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 Erasmus+ Programme 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](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.

17.09.2020
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?