



Meeting of the Project Steering Group (PSG)

TRAPANI (IT) Friday 26.06.2015

Minutes

Participants: Turkey, France, Malta, Italy, Finland, Belgium, Germany, Cyprus

I. **Agenda (Iris Thimm, Germany)**

- Meetings
- Next FEFI steps
- Communication / Code of conduct / Deadlines: reporting/what is still missing
- Final Report November 2015

II. **Meeting dates and preparations: Final National conferences, Turkey**

- National Conferences (see minutes of the **Meeting**)
- Travels, September 24, 2015- Name the Persons
- National conference in Turkey - by Prolongation it could be in October/November/Winter 2015. **Now ament is in Brussels, then all partners will get a document for it.**
- Partners, who will have some puffer??? and future projects – *DA : what about this point ??*

III. **Next FEFI steps**

- **WP3: Experimentation of new procedures (Leader: Malta)**
 - Testing of new procedures after our conference
 - Organisation of the national conferences;
Video-Conference – 24 September 2015.

Results: national comments on all data should be fixed, Finland, Turkey, Belgium (see platform)

Remind by Dominique Beginning of July

- **WP4: Recommendations for implementation (Leader: Germany Mainz)**
 - Results will be analysed and presented
 - Organisation of the national conferences + Video-Conference – 24 September 2015
 - Brochure
- **WP5 : Quality assurance (Leader: France)**
 - All documents of national documents, guests, self-evaluation post seminar, all overview, analysis of self- evaluation
 - General Overview on the Homepage

- **WP6: Publication and Dissemination (Leader: Malta / France)**
 - Platform, circular message, D1-15 frequency, mailing list,
 - Poster, bookmarks, Germanys Poster Bonn, all others?
 - Italy Conference in Internet and 27.06. 15 on paper
 - Communication plan from all partners and post conferences documentations (every invitations)
 - EPEA Conference – Antwerp (01.10.2015)

Results: all documents to Dominique

- **WP7: Management (Leader: Germany Mainz)**

IV. **Communication/ Deadlines**

How is our exchange? Ways of communication

Deadlines country reports /finances

- February 15th, 2015, (up till now)
- July 15, 2015 (up till then + planning till end)
 - Monthly report - End of July, with problems, obstacles,
 - **National report at the end of the project (End of October or ++++)**
- October 1, 2015 (Audit)

Documents (attachments to report)

- All presentations and minutes from all meetings,
- Development, translation of all
- Documents of real costs (see PPT)
Travel cost; Tickets; Invoices

Finances: All send all cost really right way afterwards, entire **budget 100 % (by the end of July with mark: not yet paid).**

Iris will ask Brussels, how to act with payment for the conference so late before the end, payment needs more days.

Overview lists: Proof of Money flow

Nov /December write the report by Iris- End of December 2015

Results: Important documents (attachments to reports) with shows as well the time of the works

V. **Final Report October 2015**

Two Parts: Public and Confidential