



READY...GO Project
 Application n° 2016-1-FR01-KA204-023846
Transnational meeting M5, NICOSIA (CY)
January 29-31, 2019

January 28, 2019	
<i>Various times</i>	Arrival of Project Partners. Partners make their own way to the hotel.
20:00	Opening Dinner <i>Will meet in the lobby to go to Traditional Taverna for dinner</i>
January 29, 2019	DAY 1
9:00	Partners will meet in the lobby for departure from the hotel to the prison
9:30 – 9:45	Welcome from the hosting organization (CY) Welcome from Director of Cyprus Prisons Department Mrs Anna Aristotelous
10:00 – 12:30	Visit of the prison
12:30 – 13:30	Lunch at the prison
13:30 - 16:30	Sport games and challenges between READY...GO participants and inmates with their sport instructors.
16:30	Back to the hotel
20:00	Will meet in the lobby to go to Traditional Taverna for dinner
January 29, 2019	DAY 2
9:00 – 12:30	<i>Partners will work in a meeting room of the hotel (Day 2 and Day 3)</i> <i>Coffee breaks are included in sessions.</i> Following works will be organized in plenary and/or sub-groups <ul style="list-style-type: none"> - Feedback on Assessments 1-2-3 (FR) - Philosophy and goals (local project coordinators) - CCC Indicators (sport teachers involved in implementations) - New CCC / “Mobility” (all together as a start, then sport teachers) - Manual for user (all together as a start, then local project coordinators) - Presentation of VALMOPRIS tool for validation (FR) - Certification (LV/FR/CY)



	<p>Short explanations about PSG individual meetings – Agenda <i>For these specific financial reporting workshops, please refer to specific note.</i></p> <p><i>Lunch at the hotel</i></p>
12:30 – 13:30	Individual PSG meeting (FR/??)
13:30 – 14:30	Individual PSG meeting (FR/??)
15:00 – 16:00	Individual PSG meeting (FR/??)
16:30 – 17:30	<i>Caution:</i> <i>If partners who will pass READY... GO Financial revision on Day 2 in afternoon want to depart from CY on January 31, 2019, they are free to do it but with flights taking off after 17:00 pm. This means that there is an agreement between partners to know who will pass Day 2 / Day 3.</i>
20:00	<i>Will meet in the lobby to go to Traditional fish restaurant for dinner</i>
January 31, 2019	DAY 3
9:00 – 13:00	Preparation of READY...GO Final report (All partners) Bull's eyes Evaluation: Days 1, 2 and 3
13:00 – 14:00	<i>Lunch at the hotel</i>
14:00 – 15:00	Individual PSG meeting (FR/??)
15:30 – 16:30	Individual PSG meeting (FR/??)
17:00 – 18:00	Individual PSG meeting (FR/CY)
20:00	<i>Will meet in the lobby to go to Pub – Restaurant for dinner</i>
February 01, 2019	
	Partners make their own way to LARNACA international airport

Link to CYPRUS WEATHER information (in English)

<https://www.accuweather.com/en/cy/nicosia/124697/january-weather/124697?monyr=1/1/2019>



Some useful Information

Place where partners will stay

Hotel Altius boutique hotel

Address 1 Acheon Street, 1101, P.O. Box 24330, CY 1703

City Nicosia - Cyprus

Phone number 00357 22 255540

Mail contact info@altiushotel.com

Website www.altiushotel.com

Prices

Premium Single Room on Bed and Breakfast: € 60.00

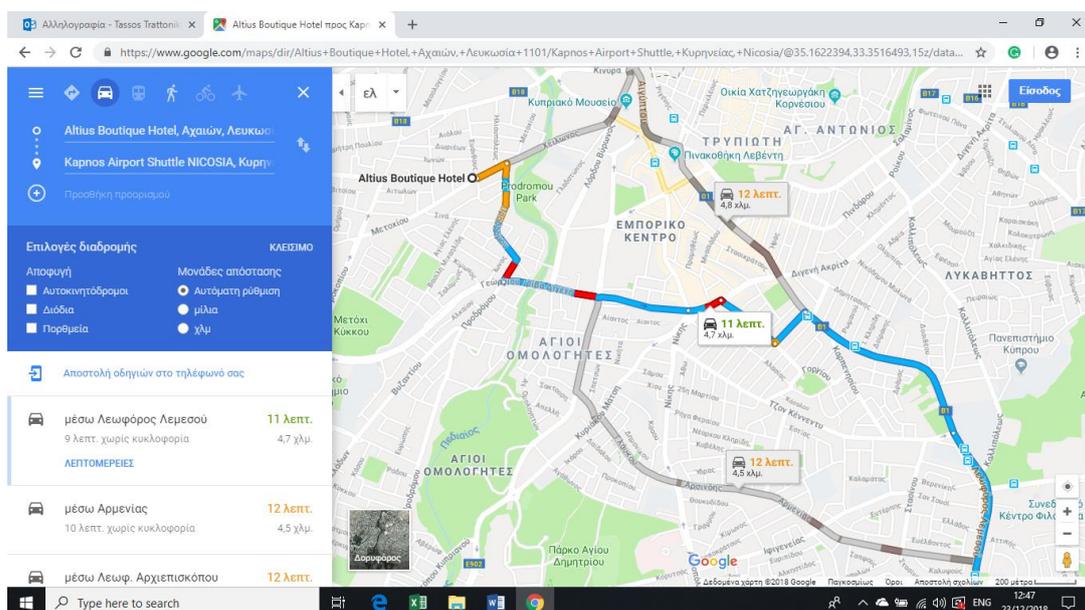
Premium Twin Room on Bed and Breakfast: € 80.00

