

SERA / Reminder message / Pending financial documentation

If cell is empty, that means that task is still to be provided

SERA tasks to be done as result of last meeting in Malta	Deadlines	BE	ES	MT	TR	To be sent to FR by
Pending questions to prepare final report	May 14, 2019		X			Mail
Invitation list for ending conferences	April 30, 2019	X		X	X	Mail
Model of Certificate of attendance that will be filled for participants who will attend ending conferences	May 05, 2019			X		Mail
Full contact (mail, tel) of financial staff that can be reach during second half of July 2019 (due to external audit)	June 14, 2019					Mail
Original list of signatures of guests that attended SERA ending conferences	June 14, 2019					Post
Press articles from medias to report on SERA ending conferences	June 14, 2019					Mail
Supports of communication of speakers who spoke during the <u>national part</u> of conferences	June 14, 2019					Mail
Photos taken during ending conferences and visioconference	June 14, 2019					Mail
Copies of last expenses (MT meeting and costs for ending conferences)	June 14, 2019					Mail
Board 3 fully completed with last expenses dated no later than May 31, 2019 in EXCEL	June 14, 2019					Mail
Originals of monthly timesheets (Board 1) per staff for April and May 2019 duly dated and signed	June 14, 2019					Post
Originals of Board 2 for staff costs (one per staff for the full project period) duly dated, stamped and signed. Do not forget to declare period Q per Q, and please don't forget to complete the description of activities (title of workpackage is not sufficient ; it's required to be able to identify the tasks that were fulfilled)	June 14, 2019					Post
Originals of Boarding passes / Certificates of attendance to Malta meeting	June 14, 2019					Post
CAUTION : Finally and this enquiry is totally NEW due to the external financial auditor we contracted with on May 31, 2019 for the formal control of SERA finances we have to externalize before sending our final report to European Commission : this private company already wrote that they expect all partners to provide copies of payment of invoices (transport, hotel and all costs that were occurred by ending conferences).	June 30, 2019					Mail