

EUREVITA SIAT 285

Project update N.2

29.06.2018

This Newsletter as part of the work package Management (Deliverable M1.3: Conduction of monthly project updates) is to inform all Project Partners about the projects progress, ongoing, concluded and upcoming tasks and will be sent on a monthly basis. All Partners are contributing by updating the project coordinator about their tasks in due time. The progress is linked to the timetable in the Project Guideline.

!!! Important Update !!!

- The Joint Secretary has preliminary fixed **18.09.2018** for the **workshop for reporting**, on 19.09.2018 there will be a workshop for applicants of projects. If you don't plan on applying for another project in November 2018, only the first date is important. Both workshops will take place in Austria, location to be defined.
As 18.09. was one of our two dates for the kick-off conference, we will aim at **26.09.2018** for the kick-off conference. Please save the date (also with your directors and interested personnel)!

Started/Continuing Activities

- **M1.1. Project Guideline**

A tender from the Leadpartner for translation services is currently conducted and will be finished upon 03.07.2018. The project guideline will then be translated and uploaded to the filebox.

- **M1.2. Coordination Meetings**

The first coordination meeting in September 2018 (presumably 26.09.2018) is currently in preparation.

- **M1.3. Conduction of monthly project updates**

Being conducted on a regular basis in form of an E-Mail-Newsletter to all partners with Nr. 1 being sent out on 08.06.2018 and Nr. 2 being sent out on 29.06.2018.

- **M2.1. Periodical Reporting**

Ongoing for all partners on a constant basis and for all activities respectively.

- **C1.1. Kick-Off-Conference**

The Kick-Off-Conference (26.09., 02. or 03.10.2018) is currently in preparation

- **C1.4. Press Conferences**

1st press conference in the frame of the Kick-Off Conference in preparation

- **C2.2. Corporate Design/Corporate Identity**

Currently in preparation, first drafts have been revised and new drafts will be following first week of July 2018.

- **C3.1. Project brochure**

Currently in preparation

- **C4.1. Social Media**

Facebook-account was established, content is currently in preparation

- **C4.2. Project Homepage**

Domain (preferably eurevita.eu) will be purchased, homepage currently in preparation.

- **T1.1.1. List of old crafts**

Currently in preparation.

Further Information

- All partners are conducting their tenders for external services, purchases of equipment etc. according to the timeline established in the project guideline and based on the ems-application form in strict consultation with the FLCs.
- The A3-Poster (in diagonal and horizontal formats) and other drafts were uploaded in the filebox (file *Vorlagen - Predloge*) – the partners have to put the A3-poster somewhere visible at their business premises according to the Manual. Recommended is on the office door of the project manager or in a common entrance area at your office.