

ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by *each* participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No.....Project No. 598465-EPP-1-2018-1-ME-EPPKA2-CBHE-SP
 The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: **STOJANOVIĆ** Forename: **RADOVAN**
 Nationality:**MONTENEGRIN**.....
 Home institution: **UNIVERSITY OF MONTENEGRO**.
 Staff position/student year of study at home institution: **STAFF/ PROJECT COORDINATOR**

(2) TYPE OF ACTIVITY (Tick as appropriate)

STAFF	STUDENTS
<input type="checkbox"/> Teaching/training assignment	<input type="checkbox"/> Study period
<input type="checkbox"/> Training and retraining purposes	<input type="checkbox"/> Participation in intensive courses
<input type="checkbox"/> Updating programmes and courses	<input type="checkbox"/> Practical placements, internships in companies, industries or institutions
<input type="checkbox"/> Practical placements in companies, industries and institutions	<input type="checkbox"/> Participation in short term activities linked to the management of the project
<input checked="" type="checkbox"/> Project management related meetings	
<input type="checkbox"/> Workshops and visits for result dissemination purposes	

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy) 27.01.2019.	To (Return date) (dd/mm/yy) 30.01.2019.
PLACE OF DEPARTURE**	HOME INSTITUTION UNIVERSITY OF MONTENEGRO COUNTRY..... MONTENEGRO CITY..... PODGORICA	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION ... EACEA BRUSSELS COUNTRY..... BELGIUM CITY..... BRUSSELS	
TRAVEL DISTANCE***	Km 1468.18 km	

*Please indicate period of travel from departure to return to place of origin
 ** If different from Home institution please enclose authorisation from the Agency
 ***Travel distance in Km (One-way travel using distance calculator:http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities

(4) DETAILS OF THE ACTIVITY

DATES (excluding travel)	From (date):...27.01.2019..... To (date): ...30.01.2019.....
<u>DESCRIPTION OF ACTIVITY(IES) PERFORMED</u> (brief description of the activities performed)	
<p>.....</p> <p>It was traditionally Grantholders´ Meeting, taking place in EU Commission, EACEA. The tasks and work went according to the attached Agenda. The main activities of the Agenda were PROJECT MANAGEMENT, WORKSHOPS ON FINANCIAL AND CONTRACTUAL MANAGEMENT, HELPDESK, Bilateral contacts, Networking & Synergies among projects, Improving impact and visibility. The officers and responsible persons from EACEA and EU Commission gave very precise instructions how to manage the project from many aspects. It was good opportunity to resolve many open questions regarding project issues. We introduced our project officer from the side of EACEA. Also, we had many brainstorming sections and quiz. The networking with other colleagues from all continents was very beneficial. At all, it was extremely useful meeting for MARDS flow. I was there in charge of project coordinator as well as the member of the Montenegrin team</p>	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date: 31.01.2019

Signature:

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PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION ... EACEA BRUSSELS COUNTRY..... BELGIUM CITY..... BRUSSELS	
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SIGNATURE OF THE PARTICIPANT

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Date: 31.01.2019

Signature: 

Annex I: Supporting documents and trip calculations:

A) Travel cost

#	Destination	Travelled by	Price EUR	Supporting docs	Ref. of the supporting doc
1	Podgorica-Brussels	Plane	198.51	Invoice Paid slip Boarding passes	#1, #2, #3, #4, #5, #6,
2	Brussels Airport- Brussels city	Train	9.00	Ticket	#7
3	Brussels city-Brussels Airport	Train	9.00	Ticket	#8
4	Podgorica city – Podgorica airport	Taxi	8.00	Receipt	#9
5	Podgorica airport – Podgorica city	Taxi	8.50	Receipt	#10
6	Travel Insurance		4.10	Invoice	#11
	REAL COST of the TRAVEL SUM A		237.11		

Supporting docs of the travel

Niksic, 24.01.2019

RACUN 19-I

Prof. dr Radovan Stojanovic
Projekat ERASMUS+ MARDS
Univerzitet Crne gore

VRSTA USLUGE	
Avio karte Podgorica-Beograd-Brisel-Beograd-Podgorica	
Stojanovic Radovan	198.51

*Napomena: Usluge se oporezuju po stopi PDV-a – 0%
Račun je validan bez potpisa.*

Ž.R. 510-3285-79
PIB 02372363
PDV 40/31-00918-4

Fakturisao



Direktor
Z.Buric

CRNOGORSKA KOMERCIJALNA BANKA Hitnost Prenos 0417547974 Upлата Isplata
 member of otp group
NALOG PLATIOCA

STOJANOVIC D RADOVAN #2
 (Naziv platioca)

