**SPAR partner meeting 8th June 2018**

**Time**

9.00am/11.00am

**Duration**

2 hours

**Venue**

**H- 1068 Budapest, Benczúr u. 35.**

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Aims and objectives of the SPAR partners’ meeting

## To finalise all processes and work packages (management, legacy, evaluation, finances) within the SPAR/Erasmus+ programme as we work towards completing the final narrative and financial report.

## Formalities

* Chair and minute taker appointed
* Apologies
* Discussion of previous minutes – sign off

**Agenda items**

**1. Contractual information – Lindsey**

* TPM budgets
* Outstanding allocations
* Final claim (process)

**2. Evaluation – Hilary and David**

* Priorities for evaluation team over the coming months.

**3. Knowledge Portal – Laraine**

* Update on the Knowledge Portal
* Outstanding information

**4. National Courses - Laraine**

* Update on all programmed events across the partnership
* Outstanding issues
* Evaluation e.g. feedback, photos, stats, case studies

**5. EU Conference Budapest - Janos**

* Operational issues
* Budgetary concerns
* Reporting
* Shared costs

**6. Legacy Course/s & Mobility Grants - Laraine**

* Second course option
* Mobility Grants – discussion and information

**7. Final reporting process - Laraine**

* Outstanding documents – auditors requirements
* Ecorys quarterly meetings
* Timesheets, job descriptions.
* Claim sheets

**8. Other outstanding business**

1. Change of address or project staff
2. Any operational issues we should be aware of (staff changes, management issues)
3. One to one meetings with partners – telephone meeting end of July?
4. Final SKYPE Meeting – end of August?
5. New funding proposals – ideas!

Laraine Winning

Voluntary Arts

31/05/2018