



Let's do It!

Meeting with PL-partners at Hotel Bliza, Wejherowo, 14.6.2016

Agenda:

- 1) First things to do for your project
- 2) Procurement-rules in PL
- 3) Others

1) First things to do for your project:

- a) Open a specific account for your project in order to, easily and transparent, being able to identify expenditure (and the income from EU) for your project.
- b) Make agreement with your FLC / First Level Controller (=auditor). In Poland the FLCs are already chosen, so you don't have to deal with this, but simply contact them, when you have the Partnership-Agreement with the attached documents (application-form, Subsidy-contract between S_B and Fjordschool etc.). Please see <https://southbaltic.eu/first-level-control> about this.
- c) Develop partnership-agreement together with Fjordschool / project-Manager and sign 3 copies of this.
- d) Use updated South-Baltic logo on all publications:
<https://southbaltic.eu/programme-logo-and-eu-emblem>

2) Procurement-rules in Poland.

At the training for Lead-Partners we were told that only contracts beyond 30.000 EUR has to undergo procurement, and we haven't such big topics. It is though recommended to have offers from 3 parts in order to show cost-efficiency.

3) Others:

- a) Our project did start 1st May, and you can start your local activities in next school-year = by 1st September
- b) Please encourage science-teachers in coming 7th and 8th grade to work with topics linked to our theme "Stop Climate Changes", for example "combustion" and "photosyntese".

- c) Please remember to fill-in time-sheets in order to document your co-financing. Clear instruction on this will come on training 1A & 1B in Nykoebing, and until then you may just write day and time in a word- or excel-document.
- d) Project-blog will be made with space for each project to upload photoes, videos, minutes from meetings etc.
- e) Joint logo will be made
- f) Training 1A & 1B will also include time for sharing ideas about working with "Stop Climate Changes"
- g) If Erasmus+ will approve "Linking Learning Updated" then Wejherowo will participate in exchange at Starbienino with 15 students and 1 or 2 teachers.

Minutes by B.O.



Let's do It!

Meeting with PL-partners at Hotel Bliza, Wejherowo, 14.6.2016

Present 14.6.2016 were:

Jolanta Manska (Wejherowo)		Jolanta Manska
Dariusz Tyłki (Wejherowo)		Dariusz Tyłki
Izabela Richter (Reda)		Izabela Richter
Patryk WIELMOWIEC (Reda School no. 2)		Patryk Wielmowiec
Ludmila (Reda School no. 1)		
Connie Sylvest Poulsen (Fjordskolen, Guldborgsund)		Connie Sylvest Poulsen
Bo Otterstrøm (project-leader)		BO