



Erasmus+



**Chance and Challenge-Improve the assistance services for children and youth victims by developing innovative support programs**

**Erasmus Plus Program, Strategic Partnerships**

**30 June 2016**

Londýnská 13/44, Prague, Czech Republic

Participants: Mrs. Silvia Berbec, Association Pro Refugiu coordinator

Mrs Clara Fova and Mrs Itxaso Sasiain, Association Trabe

Mrs Anna Zemkova, Caritas Prague

9.30 – 12.00	Verification of documents elaborated by Caritas Prague in the previous months (monthly activity reports, financial balance sheets, invoices, payrolls of staff involved in the project activities, work contracts of staff involved in the project)
12.00 -13.00	Lunch
13.00 – 14.30	Final Reporting -dissemination platform: list with information from partners to be delivered to the coordinator. -Mobility Tool
14.30 – 14.45	Coffee Break
14.45 -16.30	Time limits / each partner to send the necessary information for the final reporting. Financial Declarations / each partners with detailed info on monthly costs / management and coordination / intellectual outputs / joint staff training events / seminars as multiplier events / exceptional costs. Strategy to disseminate continuously the intellectual outputs produced also after the end of the project.

This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.