

**BORDERNETWORK KICK-OFF MEETING****MINUTES****Friday, 03.07.2010, 9:30 -11:15 and 11:30 – 12:30 h****Project administration and financial management****Update of project's time-table****Moderation: Elfriede Steffan, Tzvetina Arsova Netzelmann with participation of Dinah Ibrahim and Lydia Skierwiderski/SPI Forschung****Participants:** all associated partners**Protocol:** Tzvetina Arsova Netzelmann, Christine Körner/ SPI-Forschung

The session started with an overview of the various areas of the contract between EU and SPI. Copy of the contract was distributed to each associated partner at the beginning of the meeting. Some of the new components/changes from pervious EU-funded project BORDERNET were outlined:

- Only 2 reports have to be submitted (1 interim and 1 final), in contrast to previously 2 interim reports and 1 final report.
- The interim report will be submitted in M18 +2 (in July/ August 2011), in Annex 1 all binding delivery-deadlines are set.
- The final report should be submitted in M36+2 (formerly 36+3)
- The budget installments: 3 rates are foreseen, 2 pre-financing payments and 1 payment of the balance in proportion: 30%-30%-40%;
- The particularity by the request of the second pre-financing payment was also clarified: partners should have spent at least 70% of the first 30% pre-financing payment I order to receive in full amount the second 30% pre-financing payment.
- The financial reporting forms were clarified, the form for reporting will follow the budget and its lines and will be distributed by SPI;
- Transfer between different lines of the budget is allowed in a deviation of up to 20% from the approved budget;
- The time sheet was presented and explained as main form for reporting of staff time;
- The travel costs reimbursement forms were presented and explained – 3 types of travel to be reported: 1)travel of staff (budget line E2), 2)travel of subcontractors (budget line E5) and 3) travel under other costs – experts, non staff members, collaborating partners (budget line E6)
- All reporting forms will be circulated electronically among the partners.

Following after, for one hour two teams of SPI collaborators offered parallel individual time for bilateral consultations on budget and administrative management to all associated partners. During the bilateral consultations budget issues have been clarified, relation between planned activities and estimated budget highlighted, dates for first monitoring on-site visits of the co-ordinator to each partner were appointed by end of 2010.

The final session of the meeting aimed to sum up and update participant on project's time-table

- Dissemination plan, Evaluation plan, Website = those are some of the milestones to be fulfilled in the nearest project period under the horizontal work packages 1, 2 and 3.
- Coordination: SPI will circulate email to all partners to appoint who of them will be the contact person for the Mailing group.
- Contact persons of SPI to be included as CC:// under the WP-specific emailing list:
  - o Christiane Firnges covers WP 9
  - o Elfriede Steffan covers WP 5 + WP 7
  - o Tzvetina Arsova Netzelmann covers WP 6 + WP 8
- Time line and next steps in the WP areas:

WP 1 → For the period July – September 2010

- Action Frame Form filled in by partner with (planned) activities and also the (planned) joint activities with the partner from the cross-border model region;
- Next international steering committee meeting in Berlin March 2011 – with participation of selected collaborating partners and external evaluator;

WP 2 → Dissemination will be communicated by SPI, Feedback on the Flyer is requested until July 9

- Posters of BORDERNETwork will be presented during WAC2010 in Vienna.

WP 3 → Immediate task – call for tender for external evaluator; selection of evaluation, draft of evaluation plan., participation in ISC meeting in March 2011, SPI isopen for proposals of partners (institution, ideas?)

Part of WP1 and WP 3 are one-site-visits and bilateral consultations

- Meeting with NIHD, AISC maybe in first week of October 2010 (SPI will keep partners informed)
- RKI visit in Bulgaria in October 2010 (still to be confirmed)
- SPI visit to Romania in last week of November

WP 5 → Sentinel surveillance deadline in October 2010: protocol and instrument

WP6 →Start in August 2010

WP 7 → Start in August 2010

WP 8 → Started in Mai 2011

- First exchange seminar in Sofia in October 2010
- First training workshop in Bucharest in March 2011 – to communicate dates at earliest convenience to coordinate with ISC meeting in Berlin same month

WP 9 → Satellite Meeting in frame of WAC is oncoming on 20<sup>th</sup> July 2010, second expert meeting in Vienna will be communicated (December 2010), finishes in month 24

## **Final Participants Feedback Round**

### **on the positive and negative impressions and experiences during the kick-off meeting:**

- There were many questions to be clarified related to Annex I of the partner sub-agreement, some have been addressed via email, others were clarified during the meeting;
- The possibility to meet all partners together was seen as very helpful, especially the narrowly co-operating partners under same work packages;
- The possibility to meet some of the most experienced partners in the network was very advantageous, impressed by the commitment and devoted partnership in the German-Polish regions;
- In general more time for the whole meeting would have been more effective, the programme was very intensive, the time was too short, more time spend in working groups would have been better;
- Very well organized, structured and productive meeting, many issues clarified;
- Very beneficial to have first meeting of the partners in some WPs, which have not yet started – gives better feeling of point of departure and creates common platform for discussion of the first phases, assessment, mapping to be conducted in each partner region;
- Time and opportunities lacked in plenary for an introduction of the background contexts of the partner regions – exchange on that took place only in the frame of the working groups on WP4 – the first cross-border model region meetings and were reported in the plenary;
- A disadvantage for the partners coordinating WP5 was that no working group especially dedicated on the sentinel surveillance was possible, some time to meet only the 4 EU partners from the sentinel surveillance working group lacked;
- The exchange of experience among partners was very good, meeting large and diverse group in the network is a very positive feeling for the start;
- The meeting provided good overview of the whole project, a lot has still to be clarified;
- The second day with two slots of working groups was too intense and too concentrated, the programme should have provided more time for the working groups;
- More time was needed also for the discussions in the model regions – getting close to each other and finding common priorities for exchange and mutual learning in the cross-border cooperation
- The service in the meeting's venue could have done better