**Skype Meeting**

**6th May 2013**

Participating:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Beedham Hilary
 | UEssex |  | * Somun-Krupalija Lejla,
 | HRC |
| * Bradic-Martinovic Aleksandra
 | IEN |  |  Chair and note taker |  |
| * Glavica Marijana
 | FFZG |  | * Tasic Bojana
 | FORS |
| * Kleiner Brian
 | FORS |  | * Vipavc Brvar Irena
 | UL |
| * Lace Ilze
 | UGOT |  | * Vodopijevec Alen
 | FFZG |
| * Madacki Sasa
 | HRC |  | * Zdravkovic Aleksandar
 | IEN |

**Agenda**

1. Financial planning.

2. WP5

3. Dissemination Meeting & Post-Meeting

**Discussion**

1. **Financial planning.**
	1. The Periodic Report is now officially accepted by the EC; Somun completed the narrative financial description and forwarded it to the Project Officer who was satisfied. We are expecting the second installment, once it is received it will be further forwarded to the project partners as per budget.
	2. Somun also had contact with the BiH National Contact for Finances for FP7 projects, whom she consulted regarding the narrative financial reporting. He also had a few suggestions regarding sound financial management, such as making sure there is a market analysis (if not 3 official offers) for all costs incurred over 250 Euro.
	3. **Somun** will remind the Project Officer/Finance Officer for feedback on permission to use underspent funds to translate materials for Dissemination Meeting and WP6 dissemination in general.
	4. The possibility of requesting a no-cost extension of project was discussed (in case response for c. above is positive), but rejected for the following reasons: the request deadline might well be over and the extension request might require extensive administrative work (contract extension), there is no clear justification for extension in order to implement the last, Dissemination WP, as it runs into July and Aug that are summer months, reporting would have to take place in Sep and not all project partners might be available then.
	5. After response from c. above, a separate, short skype meeting will be held to decide on how the funds can be spent and for what materials translation, how will they be disseminated, etc. **Glavica**
2. **WP5**
	1. **Kleiner** proposed another skype meeting in one week on prototype development, will send a doodle for the meeting, Tue 13 May or Wed 14 May.
	2. **Tasic** will visit the three countries, proposing 2nd and 3rd week of June, would like to keep the last week of June for Report writing. Please give feedback **Madacki**, **Bradic-Martinovic** and **Glavica** by **13 May**. (If funding can be spent after 30 June can be considered in July? **Somun**).
3. **Dissemination Meeting in Sarajevo**
	1. Glavica&Somun, completed venue selection it is Hotel Sarajevo, please **ALL** send exact number of people and room combinations by the end of this week, not necessarily the names, but the exact number by **10 May** (names 7 days before arrival **21 May**) please use Excel Google doc Madacki created last week!
	2. Hotel bookings will be done by FFZG **Glavica**, payment by individual countries. Number of participants reported this 10 May will be the number that will have to be paid by individual countries, as Glavica will ask the hotel to keep those rooms for SERSCIDA.
	3. Madacki completed invitation for participants; each country invites their own participants. Croatia, representative of the Croatian Science Foundation, high level (Maybe they will be speaking in place of the Ministry).
	4. Madacki completed description of 2 Round Tables (Policy and Research) that will take part in the afternoon of the Dissemination Meeting. **Madacki** to prepare invitations for panelists for two afternoon Round Tables as well as technical instructions to panelists re. their presentations by **10 May**.
	5. Madacki wrote to Louise Corti and thanked for accepting to be key note speaker and sent a draft agenda.
	6. The two afternoon Round Tables will have participating panelists from all SERSCIDA partners’ countries. Determine **ALL** by **10 May** determine who will be participating in which of the 2 round tables from their national teams (expanded with experts) and send feedback to Madacki. SND has one, UL is looking for someone, FFZG is suggesting CSF is one of panelists, UEssex has identified three, and confirmation from one will be possible by 10 May.
	7. **Beedham** to write to potential participants from other countries that were visited within PPP and Ukraine (Macedonia, etc.), and cc. Glavica for Kosovo participants (she will be there next week) and Bradic-Martinovic for Montenegro participants (she will be in Montenegro on 13 May) if possible by **13 May**.
	8. **Somun**  to send **Vodopijevec** Web page info on Dissemination meeting to create in Projects drop-down menu.
	9. Social event planned after dissemination meeting on Thu 29 May in eveninig, **Glavica and Somun** to propose where and when.
	10. SERSCIDA meeting on Fri 30 May at 10.00 at Ilidza (**Madacki** to send details of venue and ensure reservation), **Somun** to share agenda by 22 May

Next meeting on 20 Tue or 21 Wed.

Please respond on <http://doodle.com/eepp6zqeguqe3c3p>