



**MINUTE – TEAM PROJECT MEETING**  
**22.05.2019, TARREGA, SPANIA**

No.	Subject	Name	Topics discussed / Questions / Other important aspects
1	Work packages of the project	Valeria Balan	It was pointed the dissemination package (6 <sup>th</sup> work package). The results of the dissemination plan were underlined and the aspects that all partners realised up to May 2019. The support documents are very important – invitation, email addresses where the invitation was sent, the programme of the event, list of participants with the signature for attendance, a.o.
		Anna Balp	Alba Sport Club organized more events which are not mentioned in the presentation: 2-3 schools, a centre for old persons, pupils and students from France who had visited the Association, persons from Turkey who had visited the Association, too.
		Valeria Balan	She requests them (Anna and her colleagues) support documents for all events and photos which must be displayed on Alba Association Facebook page; at the same time, the photos will be posted on the project web site
2	Making waves	Valeria Balan	It is a requested from the EU. They published a brochure in which are presented more examples for the dissemination activities. It would be better to pay attention to that brochure and the activities which were recommended for Erasmus+ Sport project
			She requests for all partners: - some information about your sport club / association, aim of activity, contact data - deadline – 30.06.2019 - language – English and native languages: Latvian, Spanish and Romanian



3	Guide of games and exercises for learning bocce	Valeria Balan	She presents the content of the guide and the chapters provided by the Nadija Strazdiņa and Iveta Dirzininka in connection with the bocce sport discipline practiced in the Special Sports Center, Kuldiga
		Anna Balp	A question – this presentation should be at the local area or at the national level
		Valeria Balan	Answer – at the local level
		Valeria Balan	Down Plus Bucharest Association to realise the same short description - deadline for all partners – 30.06.2019
		Valeria Balan	She goes on to present the others chapters of the guide. The chapter written by the Latvia ladies (Nadija Strazdiņa and Iveta Dirzininka) it is pointed out. It contents is about the adaptation of the bocce game for persons who have other disabilities
4	Final report	Anna Balp	She suggests a model of description for exercises and games: - name of the exercises/games - abilities on which it can be practiced - description of the exercises/games
		Valeria Balan	She presents “results of the project” and the model of the final report. The link from the EU site is shown. It is mentioned that the narrative report is filled in by the applicant. The financial report must be filled in by every partner; very details
		Nadija Strazdiņa	A question – which are the support documents that can be attached to the final report
		Valeria Balan	Answer – she will ask to the EU coordinator because she does not know
		Nadija Strazdiņa	A question – a table for every transnational meeting?
		Anna Balp	
		Valeria Balan	Yes – the original table must be brought to Bucharest in November; every partner – 2 official papers



		Nadija Strazdiņa Valeria Balan	A question – is written “0” or nothing is written? Answer – I will answer to the EU coordinator
		Valeria Balan	For acquisitions – 3 price offers, the contract and the invoice it must be offered
5	Other aspects which were discussed	Nadija Strazdiņa Valeria Balan	A question – must she have all paper from the kick-off meeting? Answer – the applicant must have all official paper. If the EU has some suspicions, it asks the applicant the details
		Iveta Dirzininka Valeria Balan	A question – how could we have the hotel invoice? Answer - We must discuss with Violant – the Alba Sport Club coordinator for this project
		Valeria Balan	Please, see page 24 of the “GUIDANCE ON CONTRACTUAL PROJECT MANAGEMENT”. In September, she will send to all partners a paper with all the main documents which every partner must bring in November to Bucharest. Many information will be requested to the EU coordinator.