



## European Studies Revitalized Across Asian Universities - EURASIA Second Project Team Meeting

1-4 November, 2018 – Catania  
Department of Political and Social Science, Via Vittorio Emanuele 49, Catania  
Meeting room 2nd floor

### AGENDA

**Day 1: Thursday, 1 November 2018 - arrival**

**Day 2: Friday, 2 November 2018**

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| 9:00 – 9:30         | Registration and welcome<br>Prof. F. Longo, Prof. Dr. M. Stoicheva   |
| 9:30 – 10:30        | EURASIA Project Review: Activities in 2018<br>Reporting on WP PREPARATION (tasks, deliverables, exploratory visits)<br>Sofia University team, S. Gabova<br>(Reference documents: <i>D1.1 Comparative Report</i> , <i>D1.2 Courses in EU studies at partner universities</i> , <i>D1.4 Bibliographical reference</i> , <i>D1.5 EU-funded projects</i> ) |
| 10:30 – 11:45       | Feedback from project partners on the exploratory visits and preparatory activities (10 min. per partner)<br>( <i>Coffee break during the session</i> )  |
| 11:45 – 12:30       | Presentation and discussions of D1.1 Comparative report<br>Sofia University team, S. Gabova<br>(Reference document: <i>D1.1 Comparative report</i> )   |
| <b>12:30 – 1:30</b> | <b>Lunch</b>   |
| 1:30 – 2:45         | EURASIA Dissemination Plan, Quality Management Plan<br>Exploitation Plan (indicators, checklists, evaluation)<br>Sofia University team, Jagiellonian University, Jindal Global University<br>(Reference documents: <i>D6.1 Dissemination Plan</i> , <i>D5.1 Quality assurance plan</i> )   |
| 2:45 – 4:00         | EURASIA Financial reporting (travel, staff costs, audits)<br>Sofia University team, M. Lencheva (see the additional clarifications below)<br>(Reference documents: <i>Individual travel report</i> , <i>Joint declaration</i> , <i>Interim financial report (cost claim)</i> , <i>timesheet</i> )  |
| 4:00 – 4:15         | <i>Coffee break</i>  |
| 4:15 – 5:30         | EURASIA administrative, technical, financial issues<br>Prof. Dr. M. Stoicheva  |
| 5:30                | Wrap-up  |
| 8:00                | Dinner   |

EURASIA

Project ID: 585968-EPP-1-2017-1-BG-EPPKA2-CBHE-JP



**Day 2: Saturday, 3 November 2018**

- 9:30 – 10:30 EURASIA First Faculty Training: Review and Evaluation  
Prof. Francesca Longo, University of Catania  
*Concurrent session for evaluation of the 1st faculty training with training participants*
- 10:30 – 12:30 Planning the 2<sup>nd</sup> and 3<sup>rd</sup> Faculty trainings in Sofia and Krakow (logistics, participants, topics)  
Prof. Dr. Maria Stoicheva
- 12:30 – 1:30 Lunch**
- 1:30 - 3:30 EURASIA website and e-learning platform (layout, functionalities, compatibility issues, EURASIA project management space)  
Sofia University team
- 3:30 – 3:45 *Coffee break*
- 3:45 – 5:00 EURASIA Planning Ahead (activities for the next 6 months)  
Sofia University team, S.Gabova  
(Reference documents: *EURASIA timetable Jan-Oct 2019*)
- 5:00-5:45 Wrap-up
- 8:00 Dinner

**Day 4: Sunday, November 4, 2018 - Departure**



**ADDITIONAL CLARIFICATIONS FOR THE PROJECT TEAM MEETING  
NOV. 1-4, 2018  
CATANIA**

**1. Evaluation of the first faculty training**

We will begin the second day of the project team meeting on Nov. 3 with an evaluation of the first training session in Catania. Training participants will convene to discuss the learning outcomes, strengths and weaknesses of the training, and will then share their conclusions and recommendations with all project partners. A feedback questionnaire will be designed to aid the evaluation and discussions.

**2. Financial reporting exercise**

In order to prepare for the first interim project report, we propose to have a reporting exercise on the first day of the project team meeting as part of the panel dedicated on financial management issues (see the attached Agenda). The exercise will focus on 1) documents required for the financial reporting (official reporting forms, primary financial documents that partners need to provide), 2) step-by-step instructions on completing the reporting forms, 3) deadlines for reporting to coordinator Sofia University and the Erasmus+ program.

To be most efficient, we would like to ask you to prepare ahead of time and bring with yourself to the meeting the following documents (scanned and/or on paper; translations in English must be provided where needed. For example, on invoices detailing the type of expenditure, i.e. organizing an event, hotel accommodation, etc.)

The exercise will focus on financial reporting for the period from the beginning of the project until 30.09.2018.

Encoding of the documentation can be done in the following way – type of cost category, abbreviation of the university and then number. For example: StaffSU1, TravelSU1, etc. The file name of the scanned documents and the “Supporting document reference” in the interim report table must be identical.

Supporting documents required for **staff costs** reimbursement:

- Employment contracts;
- Timesheets – see attached template;
- Joint declaration – see attached template. The declaration must be signed by the project staff member, then signed and stamped by the legal authorized representative of the institution (partner university) which employs the project staff member.
- Salary slips where applicable, bank statement for the compensation paid to the project team member;

Supporting documents for **travel costs**:

- Individual travel report – see attached template;
- Invoice for airplane ticket (including the passenger’s name, date of travel, itinerary);
- Boarding passes (scanned paper boarding passes or electronic documents);
- Invoice for hotel accommodation (including the guest name, number of nights, dates of stay, amount paid);



Please be sure to send the documentation for the interim report and exercise before the meeting but no later than Oct. 25 to e-mail [sueurasia@gmail.com](mailto:sueurasia@gmail.com). Alternatively, if you cannot complete the draft interim report before that, please have the electronic copies of all documents with, so we can check them during the meeting.

- Proof for **bank transfer for the pre-financing received** from each partner. Please provide a copy of the bank statement for the money received (the document is needed for the external project audit.)

For additional questions, please email Snezhina Gabova at [sueurasia@gmail.com](mailto:sueurasia@gmail.com) or Maria Lencheva, at [lenchevam@gmail.com](mailto:lenchevam@gmail.com).