AVIO KARTA
 (Svrha plaćanja)

" ARKA " D.O.O. TURIST. -PUTNIC. AGENC
 (Naziv primaoca plaćanja)

P. Curo
 (Pečat i potpis platioca kao inicijatora)

510181196527002980
 (Transakcioni račun platioca)

(Model) (Poziv na broj zaduženja)

EUR 198,51 (Iznos)

510000000000328579
 (Transakcioni račun primaoca plaćanja)

(Model) 19-I (Poziv na broj odobr)

(Potpis primaoca plaćanja) 25/01/2019 (Datum izvršavanja)

(Mjesto i datum podnošenja)
 88 VELJKOVU 25.01.2019 10:40:56

Payment of plane tickets

Boarding Passes

Aerodromi Crne Gore
 Airports of Montenegro

NAME **STOJANOVIC / RADOVAN** #4
 FROM
 TO **BELGRADE**
BRUSSELS
 FLIGHT CLASS DATE TIME
U 304 T 27JAN 1730
 GATE BOARDING TIME SEAT SMOKE
1630 14-D
 SEC 072

Aerodromi Crne Gore
 Airports of Montenegro

NAME **STOJANOVIC / RADOVAN** #3
 FROM
 TO **PODGORICA**
BELGRADE
 FLIGHT CLASS DATE TIME
U 173 T 27JAN 1510
 GATE BOARDING TIME SEAT SMOKE
.4 1440 16-D
 SEC 069

AirSERBIA ECONOMY #5

GUEST **STOJANOVIC/RADOVAN MR** BRLT

FLIGHT NO **JU 301** DATE **30JAN** DEPARTS **09: 55** FROM **BRUSSELS**
 TERMINAL **B**
 ARRIVES **12: 05** TO **BELGRADE**

GATE **B36** BOARD TIME **08: 55** SEAT **14A**

ETKT 1152798013094-2 PNR **NN0G0G**
 SEQ 032 AGT BRUGAO PW

AirSERBIA ECONOMY #6

GUEST **STOJANOVIC/RADOVAN MR** BRLT

FLIGHT NO **JU 172** DATE **30JAN** DEPARTS **13: 35** FROM **BELGRADE**
 TERMINAL **2**
 ARRIVES **14: 25** TO **PODGORICA**

GATE **GATE** BOARD TIME **12: 35** SEAT **19C**

ETKT 1152798013094-5 PNR **NN0G0G**
 SEQ 025 AGT BRUGAO PW

BILLET STANDARD
VALABLE POUR UN VOYAGE
SIMPLE
2e classe
De : ZONE BRUXELLES
A : BRUSSELS AIRPORT - ZAVENTEM
Le : 30/01/2019 #8
Redevance Diabolo incluse
Tarif Standard 9.00 EUR
Les Conditions de Transport de la SNCB sont d'application.
Info sur sncb.be
Quelque chose de suspect? Appelez le numéro de secours 0800/30230

STANDAARDBILJET
GELDIG VOOR EEN REIS
27/01/2019 20:20
851330777956
BRUSSELS AIRPORT - ZAVENTEM
BRUSSELS AIRPORT - ZAVENTEM
ZONE BRUXELLES
7/01/2019 #7
Inclusief Diabolotoeslag
Standaardtarief 9.00 EUR
De Vervoersvoorwaarden van NMBS zijn van toepassing.
Info op nmbs.be
Iets verdacht? Bel het noodnummer 0800/30230

Metro in
Brussels to-
from Airport

Balo 19700
TAXI SMS
069 019700
#10 Račun br. 05-3-19
Korisnik TAXI usluge Porj. Curov
Aerodrom - Podgorica
Relacija _____
Cijena 8,50 €
30.01.2017 M.P.
(datum) _____
Služ. broj _____ potpis _____

Balo 19700
TAXI SMS
069 019700
#9 Račun br. 8/19
Korisnik TAXI usluge Porj. Curov
Torgi
Relacija Aer.
Cijena 8,00 €
21.2.2017 M.P.
(datum) _____
Služ. broj 061 potpis _____

