

Meeting Minutes

Peer Review Group meeting

Date: 3 October, 2014

Location: Budapest, Hungary

Participants: Henny van Lanen, Janusz Kindler, Sandor Szalai, Robert Stefanski, Sabina Bokal

Points of discussion:

- Finalization of the 2nd PRG Report
- Plan for preparation the 3rd (final) PRG Report
- other issues

1. Finalization of the 2nd PRG Report:

We agreed that Bob and Sandor will read “General observations” part of the 2nd PRG Report, send comments to Henny and accept the report. We will also wait for the replay from activity 5.4 (5.5 and 5.6 replays were sent just before the workshop). Henny will do the draft assessment and send it to PRG. They will comment and add to draft. Henny will finalize the assessments and next the report will be submitted to Sabina as final and uploaded to the IDMP CEE web page (partners section).

Henny will finish the PRG presentation from the 3rd IDMP CEE workshop with some questions that are supposed to be answered by each of the Activity Leaders during the meeting.

2. Plan for preparation for the 3rd (final) PRG Report:

- Leader for the preparation of the 3rd PRG report will be Sandor.
- We agreed that 3rd PRG report will be the final one – not including only the last 6 months period but will cover the work done during duration of the whole Programme (with the PRG Reports 1 and 2 taken into account).
- In the last period reviewing process stays the same as it was now:
 - Activity Leader has to fill out Milestone report template, attach the rest of the documents (report, meeting minutes, etc.) which belong to the milestone/output, and submit it to Sabina before the deadline set in the agreement and in activity list (min 10 days before).
 - Sabina sends each report to all PRG members (link via Dropbox).
 - After (max) 2 weeks Sandor sends back to Sabina PRG assessment with the comments.
 - Sabina sends the assessment to the Activity leader. Activity leader prepares a replay in 5 days.
- Activity Leaders will be asked to prepare Final Activity Report (basis: template for Output Report prepared in April, 2nd IDMP CEE workshop) for the activity by mid of March 2015.
- Sabina will send the Final Activity Report first to PRG to check if it is complete.
- Deadline of the Final PRG Report is 30.4. 2015.

3. Other issues:

- Bob and Sandor proposed to organize (back-to-back) with the final IDMP CEE workshop a broader, regional workshop/meeting/conference - TBD.
- Budget needs to be spent not later than till 15. 3. 2015, except the final IDMP CEE workshop.