



Brussels,
EACEA.A.4/EB/en/ARES(2018)

Subject: Invitation to the Grant Holders' meeting of the newly selected Capacity Building for Higher Education (CBHE) projects, 28-29 January 2019, Brussels

Dear CBHE coordinator,

Following our email of 23 November 2018, we are pleased to confirm our invitation to the CBHE Grantholders' Meeting that will take place on **28-29 January 2019** at the Management Centre Europe in Brussels (Belgium).

This two-day meeting is addressed to the representatives of CBHE projects selected under the Call for proposals EAC/A05/2017. Its overall aim is to address in detail practical issues related to the implementation of your project, the management of the grant agreement and the financial rules applicable to the CBHE grant. The meeting will also be an excellent opportunity for new and experienced practitioners to network with other projects.

The participation to the conference is **mandatory** for all selected projects under the above mentioned call. This participation is limited to a maximum of 2 representatives per project, namely:

1. The project coordinator from the coordinating institution (as identified in the grant application and in the grant agreement)
2. One representative from one of the beneficiary institutions located in a **Partner Country** (partners from Programme Countries are not invited to this meeting).

Given the limited capacity of the venue and the necessity to treat all projects on an equal footing, we will enforce a very strict policy of not allowing additional participants on the meeting's premises.

According to the rules of your CBHE grant agreement, your participation costs as well as those of your partner institution representative can be covered by the project grant.

As you will see in the draft programme enclosed, the meeting will be divided into plenary sessions, parallel workshops sessions and a helpdesk.

1. The **workshop sessions** will be devoted to financial issues. They will be recorded and made available after the meeting, so as to allow all project partners to receive first-hand information.
2. The **helpdesk** will allow individual projects to meet their EACEA Project Officers. Participation to this helpdesk is mandatory.
3. Other helpdesks will allow you to meet with (i) representatives from the International Contact Points (ICPs) in the Programme Countries, (ii) representatives from the National Erasmus+ Offices (NEOs) located in some of the Partner Countries¹ and (iii) colleagues from the European Commission and the Agency in charge of other Erasmus+ and Marie Skłodowska Curie actions in order to discuss project implementation issues.
4. Finally, a time-slot will be devoted to networking between project representatives in order to encourage interactions and discussions between projects working in the same regions.

¹ Partners Countries from regions 1 to 4 and 6 to 11 as specified in the Erasmus+ Programme Guide

We invite you to inform your partners of this important meeting, to identify the partner representative from a Partner Country institution who will attend the meeting with you and to collect from your partners any question you may want to address with EACEA staff during the Helpdesk sessions. The partners that will not be able to attend should be warmly encouraged to view the videos of the workshops. The link to access these videos will be sent to the project coordinators after the meeting.

Furthermore, in the framework of this event we will use the networking tool "ConnexMe App" (<http://evenium.com/c/connexme>) which will enable you to consult the programme, the list of participants and other material and which should also facilitate networking amongst participants. You are encouraged to download the ConnexMe app in advance of the meeting.

Participants must confirm their participation by registering **by 20 December 2018** on the following website:

https://eacea.ec.europa.eu/erasmus-plus/events/grant-holders-meeting-2019_en

The **password** required is: **CBHE2019**

Once your registration has been confirmed by "Cecoforma", the service provider in charge of the logistical organisation of the conference, you will have access to all practical information such as how to reach the Management Centre Europe in Brussels.

