

6 MONTH TECHNICAL AND MONITORING MEETING

Date: Tuesday, 15th March 2016
Place: DISPAA premises, Viale delle Idee, 30
Sesto Fiorentino (FI) - Italy
Time: 09:30 to 17:00
Invited partners: All partners are invited to attend this meeting

AGENDA

09:30 - [DISPAA] Welcome and opening of the meeting

09:35 - TECHNICAL SESSION

09:35 - [DISPAA] HORTISED Technical issues: update of activity and scheduled tasks from October 2015 until the end of February 2016.

- Open discussion on actions carried out in the period

11:15 - Coffee break

11:30 - HORTISED Technical future issues

- [DISPAA] Technical activities to be carried out in the next six months
- Open discussion on actions to be carried out in the next six months

12:00 - [DISPAA] Management and dissemination issues

- [DISPAA] Dissemination activities and materials
- [DISPAA] Management issues

13:00 - Lunch

14:30 - ADMINISTRATIVE/FINANCIAL SESSION

14.30 - [EC Monitor team] HORTISED administrative issues:

- project consolidate state of costs divided for partner and for claim cost: problem analysis;
- check of the system of recording of working time: Timesheets and letters of offer;
- check of documents of external assistance, contracts, invoices, salary slips, proof of payments;
- analysis of project costs excel files of each beneficiary

16:30 - Tour of DISPAA laboratories

17.00 - End of the monitoring visit