



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

**Erasmus Plus Program, Strategic Partnerships**

**10 June 2016**

Duque de Fernan Nuñez 2- 1st floor, Madrid, Spain

Participants: Mrs. Silvia Berbec, Association Pro Refugiu coordinator

Mrs Cristina Fernandez, Association Trabe

Mrs Anna Zemkova, Caritas Prague

9.30 – 12.00	Verification of documents elaborated by Trabe Association 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 Evaluation Process of the Project
14.30 – 14.45	Coffee Break
14.45 -16.30	Budget: Analyze the grant agreement contract rules / each type of costs financial justification documents. Amount of money spent / each partner until the current month Planning of further needed costs until 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.