



Application Number: VP/2012/00/0232
Agreement Ref. Number: VS/2012/0426

Date: November 2013

MINUTES
Final Project Meeting of project partners
Slovenian Chamber of Commerce
22 November 2013 (10.00- 15.00)
Ljubljana, Dimičeva 12, Slovenia (ground floor)

Meeting Attendees:

Hugo Oliveira, CCP; Andrej Šik, SDGZ ;Dionisio Gherbassi, SDGZ-Servis; Tomaž Bernik, ZDOPS; Andrej Trdina, SCC, Barbara Gnilšak, SCC; Urška Brglez, SCC; Barbara Krivic, external expert of SCC

Please find attached 2 PPT presentations from the project meeting and accompanying documents.

Agenda:

10.00 – 11.00	Project meeting <ul style="list-style-type: none">- evaluation of the executed tasks on the project- evaluation of the goals of the project- dissemination of the outcomes of the project- plans for the future
11.00- 11.15	Break
11.15- 12.00	Project meeting- finance <ul style="list-style-type: none">- financial management of the project- open questions of the partners- reporting of the project partners/deadlines- final report of the project
12.00 - 13.00	Break
13.00 – 15.00	Discussion of the project partners (Q &A)/individual open questions from the project partners regarding financial issues and final reporting to the EU

AD1/ Evaluation of the executed tasks on the project/evaluation of the goals of the project/dissemination of the outcomes of the project/plans for the future

Project manager informed the project partners about the executed tasks on the project so far (please see the attached PPT presentation for this part of the project meeting). The goals and outcomes of the project are accomplished by the following activities on the project already done by the project partners and by the leading partner:



- published information about the project in bulletin T-information- 10 x- SCC
- updating the partners on regular basis
- dissemination of the activities and outcomes of the project- all partners
- establishing and maintaining project sub-web page – all partners!! (SCC in English and Slovene, partners- native language)
- 3 national round tables / partner (except Eurocommerce and ZDOPS)
- 4 national surveys
- preparation of e-brouchure (comments, revision of the drafts)
- organisation of the final conference in Ljubljana- 21.11.2013
- free of charge e- brouchure
- dissemination of the results, outcomes, recommendations to the wider audience (trade unions, governmental bodies, companies, etc)
- additional findings and recommendations for future changes of legislation in the partners countries.

Project partners also got information about the activities necessary to be done till the end of the project in order to achieve goals and results of the project. The project partners received free of charge USB keys with the e-brouchure intended for dissemination of the findings and recommendations of the project. The USB were already disseminated to the participants on the closing conference on 21.11.2013. The project partners will disseminate and distribute the USB to their national governmental bodies, institutions, chambers, associations, etc... and inform the leading partner about it. The project partners should put all PPT presentations from the closing conference in Ljubljana – 21.11.2013 on their web pages of the project and inform the leading partner about it.

Regarding future plans of the project partners/leading partner on the project, project partners should try to implement the results of the project and recommendations from the closing conference in Ljubljana into the national legislation of the partners countries and currently updating the leading partner about the implementation of the results of the project into the national legislation. So the cooperation among the project partners will continue after the official finishing of the project. The project partners will disseminate the results and recommendations/findings from the project also in the future and will be informing each other by mail through leading partner about the developments in this filed in the future. The project partners expressed the preparation to cooperate with each other also in the future projects if possible. Project partners find the information, knowledge and experience gained in the course of the project very useful at their daily work and they will try to continue to disseminate the newly gained knowledge in trying to achieve new possibilities and implementation of good practices gained in the course of the project.

AD2/ Project meeting- finance/Discussion of the project partners (Q &A)

As the project is ending at the end of November and so also the final reporting to the Commission, **project partners are informed that they should send as soon as possible or till 9 December 2013 at the latest**, the following documents:

- 1. expences claims for Ljubljana closing conference and final project meeting**
- 2. time sheets for work done together with proper staff costs expences claims for the period from May 2013- November 2013**
- 3. each partner please find the enclosed the already paid expences and how much is still expected to be paid**



At reporting please consider the financial guidelines for financial reporting (enclosed).

The partners also had some special time to discuss the financial issues regarding the reporting with the leading partner at the end of the meeting (each case separately).

Minutes prepared by:
Urška Brglez, SCC

Barbara Gnilšak
Project Manager, SCC