

# Count Me In

2017-1-ES01-KA204-037924 - ERASMUS Plus KA2 – Strategic Partnership

Final Transnational Meeting

Organised online via ZOOM on 7th July 2020

## Meeting Notes

**Participants:** OpenEurope, DomSpain, Dlearn, IST, AGRRA, Apeirons,

**Note taker:** OpenEurope

Topic	Decisions
<b>Communication &amp; Management &amp; General update</b>	Partners have discussed communication/management and think that project management is efficient.
<b>Piloting: partners report</b>	Apeirons will prepare the common report by the end of July including the summary of the online questionnaires sent by Dlearn.
<b>Dissemination &amp; Sustainability: final report</b>	Dlearn has prepared a final dissemination report and will send it in a few days.  Partners who didn't update the dissemination table are advised not to do so but inform Dlearn instead in case they want to add anything.
<b>Project Quality Assurance: final report</b>	CB has not prepared the final quality monitoring questionnaire yet. They will do it asap and partners should be very detailed when answering this questionnaire as it will be used for the final project report.
<b>Last reporting period &amp; documents</b>	All partners need to prepare <b>the travel insurance certificate</b> of all the people who have travelled for any of the project mobilities (TMs and C1). <b>So far, Dlearn, Agrra and IST have sent the file.</b> Other partners should send it asap, so OpenEurope can check it and let partners enough time to modify it if needed. This document can be the travel insurance detailing the name of the people or a letter/certificate from the legal representative of the organisation

	<p>signed and stamped certifying that the people (including name and surname) have been insured during the mobilities.</p> <p>All partners will also need to submit the labour link of all people who travelled or worked for any of the project activities (for example, all those staff included in the timesheets) proving that the people had an active contract during the months they travelled or worked for the project. In case of indefinite contracts, partners will have to submit a certificate signed by the legal representative indicating that the person's contract is active until the present day.</p> <p>All labour links/contracts that are NOT in English should be translated or a certificate by the legal representative should be submitted instead.</p> <p>OpenEurope will send individual email to each organisation detailing all documents needed for the final reporting period.</p>
<p><b>Multiplier Event</b></p>	<p>AGRRA organised a Multiplier Event in the premises of the City Library of Benkovac on June 26 2020. The event was a success despite the difficulties that the COVID-19 situation caused. AGRRA will prepare a report including all documents required in Annex 3.</p>