

MEETING MINUTES

4th Project Meeting, Lodz, Poland, 20-21 September 2010

- Date:** 20-21 September 2010
- Venue:** Lodz, Poland
- Objectives:** The main objectives of the 4th transnational meeting of the partners in Poland was to discuss the activities and work packages materialised until now, the potential problems faced and the completion of all tasks and activities. Further, the meeting was materialised in order to allow for the preparation of the final report and the discussion of all issues relating to the completion of the project.
- Basis for discussion:** Power Point presentation from IED, and the Crakow University of Economics
Folder distributed by IED containing information and useful files of the project
- Attendance:**
- Partners present: IED (Georgia Christodouloupoulou, Joanna Leontaraki)
Mo.D.A.V.I. Onlus (Carlo Iacovissi, Irma Casula, Federica Celestini)
Academy of Humanities and Economics in Lodz (Marta Chrusciel)
Krakow University of Economics (Tomasz Kusio)

Matters Discussed:

Joanna Leontaraki welcomed everyone present to the 4th and final transnational meeting of the project, while she thanks Marta Chrusciel for the overall organisation of the final meeting. Once

all introductory notes were completed, presentations were made by the Institute of Entrepreneurship Development concerning a number of issues, including the following:

1. Final Report and Closing of Project.

A presentation was made by the Institute of Entrepreneurship Development concerning the final report of the project to be delivered to the Greek National Agency. The presentation including all segments of the final report and all necessary information and documents that must be submitted along with it. Active discussion took place concerning the different aspects of the report, while Joanna Leontaraki and Georgia Christodouloupoulou answered all questions raised regarding the contributions of the partners and ensuring that all partners had a clear understanding of the issues.

The Institute of Entrepreneurship Development focused on the collection and sending of all necessary documents, including minutes of meetings, attendance sheets, photos, invoices, boarding passes...etc. They stressed the need to have all invoices of all expenses relating to the project so as to be able to justify the expenses in the final report to the national agency.

Following the discussion and explanation, examples of how to complete the form and excel sheet with expenses were given to the partners, so as to allow them to visual how to complete the two files, ensuring that all expenses are allocated and justified correctly and as stated in the rules and regulations of the Leonardo Da Vinci Project.

2. Final Report – Financial Segment.

In terms of the final report, great emphasis was placed on the financial aspects of the project and to be included in the final report. It is necessary that all partners have a clear understanding of the methods of stating and justifying all expenses and costs related to the project. All categories of costs and expenses were analysed and discussed, making sure that all partners include the correct costs in the correct categories, while they also have all documents accompanied to the costs to prove their association to the project and to justify them.

3. Final Report – Review of deliverables, invoices and necessary documents of each partner.

Prior to the meeting, all partners were asked to bring with them their deliverables, invoices and necessary documents for the final report and for the duration of the project so as to examine

these documents in Poland to ensure that they are in the right order and are stated as required by the National Agency. Therefore, each partner presented with the documents they had gathered until that time and the staff of the Institute of Entrepreneurship Development went through the papers with the members of the partner organizations to check that all aspects were in order. Some corrections were made to the documents provided by the partners, while clarifications were also made for certain misunderstandings in terms of the report and documentation.

4. Memorandum of Understanding.

The Memorandum of Understanding was developed by the Institute of Entrepreneurship Development and includes the terms of agreement concerning the project upon its completion in September 2010. The Memorandum was presented by the Institute of Entrepreneurship Development at the meeting in Lodz, while the terms of the agreement were discussed by all partners, who offered their views and declared their commitment to the continuation of the exploitation of the project results in the future. All partners agreed to sign the Memorandum, binding them, in an informal fashion, to the continuation of the exploitation of the project upon completion of funding by the EU.

5. Exploitation of Results of the Project.

Following the detailed discussions concerning the final report, all necessary documentation and the memorandum of understanding, which will be signed by a representative of all partner organisations of the project, the discussion moved on to the exploitation and further dissemination of the project. All partners agreed to establish collaborations and partnerships with public authorities and institutions relating to certification and vocational training and education in each of the participating countries, so as to enhance the possibility of commercialisation of the European certificate of Advisors/Educators of Social Economy. The Business Plan that was developed by the Institute of Entrepreneurship Development also includes possible ways of exploiting the results of the project and commercializing the European Certificate for Advisors/Educators of Social Economy.

Tomasz Kusiot from the Crakow University of Economics made a detailed presentation on the thoughts and ideas of the University with respect to the commercialization of the European

Certificate and project results. Their ideas included the development of a European Network that will provide the European Certificate and will include other European countries, so as to widen the geographical range of the certificate. These partners and institutions belonging to the network would include credible and experienced institutions, including local authorities, who will be collaborating in the overall process and awarding of certificates throughout the EU.

All partners carefully examined all proposals and discussed the possibilities of continuing cooperation between them in the future, while all parties present seemed interested in such a possibility.

6. Follow-up actions and future collaboration.

The final meeting of the project was completed with a brief discussion on follow-up actions and future possible collaboration of the partners. It was agreed that the partners would submit future projects for funding so as to continue the already developed results of the project and so as to improve the process and methods developed throughout the duration of two years.