

NGEnvironment
6th Partner Meeting – The Layman Report
Conference
Online via Zoom

12th – 14th of July 2021

Project Number: 2018-1-DE02-KA204-005014

NGEnvironment

Foster European Active Citizenship and Sustainability
Through Ecological Thinking by NGOs

Next steps



Co-funded by the
Erasmus+ Programme
of the European Union



Welcome to our Online Meeting!



NGEnvironment



The NGENvironment Layman Report Conference

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Next steps

❖ IO9:

- ❖ Writing of Layman Report (GIE → Deadline: 21/07/2021)
- ❖ Translation of Layman Report (All partners → Deadline: 10/08/2021)



Multiplier Events

- ❖ Deadline: July 2021
- ❖ N= 30 persons
- ❖ Presenting all IOs of the project
- ❖ Evidences:
 - ❖ participation list
 - ❖ pictures
 - ❖ certifications of attendance
 - ❖ Presentation / Agenda
- ❖ Please upload all documents to our project folder in NextCloud latest until 10/08/2021!



Financial report materials



- ❖ Some materials are missing as:
 - ❖ **(Zero)-Timesheets !!! Please create your Timesheets in PROM !! (latest until 10/08/2021)**
 - ❖ Signature on the Travel Cost records
 - ❖ Evidences of the travels as invoices etc.
 - ❖ Employee contracts
 - ❖ VAT-Declarations etc.



General aspects



- ❖ Declaration of Attendance of M4 / M5 / M6 / Final Conference
 - ❖ Original documents via post
 - ❖ Scanned documents
- ❖ Participation lists of Steering Committees
 - ❖ send by post to all partners to receive original signatures
 - ❖ Status? Who has the list at the moment?

Please send all original documents to Jana via post latest until 10/08/2021!



Contact

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