For further information about the conference organisation, registration, visa issues, travel and accommodation please contact "Cecoforma" at cbhe@cecoforma.com

Yours faithfully,



Ralf RAHDERS
Head of Unit

Enclosure: Programme Grantholders meeting 2019

Copy: EAC, DEVCO, NEAR, EEAS
EU Delegations
NEOs, ICPs



Jelena Ignjatovic <jekaignjatovic73@gmail.com>

RE: Reminder !!! Invitation Grant Holders meeting - CBHE Project 598434

1 message

Inmaculada.RODRIGUEZ@ec.europa.eu <Inmaculada.RODRIGUEZ@ec.europa.eu> 7 January 2019 at 12:13
To: jekaignjatovic73@gmail.com
Cc: larissa.tirle@cecoforma.com, France.DANTIN@ec.europa.eu, Belen.ENCISO@ec.europa.eu

Dear Jelena,

Please note that the invitation to the Grant Holders meeting attached to this email informs of the following:

"The participation to the conference is mandatory for all selected projects under the above mentioned call. This participation is limited to a maximum of 2 representatives per project, namely:

- 1. The project coordinator from the coordinating institution (as identified in the grant application and in the grant agreement)*
- 2. One representative from one of the beneficiary institutions located in a Partner Country (partners from Programme Countries are not invited to this meeting)." We recommend you to bring your Albanian partner as the UNIVERSITETI "EQREM ÇABEJ" I GJIROKASTRËS has been less involved in CBHE projects.*

In your case, you, as project coordinator, are correctly registered. However, the organisers cannot authorise the registration of Prof. Miroslav Ciric due to the limited capacity of the venue and the necessity to treat all projects on an equal footing.

However, we kindly ask you to register **one representative from one of the beneficiary institutions located in a Partner Country** as soon as possible and no later than 11 January.

I put in CC my colleagues responsible for the organisation of this event in case you need additional information.

Best regards,

Inmaculada RODRIGUEZ
Project Adviser



European Commission

Education, Audiovisual and Culture Executive Agency (EACEA)

Managing programmes and activities on behalf of the European Commission

Erasmus+: Higher Education – International Capacity Building (Unit A4) J-59 04/56

Office Address: Rue Joseph II 59, B-1140 Brussels

Postal Address: Avenue du Bourget, No.1-1140, B-1140 Brussels

B-1140 Brussels/Belgium

Tel: +32 (0)2 295 28 42

Fax: +32 (0)2 299 45 30

E-mail.: inmaculada.rodriguez@ec.europa.eu

<http://eacea.ec.europa.eu>

From: Jelena Ignjatovic [mailto:jekaignjatovic73@gmail.com]

Sent: Monday, January 07, 2019 11:46 AM

To: RODRIGUEZ Inmaculada (EACEA)

Subject: Re: Reminder !!! Invitation Grant Holders meeting - CBHE Project 598434

Dear all,

I really do not know where the problem is. Me, Project Coordinator Jelena Ignjatovic and prof. Miroslav Ciric, financial project manager, University of Nis have registered for participation. **Can you please check it!**

Regards,

Jelena

 **Ares eacea.a.4(2018)7112811 - Invitation GH meeting projects.pdf**
104K



Jelena Ignjatovic <jekaignjatovic73@gmail.com>

Registration received - CBHE Grant Holders' meeting

1 message

Larissa Tirle <cbhe@cecoforma.com>
Reply-To: Larissa Tirle <cbhe@cecoforma.com>
To: jekaignjatovic73@gmail.com

12 December 2018 at 14:01



SUBMISSION RECEIVED

Dear Mrs Ignjatovic,

The European Commission thanks you for your interest in attending the Erasmus+ Capacity Building in Higher Education Grantholders' Meeting.

As the number of places at the conference is limited and in order to guarantee a properly balanced audience, your registration will go through a validation process. You will receive an e-mail of confirmation shortly. Do not make any travel arrangements before receiving this confirmation.

Reference Number: 217654645

Name: Jelena Ignjatovic

Should you have any questions please contact us.

Kind regards,

The Organisational Team

Ms Larissa Tirle

Project Manager

T: +32 (0)471 084 535

cbhe@cecoforma.com

Please check your junk mail or spam folders regularly in case our messages have been blocked by your

spam filter to make sure not to miss any additional information regarding the upcoming event.

