



4th PROJECT COORDINATION AND STEERING COMMITTEE MEETING
Saturday, December 2nd 2017 – BARCELONA

MINUTES

PARTICIPANTS

The following representatives from the TASEM partnership attended the meeting in Barcelona:

Mr. Andreu Camps (INEFC)
Ms. Estela Farias (INEFC)
Mr. José Serrador (Comité Olimpico de Portugal)
Mr. Alain Ferrand (University of Poitiers)
Mr. Pedro Velazquez ICSS Europe
Mr. Efthymios Polydoron (Cyprus Badminton Federation)
Ms. Nephie Economidou (Cyprus Badminton Federation)
Mr. Ramon Saladrigues (University of Lleida)
Mr. Jose Alonso (University of Lleida)
Mr. David Serrano (Spanish Badminton Federation)
Mr. David Cabello (Spanish Badminton Federation)
Mr. Matteo Bovis (CONI)

The meeting is chaired by Mr. Andreu Camps, TASEM Project Coordinator.

Welcome and approval of minutes of previous meeting

The Steering Committee approves the Minutes of the previous meeting organised as there are no further comments from the partners' representatives.

TASEM project progress assessment

Mr. Andreu Camps and Ms. Estela Farias inform all partners about the latest news and outputs of the project.

First, the presence of INEFC at the Mediterranean Dialogues in Rome (November 29th 2017), in which Andreu and Estela presented the main outcomes of the TASEM project.

Secondly, INEFC distributed the certificates for trainers / coaches to the partners present in the meeting.

Thirdly, INEFC presented TASEM's Digital Book, which will send out to all partners for review and edition of a final version.

A video of TASEM activities, made by the athletes, was also presented to all partners.



Partners decide to create a Flickr account so as to all partners and athletes can upload pictures, videos, etc. in a common platform.

Mr. Andreu Camps concludes that from the academic point of view, project results are very positive. It would be interesting to think in a second project based on this first experience.

Partners comment that in the new Erasmus + call for proposals (deadline April 2018), the European Commission is interested in opening the programme to third countries. For TASEM partnership this is a very interesting option, as it could explore alliances with countries from the southern Mediterranean basin (Morocco, Algeria, Tunisia, etc.), as Mediterranean cultural cooperation is one of the main values of the project. In this occasion, INEFC would prefer not to lead the project, so partners will discuss which institution (preferably a sports organization) could take the leadership.

Final report

INEFC presents the structure of the final report, which has to be submitted maximum 2 months after project completion (28/02/2018).

Although the report is coordinated by INEFC, it is a collaborative process in which all project partners need to contribute providing both technical and financial information. The report is submitted electronically, using the eReports system.

INEFC explains the sections to be filled under the narrative part:

1. **Summary of project implementation** (4.000 characters max)
2. **Report of activities** (3.800 characters max each sub-section)
 - Objectives and priorities
 - Description of the implemented activities
 - Quality control during project implementation
 - Team involved in the project and their role
 - Partnership management
 - Impact of the project
 - Policy impact of the project
 - Dissemination
 - Changes in relation to the application
 - Good practice project
 - Difficulties and recommendations

As per the financial part, INEFC informs that 4 documents have to be uploaded:

1. Declaration of honour (by the Project Coordinator)
2. Final financial statement
3. List of Invoices
4. Report of factual findings on the final financial report (external audit)



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**TRAINING ATHLETES FOR SPORT EVENTS
MANAGEMENT (TASEM) 2016-2017**



INEFC

Generalitat
de Catalunya

To collect final financial information, INEFC will send early next week the List of Invoices with all the information gathered so from project partners. Each partner will be responsible for double checking if the information provided is accurate and final, as well as for sending any missing information related to project expenditures. Additionally, it will provide all supporting documents (employment contracts, salary slips, timesheets, invoices, proof of payment, etc.) justifying all expenditures claimed.

Partners are encouraged to check the Project Contractual Management Guide to solve any doubt as regards cost eligibility and supporting documents:

https://eacea.ec.europa.eu/sites/eacea-site/files/guidance_on_contractual_project_management_e_2017.pdf

Deadline for submission of this information to INEFC is 15/12/2017.

The presentation concerning the Final Report is enclosed as Annex I.

Information provided by all partners will be checked by an external audit, hired by INEFC.

Session concludes with INEFC thanking all partners for its cooperation and contributions to the success of the project.