



FINE-TUNING MEETING

MINUTES OF THE MEETING

Project	ELEVATE
Ref. nr.	573921-EPP-1-2016-1-MD-EPPKA2-CBHE-SP
WP / Deliverable/ Action	WP5/ D5.3/ Act. 5.3.- Fine-tuning of university procedures and regulations
Project partner (s)	P1- Academy of Economic Studies of Moldova, Moldova (ASEM)
Place/ Date	Chisinau, Moldova / 03 October 2019

03 OCTOBER 2019

- 1. Welcome from the Grant Coordinator – Dr. Olesea SIRBU:** Presentation of the Project's Partners; Analysis of current state of arts; Presentation of the programme;
- 2. ELEVATE Project Extension for a year:** ELEVATE Project Coordinator has announced all of the participants that after discussions with the Head of the National ERASMUS + Office, Ms. Claudia MELINTE, the ELEVATE Project Coordinator has decided on asking the European Commission to extend the ELEVATE project for a year due to the following reasons:
 - The First Reason is: In the Project description hasn't been provided an additional year for the testing and piloting of the products elaborated within the Project's lifetime.
 - The Second reason: Weak knowledge of English Language skills both speaking and writing of the students and academic staff;Dr. Olesea SIRBU announced everyone that we have received the acceptance from the European Commission.
- 3. ELEVATE Project Webpage:** Underlining the importance of the dissemination of the project's results on the ELEVATE's webpage by all of the partners;
- 4. ERASMUS + Webinar on reporting**
 - ELEVATE Project Coordinator – Dr. Olesea SIRBU has announced all of the participants about the Webinar organised by the European Commission about the reporting of the project and said that the link to the repetition of the broadcast will be shared with all of the Project Partners;
 - According to the reporting rules, **all of the Project's Partners are responsible for realisation of the activities within the project.** In case any penalties will be given



by the European Commission, the Grant Coordinator has a right to ask the partner who didn't realise the following activity for a refund!

- **During the Project's Reporting will be controlled:** *Results, Quality of the Result, Piloting of the Result.*
 - **Progress Indicator:** The indicator of the progress has to be done by all of the Project Partners (*How do we use the internationalization strategy?*)
- 5. Sustainability Plan:** Each Project Partner has to elaborate the Sustainability Plan of the results and the impact. ELEVATE Project Coordinator – P1-ASEM/MD will send a Circular letter with an example by October 15
- 6. Financial Aspect:**
- ELEVATE Project Coordinator- Dr. Olesea SIRBU will be finished by *October 15th* with the timesheets and joint declaration;
 - ELEVATE Project Coordinator- Dr. Olesea SIRBU has announced all of the Project's Partners about the staff cost and salinization within the Project. *The People, received the salaries within the project have to be officially employed by the Partner university.*
 - Quantity of hours per month CANNOT EXCEED 20 hours per month; 240 per year; Special attention has to be paid if the Project Partner is involved in other ERASMUS + project; then the total amount of hours per month have to remain 20, otherwise it will be considered as double financing;
- 7. ELEVATE Budget Evaluation and the presentation of current state of arts and each budget line by the Project Coordinator – Dr. Olesea SIRBU**
- 8. Equipment: remaining amount of 62,000.00 EUR**
- Due to the fact that ELEVATE project has been extended and one of the reasons is the weak knowledge of English language by students and the administrative staff, ELEVATE Project Coordinator - Dr. Olesea SIRBBU proposed to Project Partners to ask the permission of the European Commission to use the remaining amount to equip the *Linguaphone Study Room.*
 - Each Project Partner has to write an endorsement letter, that has to be signed by the Rector. The PDF copy has to be sent to the ELEVATE Project Coordinator.
- 9. Dissemination Rules**
- All the Dissemination Events has to real and have an actual Proof (*Pictures, attendance list, etc*)
 - Study Visit cannot be included as a Dissemination Event;
 - Each Project partner will receive a letter regarding the calendar;
 - The 3rd Dissemination Report has to be presented by the 14th October 2019
- 10. Visibility Rules: Logo**
- Each Project Partner has to use the ELEVATE Project Logo in a correct way. The absence of the logo or the incorrect way of using it will lead to the penalty on 20% from the total amount.
- 11. All of the Project partners agreed on realizing the Fine-Tuning Meeting every 3 month.**
- Next Fine Tuning Meeting: **29 November 2019**



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12. Operational Plan, 3rd year has been discussed by the ELEVATE Project Partners and new deadlines has been established. The information with the new deadlines will be shared by the P1-ASEM institutional Coordinator – Dr. Rodica CRUDU.