We will treat your personal data in compliance with GDPR regulation, for the purpose of this event only and we will not share or sell them to third parties. [You can edit this data or cancel your participation by](#) using your identification code: 217654645. If you want this data to be erased, you can inform the project manager via the email address mentioned in the email above.

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Jelena Ignjatovic <jekaignjatovic73@gmail.com>

Re: CBHE Grant Holder meeting registration

1 message

Luiz Seiti <luizseiti@yahoo.com>

10 January 2019 at 11:18

To: Jelena Ignjatovic <jekaignjatovic73@gmail.com>

Hello Jelena

I have done already the registration and I have got the following answer from the organizers

SUBMISSION RECEIVED

Dear Mr SEITI,

The European Commission thanks you for your interest in attending the Erasmus+ Capacity Building in Higher Education Grantholders' Meeting.

As the number of places at the conference is limited and in order to guarantee a properly balanced audience, your registration will go through a validation process. You will receive an e-mail of confirmation shortly. Do not make any travel arrangements before receiving this confirmation.

Reference Number: 217684496

Name: LUIZ SEITI

Should you have any questions please contact us.

Kind regards,

The Organisational Team

Ms Larissa Tirlé

Project Manager

T: +32 (0)471 084 535

cbhe@cecoforma.com

As soon as we get the confirmation financial department of university will start procurement procedures for the flight ticket .

Am trying to have the same flight with you and stay in the same place where you have booked.

Hope I will be successful .

Keep in touch for the rest

Have a nice day

Luiz Seiti
Head of International Relation & Scientific Research Office
Erasmus Plus Institutional Coordinator
"Eqrem Çabej"University
Gjirokastra Albania

On Wednesday, January 9, 2019, 9:46:32 PM GMT+1, Jelena Ignjatovic <jekaignjatovic73@gmail.com> wrote:

Dear Luiz,
I have already answer to CBHE that you would register for the Grant Holder Meeting in Brussels. Can you do it?
Or, do you want me to do that for you? Thanks because you are willing for cooperation!!!

Sincerely,
Jelena

----- Forwarded message -----
From: <Belen.ENCISO@ec.europa.eu>
Date: Wed, Jan 9, 2019 at 6:10 PM
Subject: CBHE Grant Holder meeting registration
To: <Belen.ENCISO@ec.europa.eu>
Cc: <France.DANTIN@ec.europa.eu>

Dear project coordinators,

We noted that your 2018 CBHE project will be represented at the GH meeting (Brussels, 28-29/01/2019) by one single representative coming from the coordinating institution.

The instructions provided in December 2018 invited you to proceed with the registration of:

- (1) the project coordinator from the coordinating institution in a Partner or Programme Country (as identified in the grant application and in the grant agreement) and
- (2) a representative from one of the beneficiary institutions located in a Partner Country.

The Grant Holders meeting mainly targets the Partner Country partners. Indeed, the main beneficiaries of CBHE action are the Partner Country institutions.

I hereby invite you as project coordinator to insist with your partners located in a Partner Country about the importance to participate as this is part of the capacity building process that aims also to increase Partner Countries' partners awareness and to support their active participation in the project. It is also important for us to meet with your partners during the helpdesk.

Please liaise with your partners and help them in the registration process:

Registration weblink: https://eacea.ec.europa.eu/erasmus-plus/events/grant-holders-meeting-2019_en

Password: CBHE2019

Deadline: **11/01/2019**

Should the Partner Country representative finally decide not to participate, we kindly ask you to send the justifications of this decision to your Project Officer at the EACEA. In this case, will have to regret that your project will only be represented by one person (representing the coordinating institution).

Looking forward to meeting you in Brussels at the end of this month,

The CBHE Team



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Postal Address: [Avenue du Bourget, No.1-1140](#), B-1140 Brussels

B-1140 Brussels/Belgium

Tel: +32 (0)2 295 06 44

Fax: +32 (0)2 299 45 30

E-mail.: belen.enciso@ec.europa.eu

<http://eacea.ec.europa.eu>