

EUREVITA SIAT 285

Project update N.3

18.07.2018

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 Information !!!

- In case of any changes of cofinancing (important for those who seek national cofunding): this is a change of the funding source and has to be reported via LP/Project coordinator to the JS (Ms. Ploj/ boplo) via ems. In case this is relevant to you, please send me the funding agreement with the national authority as well as a translation (JS needs this in both languages), so the change in the ems-application as well as an annex to the EU-funding agreement can be arranged.
- Shifting budget (for example staff costs) from one period to another is according to the JS not possible. In case this seems necessary, please consider the possibilities the -15% rule per period is offering as well as the possibility to be “above budget” (only in PP budget per period, not in total PP budget).
- Please be advised that changes of budgeted equipment are not possible (for example: when you budgeted a laptop you can't buy a camera from that money, unless the cost description foresees it).
- As a reminder: to shift planned budget in one period in one and the same cost category (for example in Period 1 in staff costs from person A to person B) is no problem. Slight changes like that just have to be documented in the periodical partners report.
- On Austrian Side, PPs have according to the FLC Styria the possibility to “take over” tender and documentation for external expertise (like translation services) from the LP. On Slovenian side, every PP has to do an own tender for external services and expertise according to the JS and SI-FLC.
- LP is trying to implement a practical calendar in the filebox – as soon as some technical issues are resolved, deadlines, holidays and other relevant dates will be entered there through LP.
- Project Guideline is translated and in final revision.
- First project partners websites have published information about the project – if this did not happen yet, please do so as soon as possible and send a link to eurevita@bfi-burgenland.at
- Facebook-page was established, for the time being it is called “Projekt EUREVITA” and all partners are invited to join. Title and description will change as soon as a FB-guideline has been finished (already in preparation). In case you have pictures or other material that can be used for Social Media, please upload it on the filebox or send it to eurevita@bfi-burgenland.at .
- Several meetings between project personal were conducted throughout July, please make sure you always have a sufficient documentation (invitation, participants list, pictures,...)
- In the last Update was an error regarding the date of the Kick-Off-Conference: this was set originally (and still is), according to the project guideline for either **2nd or 3rd of October**, and not 26.09. Please save the date!
- 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.

Started/Continuing Activities

- **M1.1. Project Guideline**

The project guideline was translated, the document is finalized and will be send to all partners/uploaded to the filebox by PP Sekem next week.

- **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, Nr. 2 being sent out on 29.06.2018 and Nr.3 being sent out on 18.07.2018.

- **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 (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, after revising drafts one was communicated to all PP. Based on this ddraft the further development of the CI will follow.

- **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 was purchased, a tender for technical development of the homepage is currently in preparation.

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

Currently in preparation.

Further Information

- The tender for external project coordinator with the Leadpartner was concluded. Paul Olynec, s.p., reachable via eurevita@bfi-burgenland.at and mobile via +386 30 612 360, was awarded the contract. Amongst other things, he will be responsible for the monthly project updates and is to be kept updated about all activities regarding the project.
- 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.