

## Last Transnational Project e-Meeting

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*Held via Skype on the 19th of March from 11 am to 11.30 am (CET)*

### Participants:

- ECOS: Stefano Moliterni, Valerio di Tommaso, Violetta Marzialetti, Francesca Cirulli
- CMet: Diane Crone
- TUM: Jürgen Beckmann
- HLU: Sampsa Kivistö
- EPSI: Alberto Bichi, Carlotta Giussani
- EitC: Johnathan Garside
- SSOI: Tatjana Udovic

After a brief welcome, the project partners discussed the following points:

- **SPHERE final conference on the 26th of March, organised by EPSI**

All the information will be compiled in a single presentation by EPSI, in order to not run into possible delays in terms of timing during the conference.

EPSI will send to each partner the single presentation before the 26th of March.

The structure of the conference will be organised as following:

1. Introduction - led by EPSI
2. Brief presentation and overview of the project - led by Valerio di Tommaso, ECOS Europe
3. Introduction to the best practices research - led by Jürgen Beckmann, TUM
4. Brief introduction of Santo Rullo, ECOS
5. Presentation of the SPHERE protocol and guidelines - Diane Crone, CMet
6. Presentation of pilot actions, starting with EITC and ending with ECOS
7. Trailer of the SPHERE documentary
8. Conclusions - led by Valerio di Tommaso, ECOS

During the meeting the partners have discussed the ways of carrying out the webinar. Excluding the possibility of introducing a moderator, in order to respect the schedule, they agreed on introducing a presentation slide for each speaker. EPSI will include these slides in the final presentation.

The last point dealt with in this regard was the number of participants registered for the event. After analyzing the origin of the people registered so far and the participation, all partners agreed on the need to carry out more targeted communication actions, in order to attract relevant stakeholders for the project.



The zoom meeting will be open to partners 15 minutes before the starting, in order to check all technical details. All partners need to register on Eventbrite in order to access.

- **Partners' activities reports for the definition of the final project report**

The partners have clarified which information is required by ECOS in order to compile the final report. Between the 1<sup>st</sup> of April (the day following the end of the project) and the 30<sup>th</sup> of April all partners are asked to fill in this information. The final project report will be sent by ECOS at the beginning of May.

- **Last administrative and financial issues**

Valerio di Tommaso reminded the other partners that each of them is required to communicate all possible staff changes during the project by Monday 22<sup>nd</sup> to Stefano Moliterni. In addition, in order to send all the supporting documents, each partner is called to adjust the timesheets of its own staff.

Johnathan Garside from EITC was asked to consider the chance of organising an event at the end of March, as its multiplier sport event has been canceled due to Covid-19 restrictions, but the chances are really low and probably EitC is going to lose the money foreseen for such event.

