

## FrontWinners

### Online Meeting – 11/07/2022, 11:30am (GMT)

**Attendees:** Maria Potes Barbas (IP Santarem), Elsa Casimiro (IP Santarem), David Torreza (IP Santarem), Suzana Leonardi (Viatecla), Maria Evgeniou (CSI), Irena Kovacs Andriskin (Meath Partnership)

#### Agenda:

1. Opening and welcoming - General overview about the progress of the project
2. C1 Training session in Ireland
3. Timesheets overview
4. Budget overview
5. Next TPM in Portugal
6. Upcoming tasks and Q&A
7. Next meeting

#### Minutes:

##### **1. Opening and Welcoming – General overview about the progress of the project**

- Maria Potes Barbas welcomed all the partners and opened the meeting. Maria informed the partners that the draft agenda of the next TPM in Portugal in September has been shared with the partners via email.
- In relation to IO2 and IO3, the English versions and all translations in PT language are available, Greek translations will be finalised by September 2022
- Viatecla is working on the two handbooks under IO4, they are both in progress

##### **2. C1 Training session in Ireland**

- New project member from Meath Partnership in cooperation with Suzana from Viatecla will prepare a draft of the Agenda for the training in Ireland 29th July 2022 (including all the required evidences and results) and share it with all the partners for feedback
- Once feedback from all the partners received, the agenda will be finalised and shared with all the partners

##### **3. Timesheets overview**

- Maria informed all the partners, that all the details in relation to the timesheets are available in the PPT presentation summary shared with all the partners previously. Maria also asked all the partners, to submit their timesheets via email min. 2 days prior to the meeting in Lisbon in order to review the timesheets to ensure that they are in line with the requirements.

#### 4. Budget overview

- Maria Potes Barbas informed the partners that the Interim report had been 100% approved by the National Agency. The financial allocations will be transferred by the University to each partner once received from the National Agency. Maria will inform the partners about receiving the allocation of the grant once received.

#### 5. Next TPM in Portugal

- Partners agreed to hold the meeting in headquarters of Viatecla in Almada in Portugal on the 26<sup>th</sup> and 27<sup>th</sup> of September 2022, with a dinner in Lisbon on the 26<sup>th</sup> of September and meeting and lunch in Almada on the 27<sup>th</sup> September. Maria Potes Barbas shared the agenda with the partners in advance. Suzana will share more details about the options for accommodation, dining and cultural experience by Friday 15<sup>th</sup> July 2022. Maria Potes Barbas and Elsa kindly offered to help with the transportation of the partners from Lisbon to the meeting either with a minibus provided by the University or by a car.

#### 6. Upcoming tasks and Q&A

- Meath Partnership will contact Suzana and create draft the agenda for the C1 Training in Ireland and share it with all the partners by 29<sup>th</sup> July 2022
- Maria Potes Barbas will inform the partners once the financial allocation as per Interim report is received and will ensure the transfers
- Suzana will share more details about the TPM in Lisbon by Friday 15<sup>th</sup> July 2022
- All partners will prepare their timesheets and forward them to Maria Potes Barbas and David min. 2 days prior to the partner meeting in Lisbon in September
- Irena and Maria Evgeniou will prepare short summaries about the progress and impact of the activities they are leading on for the partner meeting in Lisbon (Irena – IO3 and C1 and Maria for IO2)

#### 7. Next meeting:

- The date and time of the next online partner meeting will be discussed via email.