



## **Minutes of the online CMT Meeting**

**04<sup>th</sup>-July-2022**

Online CMT meeting was held on July 4<sup>th</sup>, 2022, beginning at 11AM.

The main objective was to inform the project partners about the finalization of the project documentation and to agree upon the final Workshop and final Conference.

The main conclusions are the following:

- All present contact persons agreed to finish the financial distribution by September the 1<sup>st</sup>. It is needed for each partner to calculate additional 10% that will be paid by Brussels after the revision of the documents, in their documentation.
- The partners will send the scanned documents before the specified date and will bring paper versions to the workshop in Nis.
- Each partner institution must cover 10% of the complete budget by co-financing.
- All the partners have to complete reports of the workshops with the addition of the evaluation Google Form results.
- Necessity of visiting project's Instagram and FB pages and monitoring them
- If a partner decides to transfer funds from one to another budget line it can be done, but he needs the confirmation from the coordinator. Namely, a statement must be signed by the coordinator.
- For Brussels Albanians have to send an explanation that they did not exempt their equipment purchasing from VAT.
- Luis must create a statement with the explanation for why staff costs cannot be payed at University of Oviedo, (I have the email communication with their Rector). Ardian suggests that the Spanish provide reports that they have received compensation (paid slips). He promised to send an email and give a suggestion to resolve this issue.
- Ghent's workshop will be held on the 12th, 13th, 14th of September (lasting two and a half days). Martin needs the names and e-mail addresses of all the people who will participate in it before the 1st of September.
- We will prepare one shared document, where each PC partner University should present all project results achieved at their institution (all results must be argued).
- All contact persons must confirm via mails that they agree with all statements and data written in the final report as well as with entire documentation that will be submitted to EACEA.
- All mandatory and relevant supporting documents have to be included in the Final Report together with the Audit Certificate.
- All expectations are clearly stated in the presentations from Gjirokaster and from the meeting.