Online Steering Group Meeting

09 September 2014

11:00 – 12:00 Bruxelles time (Central European Time)

Agenda

1. **Planning the final dissemination event in Bruxelles**

Dates: 27-29 October

Venue: Committee of the Regions, Bruxelles

* **Outline programme**: you’ll receive it in a separate e mail
* **Covering the costs of the event:**

For the final event in Brussels each partner will have to cover its own travel and accommodation costs. These will be reimbursed once the EC makes the final payment (the final payment can only be made once the project has been completed and the EC pays the final 30%. This means that we can expect payment sometime in the middle of 2015).

In practical terms, you’ll be required to pay the flights (+ transport from/to airport/venue) and the accommodation (+ local transports).

As to subsistence, we’ll provide you with dinners on day 1 and Day 2, as well as with lunch on day 2 (the day of the workshop).

* **Travel to/From Bruxelles**

You are kindly required to book and pay your own travel to/from Bruxelles.

Departure: 27 October (please note that at 16:00 we have a SGM)

Return: 29 October (you can leave after 13:00)

Budget: 400 Euros max par delegate

* **Accommodation**

We have booked 2 nights (27 and 28 October) in a hotel we have a good deal with. The price is 125 Euros per night, breakfast and wi fi included.

The hotel is the following:

ATLAS HOTEL Brussels \*\*\*
Rue du Vieux Marché aux Grains, 30 - B-1000 Brussels, Belgium
T:(+32 2)502 60 06  -  F:(+32 2) 502 69 35 - sales@atlas.be -  [www.atlas.be](http://www.atlas.be/)

* **How to pay the hotel**

 Each partner will pay for its delegation.

There are two ways for payment:

1. (preferred by the hotel) Each group pays for its delegation on the departure day by credit card. The hotel will give your organization an invoice with payment details.
2. If you want to pay by bank transfer, the hotel can prepare for you a pro forma invoice. We’ll then send it to you. You’ll then pay and send us a proof of the payment. On the day, the hotel will give you the final invoice.
* **Delegates:**

Each partner is required to send the local coordinator + 2 delegates. They have to be either members of the LAG who will talk about the activities undertaken within the project, or women politicians, who will talk about their experiences.

We have considered that each partner will send 3 delegates, but Balkan Assist, that will send only 2. Please note that once we send you the pro forma invoice it will be you responsible for any change in the booking, according to the hotel’s cancellation policy.

* **Interpretation needs:**

Please communicate to us if you need interpretation. We have already taken note of the need for interpretation from the Bulgarian partner

1. **Pre-financing: procedure to follow from now onwards**
2. **Changes in LUDEN staff**
3. **Any other business**