



JOINT ACTION MEETING,
Madrid, 15 June 2011, 15.00 – 16.30

Summary Report

This was the second Joint Action meeting of the EPAAC Joint Action. Sandra Radoš Krnel, the Project Coordinator, presented the progress report for Work Package 1. The Grant Agreement has been signed; all partners have been notified and were sent an electronic copy.

In terms of EC Funding, on 11 April 2011 the 1st instalment of the pre-financing payment of EUR 946.498,20 was made to the coordinator, representing 30% of the EAHC contribution. The corresponding amounts for each partner were transferred to each beneficiary on 24 and 25 May 2011. Each Partner was notified about this transaction and was asked for confirmation. There were three exceptions: the Italian Ministry of Health requested the payment to be delayed; the University of Ljubljana has withdrawn from the Joint Action, therefore the transaction was not executed; there were temporary financial transaction issues with the Ministry of Health, the Elderly and Community Care from Malta.

The withdrawal of the University of Ljubljana and all other changes additionally submitted by partners will be included in the Amendment. Partners should submit to the coordinator (by 15 July 2011) via e-mail all the significant changes within their budgets in order to include them in the Amendment.

The coordinators are preparing a draft of the Consortium Agreement, which will be sent out to all partners by the end of July. The official Consortium Agreement between the coordinator and each partner should be signed by the end of September. The purpose of the Consortium Agreement is to specify the relationship among the Partners, in particular concerning the organisation of work and the rights and obligations of the Partners. The Consortium Agreement is necessary in order to avoid any misunderstandings.

Sandra Radoš Krnel also reminded all the Work Package Leaders some of the obligatory Bimonthly Reports have still not been submitted and urged the Work Package Leaders to submit the reports regularly and in a timely manner.

She also addressed the financial reporting; along with the annual interim reports there will also be half-year reports. Partners will be notified on 10 August 2011 and will have one month (by 10 September) to report costs for the period of the first 6 months of the Action. For half-year reports, no supporting documentation is required. The purpose of half-year reports is to have a better overview of the expenditures.

Luzia Travado from NCOD posed a question to the coordinator, what happens in case the funds at this stage are not completely used up. Sandra Radoš Krnel noted that in case the consumption of the pre-financing is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing.

Sandra pointed out that for minor changes within the budget (eg. 2 people instead of 1 attending the meeting for the same estimated cost) a written explanation to the EAHC should be sufficient. The more significant changes in the budget however need to be officially requested (sent as soon as possible to the coordinator by e-mail) so that they can be included in the amendment.

Matic Meglič, leader of Work Package 2, attended the JA meeting via teleconference. He presented a video demonstration on the key functionalities of ProjectPlace and was answering questions relating to ProjectPlace. One representative of each partner has already been invited, however if required, partners can send additional requests for invitations to the JA secretariat. All the ProjectPlace demonstration materials and useful links are available on-line in a special Demo folder. ProjectPlace Attendance to ProjectPlace test meetings (2 sessions) for all Associated Partners will be organised in the next few weeks and are obligatory for all partners. Details on the meetings will be sent by e-mail. In case of any ProjectPlace access issues, partners will be provided with support of the JA secretariat.

Giovanni Nicoletti announced the official dates for the next Open Forum, which will take place on 19 and 20 June 2012 in Rome, Italy. It was suggested to separate the EWAC conference from the OF with at least 3 weeks in between. The suggestion to skip the WP presentations on the OF in Rome was not accepted. It was stressed by Sandra Radoš Krnel as well as Tit Albrecht that time has to be dedicated to WP presentations of the results and for discussion. Regarding the location of the venue for the OF in Rome, Giovanni Nicoletti noted the Italian Health Ministry is more difficult to reach, since it is not in the centre of Rome. However other venues in the centre of Rome are not suitable for larger events (more than 200 people). It was also pointed out that additional rooms should be reserved for individual WP meetings. In conclusion all partners agreed that the next OF in Rome 2012 should remain a 2 day event in order to maximize the time spent there.

The next Join Action Meeting will be in Rome, Italy on 19-20 June 2012.