



## Report from 1st PSG Meeting in Hämeenlinna (FI)

Present: Anja, Dimitri, Bert, Dominique, Iris, Tassos, Ulla, Berku.

Contract content: project direction summarize before 30 10 2014

- Feedback during the meeting
- Comparing to partners in other countries
- Reporting for each country
- Mid-term reporting
- Iris will send bilateral questions to each partner
- Committee members give feedback
- Iris collects information into one report

Staff cost report

- Either time table of contract adjustment/addendum
- Cost coverage for every work package so far
- Iris sends time sheet management to every partner
- Iris sends time calculation as per project application form to every partner

In reporting original documents can be kept, but must be indicated where they are if copies are submitted

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