NGEnvironment
6th Steering Committee Meeting
Online via Zoom

14th of July 2021, 9a.m. to 10a.m. (CEST)

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



Foster European Active Citizenship and Sustainability Through Ecological Thinking by NGOs

6th Steering Committee Meeting







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Agenda

- 1) Upcoming tasks until the project end on 31/08/2021
 - ♣ IOs
 - Multiplier Events
 - Financial Report materials

NGEnvironment ends on 31/08/2021!!





Next steps

- *****/107:
 - Translation of Survival guide (deadline 31/07/2021)
- * 109:
 - One Pager (deadline: 30/06/2021)
 - Writing of Layman Report
 - Translation of Layman Report





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 05/08/2021!





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.



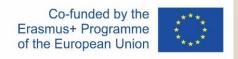


General aspects

- 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 Jana via post latest until 05/08/2021!





Contact

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