Information to get from international airport to Nicosia bus station, then to Hotel

TRANSPORTS

Please take in mind that **it's better to come to LARNACA AIRPORT (NOT PAPHOS)** as it is the nearest airport to Nicosia (40 minutes).

To move from Larnaca airport to Nicosia and back you can visit the following website: www.kapnosairportshuttle.com . The bus will take you to the starting point and from there you can take a taxi to the Altius boutique hotel. All these might cost about 15 - 20 euros (the ticket bus is 8 euros). If you want to take taxi from Larnaca airport to Nicosia you can visit the following website: http://www.cypruscabtaxi.com/taxi_prices The Taxi will cost around 50 euros.





Specific note for READY...GO financial reporting in individual PSG meetings

MANDATORY: Except for TIMESHEETS and STAFF COSTS sheets that will be listed separately, each READY...GO partner will attend **Individual PSG meeting** in Cyprus with ORIGINAL DOCUMENTS/SUPPORTS (that you will keep) plus one complete set of copies that will be checked, certified as original and kept by the coordinating organization (FR).

As we already wrote you, we just have been double checked by French National Agency on another EU project and now we know how urgent it may be to provide them with documentation, and how it costed to use private delivery services (costs that are not covered by EU grants). So really, bring your best attention to what follows.

1. For each staff who appears on TIMESHEETS and/or who participated in Mobilities (M and/or C), provide formal proof (Payslips 2016 + 2017 + 2018 + 2019 -one per staff and per each year is OK- *if some staff worked in 2017 and 2018 but not in 2019, then you will provide 2017 and 2018; not 2019*) that they are staffs of your institution OR provide an agreement/convention/any official support that show that there is an official link (for example, for instructors who make sports in Cyprus prison, an agreement with external federation) to justify that each staff has duly reasons to participate in READY...GO).
2. Bring ORIGINALS of ALL CERTIFICATES OF ATTENDANCE (one per participant) issued for all mobilities (M1 to M5 and C1/C2) with one set of copies. *We already have a double set for participants in France and in Malta; don't look for these ones.*
3. BOARDING PASSES: please bring all ORIGINALS to Cyprus with one set of copies for certification by the coordinating organization (FR).
4. About FINAL CONFERENCE / Nov. 22, 2018, please bring:
 - ORIGINAL of your list of attendance. These lists must have dates, venue, names, organizations, signatures, logos, project reference and title, ... *(i.e. model I sent you before the date).*
 - ORIGINALS of INVOICES for expenses that are directly linked to READY...GO conference. Make sure that these invoices are duly dated, registered, stamped and paid. If not written in English, each invoice has to be translated and certified as official translation, and the translation has to be made on a separate copy *(do not write on the original)* and steepled to the original.
 - For documentation specific to the conference *(if not done yet)* please refer to the cumulative board I herewith attached and that shows what is missing.



5. STAFFS

- **TIMESHEETS:** make sure that you identify each cell by noting the IO it refers and also writing description of task *(be aware that French NA in our other EU project refused a certain number of tasks/hours to partners as they did not refer to "IO number XX". Also, when partners did not explain activities, so to prove that really the task was linked to the IO, they considered these hours as project management).*

One month = one timesheet = one staff

- **STAFF COSTS:** make sure that your hourly rate is calculated with reference to the legal number of working hours in your country *(as example, in France, legal working time is 7 hours per day, 5 days a week).*

One sheet for each staff.

To summarize

Each timesheet has to be co-signed by the staff him/herself AND by the legal representative (and duly stamped). *Be aware that the two signatures CANNOT be done by the same person.*

Sheets for staff costs have to be signed by the legal representative (and stamped).

All these documents have to be ORIGINALS and the coordinating organization (FR) will take these ORIGINALS. **Please be aware that COPIES will be refused!**

As READY...GO project will end on February 28, 2019, if some partners think they will still work on READY...GO after we meet in Cyprus, then they will have to send complementary documentation by registered post. If you already finish, then please bring ALL DOCUMENTATION to Cyprus.

Partners don't have to bring transports/hotels/restaurants bills as we, as coordinating organization will provide your cumulative board of expenses as a certified copy of ORIGINALS, but partners must be prepared, in case of control(s), to be asked for them during the 5 years that will follow the last READY...GO payment.



Contacts

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*See you soon,
Do enjoy your journey and your stay
Tasos and Dominique*