



Project LIFE13 ENV/IT/461

"Environmentally friendly biomolecules from agricultural wastes as substitutes of pesticides for plant diseases control" (EVERGREEN)

MONITORING AND 18 MONTHS PROGRESS MEETING AGENDA

Date: Friday, 13th May 2016
Place: Via Emilia Levante 18, Imola - Italy, ASTRA operative premises Mario Neri
Time: 9:30 to 18:00
Invited partners: All partners are invited to attend this meeting

AGENDA

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

09:40 TECHNICAL MEETING

09:40 [All] EVERGREEN Technical issues: Presentation per Action of Technical activities carried out from October 2014 until the end of April 2016.

11:00 Coffee break

11:15 EVERGREEN Technical future issues:

- [UNIFI] Technical activities to be carried out in the last six months of the project
- [All] Open discussion on actions to be carried out in the last six months of the project

11:30 [DISPAA] Management and dissemination issues, in particular

- [DISPAA] Dissemination activities carried out from October 2014 until end of April 2016
- [DISPAA] Preparation of Final Report

13:00 Lunch

14:30 ADMINISTRATIVE MEETING

14.30 [EC Monitor team] EVERGREEN administrative issues:

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

16.30-18.00 Tour of project demonstration sites