

## Steering-group-Meeting no. 1 in Nykoebing F, DK, 31.10.2016

- 1) Exchanges in May 2017. Project-leaders & group-leaders:
  - a. Schwaan (DE) can't participate with 2 groups in September 17, but is interested in being involved with 1 group in May and 1 in September.
  - b. We have to find the project-leaders in our own group, and this training is also about educating for being project-leader at international youth-camps.
  - c. For the paper "Phone-numbers at exchanges in May 17" only the workshop-leaders are 100% sure by now.  
For group-leaders the following were mentioned:  
For Nykoebing: Daiva T and Gaiva Br. from Sendvario (LT)  
For Reda: Margarita and Dalia from Sendvario (LT).
- 2) Co-financing: Bo showed the file "Co-financing" showing the necessary number of work-hours to reach the promised amount of co-financing.  
Some problems occurred, which will be dealt with during the meeting.
  - a. Problem for Professor Franz Bunke Schule in Schwaan as they belong to the Ministry of Education, and it is Stadt Schwaan who is partner in Let's do It.
  - b. It is a problem for Reda (PL) + Garzdai & Sendvario (LT) if expenses are different from budgetted and told to their city-hall, also if the expenditure is lower than expected.  
They have to tell city-hall one month in advance to make changes.
  - c. Later work in the evening secured Wejherowo (PL) and showed that they have no problem in reaching the, for them, necessary number of co-financing work-hours, which is 583.  
If they take part in 2 exchanges in both May and September, and if they decide to run a local project on filming the young peoples work on "Stop Climate Change" they will reach more than 1.000 hours.
- 3) Project-logo & EU / SB-logo: Bo showed the logo and the part with EU-logos and rules about communication at <https://southbaltic.eu/communication>.
- 4) SL2014-online reporting-system: Bo demonstrated how to insert staff-persons and planned work-hours.  
Also an excel file for writing expenses was shown and will be distributed to all partners. This can later be uploaded to SL2014.
- 5) Time-sheets is waiting to see how SL2014 is functioning, now having send Connie's hours "for approval at institution".
- 6) Program for next Steering-group-Meeting 12-13.1.2017
  - a. Topic for this meeting is the half-year-report to SB-program
  - b. Bo will arrive on Wednesday 11.th January
  - c. Meeting with Sendvario & Garzdai on Wednesday afternoon 11.1
  - d. Meeting with Kalmar on Thursday morning 12.1 (arr. by ferry)
  - e. Joint meeting Thursday afternoon 12.1 (SE-travels home 21:00)
  - f. Meeting with Reda & Wejherowo in the morning 13.1 (plane dept. 14:50)