS to get in touch with respective FLC in order to find out about the situation and possibilities to streamline the process of cost validation. The partner should send an official e-mail to the PRESOURCE lead partner and coordinator. This will then be officially communicated from the Lead Partner to the JTS with a request of attention for this issue.

3. Scheme for Closing the Project

Presentation available on the PRESOURCE website:

- PRESOURCE Project Closing Phase

In this presentation the project coordinator clarified the main issues related to the eligibility of costs for the last project period and the project closure phase. For more information please download the presentation at the webpage.

Some extra important information:

As confirmed by Anna Wiktor, JTS financial officer of the PRESOURCE project, travel costs (same as all other costs except staff costs) stemming from the project implementation phase have to be paid out by the end of the project (30/11/2014). Partners need to discuss this issue within their institutions in order to arrange an alternative for the payment of this travel costs.

Suggestions:

If the travel costs are for external participants (for instance for speakers for the conference) it is advisable that the partner institutions purchase the tickets and pay the hotels at the moment of the booking.

Important deadlines regarding the end of the project / closing phase:

- ⇒ 30 November 2014: End of the Project (no more content activities after this date)
- ⇒ 1 December 2014 until 28 February 2015 – project closure phase (only for admin. activities related to the final report of the project)
- ⇒ 15 February 2015: very last deadline for sending your FLC documents to s.Pro (no delays acceptable here!!!)
- ⇒ 1 March 2015: Submission of Final Report to the JTS

3. Extra Partner Meeting in Bologna (September 2014)

An extra partner meeting will take place back-to-back with the transnational tool workshop in Bologna (this partner meeting was officially approved by the JTS on the 11 June 2014). It is scheduled for 18 and 19 September 2014.