**Skype Meeting**

**21st May 2013**

Participating:

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

**Agenda**

1. Financial planning.

3. Dissemination Meeting & Post-Meeting

2. WP5

**Discussion**

1. **Financial planning.**
	1. **Somun** will confirm with the Project Officer/Finance Officer for feedback from the BiH National contact for finances (information received from latter is inter-budgetary reallocations can only take place if less than 10% of amount is being reallocated) regarding permission to use underspent funds to translate materials for WP6 dissemination in general.
	2. After response from a. above, a 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, Vipavc-Brvar** and **Somun**.
2. **Dissemination Meeting in Sarajevo**
	1. Glavica sent all participant names to the hotel, reservations were made some time ago, but now names of all participants who are hotels guests have been shared. Payment has already been discussed and apart from UL and IEN, who requested invoices in advance, all other will be paying their bills at the reception (FORS, UEssex, UGOT) and will get a receipt for that, which is a standard thing.
	2. Dinner & Lunch: **Glavica** will ask for buffet. Lunch & dinner on 29 May are linked to the Dissemination Meeting (DM) and will be paid from SERSCIDA budget, all other dinners & lunches to be paid by partner countries. Reception at 17.00 and dinner at 18.00 on 29 May and this will be in the Agenda.
	3. Any special or specific needs need to be communicated to the hotel directly by individual project partners as this will not go through Glavica.
	4. Madacki completed the description of 2 Round Tables that are part of the afternoon of the DM. **Somun** prepared a revised Agenda with all confirmed panellists in BHS (revised **ENG and BHS required 22 May**). **Zdravkovic** to send feedback on Serbia for panellists. **Glavica** to send feedback on whether Employment Agency of Croatia will be opening DM with other ministry representatives. Both required by **COB 22 May**.
	5. Separate skype meeting on **22 May for 3 WB countries** to discuss the presentation on SERSCIDA and also discuss moderation of the two afternoon round tables **Glavica, Bradic-Martinovic** and **Somun**.
	6. It was too late to get hold of participants from other countries that were visited within PPP **Somun** will send them the DM Report once it is accepted by the EC.
	7. **Glavica** to create sub-page on serscida.eu on DM (as Vodopijevec is away abroad) and upload existing materials (draft agenda, instructions for panelists, invitation in both languages, etc.). **Madacki** to forward info to Glavica and **Glavica** will inform Vodopijevec she is doing this task so there is no overlap.
	8. 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.
	9. Panellist ppt presentations are required by end of week, **23 May at the latest** so, please, **Beedham, Lace, Glavica** remind colleagues who confirmed their participation as panellists.
3. **WP5**
	1. **Tasic** will send 5.3 outline and would like this to be discussed in Sarajevo.
	2. **ALL**, there is no feedback on the 5.3 plan, please write back!

**Next meeting in Sarajevo (exact location at Ilidza will be forwarded) at 10.00 on 30 May.**