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**PROJECT**

**STRENGTHENING MULTIDISCIPLINARY COOPERATION TO ENSURE AN EFFECTIVE REFERRAL, ASSISTANCE, RIGHTS PROTECTION FOR VICTIMS OF HUMAN TRAFFICKING**

**JUST/2015/JACC/AG/VICT/9221**

**KICK OFF COORDINATION MEETING**

**AGENDA**

 **Skype Meeting / 13 January 2017**

 **Participants Project Managers & Financial Managers** (Association Pro Refugiu Romania, Center for the Study of Democracy Bulgaria, Caritas International Belgium, Scandinavian Human Rights Lawyers Sweden, Association Trabe Iniciativas para la Economia Social y Solidaria Spain).

|  |  |
| --- | --- |
| 10. 00 -12.00 | Management Discussions* General overview of project activities & partners budgets
* EC Rules eligible & non-eligible costs & supporting documents / Guide for Action Grants
* EU Visibility Rules
* Dissemination
 |
| 12.00 -13.00 | Break |
| 13.00 -15.00 | Management Discussions* Technical and financial reporting (how to write reports)
* Sheets staff cost calculation & timesheets (how to complete these reporting papers)
* Detailed budget execution sheet (how to insert financial data)
* Indicators annex (how to complete it)
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**KICK OFF COORDINATION MEETING**

**MINUTE REPORT**

 On 13 January 2017, a kick off coordination meeting took place between the project managers, the financial managers of the project coordinator and the rest of the partners. As a result of highly loaded program of each partner, it was agreed to implement this event online via Skype. Prior to the implementation of the event, the project coordinator (Association Pro Refugiu) forwarded to each partner organization a set of documents to be used for concrete discussions with the occasion of the online skype meeting (example: EC Guide for Action Grants, project description and project excel budget, general description of staff & experts tasks in the project, timesheets & sheet staff cost calculation forms, progress technical report form, indicators annex & instructions annex).

The meeting took place in an interactive manner: the coordinator presented a series of detailed information on the rules and procedures to be followed, and the partners addressed questions on project management and implementation issues.

Topics that were addressed consisted of:

* The provisions stipulated in EC Guide for Action Grants. With the occasion of this meeting, the Coordinator underlined the fact that each partner should frequently consult this document during the implementation of the project, because in this document are necessary information on the costs that can be considered eligible, so as to avoid situations that might lead to the conclusion that certain expenditures are not performed properly. As partnership agreements were concluded between coordinator and each partner- frequent consultation of these documents was also recommended.
* Coordinator and partners made a general overview of project activities and the budget allocated for each organization.
* A general discussion was made about the time periods when each work-stream / activities need to be implemented.
* Coordinator and partners discussed about the EU Rules on visibility (logos, disclaimers etc.) and other aspects on how dissemination should be ensured (project website, other online channels etc.).
* Coordinator explained in detail to partners how they have to write progress technical reports, timesheets, sheets staff cost calculation, what is relevant to be mentioned in the “detailed budget execution sheets” as part of the financial progress report.
* Regarding the frequency of discussions on management & coordination, the partners agreed to keep contact by email & phone calls and in case in which more detailed discussions should be necessary other skype meetings can be organized. Partners considered that is more time efficient if the talks take place using the online system than to travel to other countries to meet personally.

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