



PAGOSTE

**PROJECT WORKSHOP 2:
SUMMING UP THE FIRST WORKPACKAGE AND PLANNING NEXT STEPS**

TECHNICAL AND FINANCIAL ISSUES AND EVALUATION

16-17.09.2020



Co-funded by the
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of the European Union

Management

- What is the current state of the registration?
- What are the possible realistic timeframe for the purchase of the equipment?
- Please use Trello for the project management!
- It is much easier to have task distributed in the software than have an enormous e-mail flow.
- <https://trello.com/pagoste>
- Please upload the newest versions of the documents, agendas, invitation etc. into the respective folders in the Google Drive, so everyone can access them
- Do not delete any versions of files, but move them into archive folder
- Please do not upload sensitive data (like personal employment contract on Google Drive but send it per mail to the coordinator

Events

- Please send in ADVANCE at least **two weeks** your slides (texts, videos) for translation. It is applicable for EU partners and Ukrainian partners
- If there is an interpreter, please give him or her the possibility to translate. Do not make too long speeches
- Please mind: the organiser defines the time, like in the airport. Remember about your time difference with the organiser
- „ownership“: every organisation is responsible or co-responsible for at least two events. Please interpret it correctly responsible (coordination, administration, conducting, follow up, reporting), for more information check PMH (p.12-13). Please start the preparation in the timely manner.
- Please improve the program, so it includes the time zone and language (and translation) of the event

Reporting

- What is the situation with the reporting documents?
- What help do you need concerning them?
- Please submit the reporting documents **electronically by end of September and hard copies no later than October!**
- Please keep track of your work, not postpone it to the reporting time
- Do you need any supporting documentation in order to be able to accept the staff costs transfers?
- UKON changes the legal representative

Evaluation

- Please open the link below or the one which was sent in the chat:
- <https://www.umfrageonline.com/s/69c9f19>

Thank you very much for your cooperation!

- For those who has forgotten to evaluate the Round Table
- <https://www.umfrageonline.com/s/07d6254> (english)

Thank you for your attention! /
Дякуємо за увагу!

Do you have any questions? /
Чи маєте запитання?