Taxi to from
Podgorica
Airport

#11

POLISA

putničkog zdravstvenog osiguranja
travellers health insurance policy

FILIJALA/BRANCH OFFICE:		Sava osiguranje - Podgorica	
Ugovarač / Policyholder	JMB / Uniform ID No.	Datum rođenja / Date of birth	Br. pasoša / Passport No.
RADOVAN STOJANOVIC	1811965270029	18/11/1965	
Osiguranici / Insureds			
RADOVAN STOJANOVIC	1811965270029	18/11/1965	L74LU9688
Geografsko područje pokriva / Territorial scope of cover		Suma osiguranja po osobi / Limit of cover per person	
Evropa, Turska, Rusija, Egipat i Tunis		30.000€	
Način osiguranja / Mode of insurance:		Individualno	
Početak osiguranja / Policy inception date:	27/01/2019	Istek osiguranja / Policy expiration date:	31/01/2019
Trajanje osiguranja / Insurance period:	5 Dana/Days	Broj osiguranih lica / Number of insured:	1
Premija / Premium			4,10 €
U premiji je uračunato: - Putničko zdravstveno osiguranje: 4,10 € - Sportski rizici nijesu pokriveni			
Ova polisa je izdata elektronski, prihvatanjem: - Opštih uslova za putničko zdravstveno osiguranje (OU-PZO-01/15) koji su usvojeni dana 28.01.2015.god. - Posebnih uslova za paket putnih osiguranja (PU-PPO-07/18) koji su usvojeni dana 04.07.2018.god.			
NAPOMENA: U slučaju nastanka osiguranog slučaja, obavezno je kontaktirati asistentsku kompaniju APRIL na br. tel. : +381 11 36 36 999 REMARK: In case that insured event occurred, you are obliged to contact assisting company APRIL on phone number: +381 11 36 36 999			
Dana / On	27/01/2019		

B) Cost of stay

#	Date of departure	Date of arrival	Amount EUR	Days	Cost of unit
7	27.01.2019	30.01.2019	480.00	4	120
	SUM B1		480.00		

#	Supporting doc type	Nights in the hotel-accommodation	Amount EUR	Note	Ref. of the supporting doc
8	Hotel invoice	3	202.72		#12
	SUM B2		202.72		
	REAL COST of the COST of STAY SUM B1		480.00		

Supporting docs of the stay

#12

APARTHOTEL BRUSSELS MIDI

Rue Bara 161-163 B-1070 Brussels-Belgium Tel: 32 (0)2 528 70 00 Fax: 32 (0)2 528 70 01

- RADOVAN STOJANOVIC

BELGIUM

Facture

N° TVA:

D'origine

Chambre	Arrivée	Départ	N° Facture	Date:	Page:	Imprimé par
17	27.01.2019	30.01.2019	7894 / 3685	27.01.2019	1/1	
Date:	Quantité	Nom Opération	TVA %	Prix €	Total €	Solde €
01.01.19	1	Nuit	6.0	190.00	190.00	190.00
01.01.19	1	city tax	6.0	12.72	12.72	202.72
01.01.19		Payment <VISA>		-202.72	-202.72	0.00
Total Solde €					0.00	
Total €					202.72	

Code TVA	Net	TVA	Total €
A 6 TVA	191.25	11.47	202.72
Total €	191.25	11.47	202.72

Les forfaits avec * peuvent avoir plusieurs taux TVA.



APARTHOTEL BRUSSELS MIDI
Rue Bara 161-163
Bruxelles 1070 Brussel
sa RIB nv - Tel.: +32 475 21 63 42
BE 0450.059.214 - info@brusselmidi.com

SA R.I.B. NV

Rue du Midi 2, 1000 Bruxelles - Zuidstraat 2, 1000 Brussel

TVA/BTW BE 0450 059 214 - KBC 733-0335885-04 - IBAN : BE 10733033588504 - BIC : KREDBEBB

c) Travel summary

IMR Code	Traveller	Distance		Days	Note
UoM ITR 1	Radovan Stojanovic	Podgorica	Brussels	4	
REAL COST OF THE TRAVEL AND STAY			EUR	Note	
REAL TRAVEL COST SUM A			237.11		
REAL COST OF STAY SUM B1			480.00		
SUM of ITR			717.11		

TRAVEL ORDER FROM THE UNIVERSITY OF MONTENEGRO



Co-funded by the
Erasmus+ Programme
of the European Union



UNIVERZITET CRNE GORE REKTORAT

Broj¹ 01/4-12/1

U PODGORICI Dana 18. 01 19 god.

Obrazac: NSP

NALOG ZA SLUŽBENO PUTOVANJE

Određujem da

RADOVAN STOJANOVIĆ

(ime i prezime osobe koja se upućuje na službeno putovanje)

MARDS ERASMUS+ PROJEKAT

(Na teret sredstava-pozicije)

Na radnom mjestu

REDOVNOG PROFESORA, KOORDINATORA MARDS ERASMUS+ PROJEKTA

službeno otpuťuje dana

2701/2019

god. U

Brisel, Belgija

(mjesto-a)

Svrha putovanja:

**UČESTOVANJU NA ERASMUS+ KOORDINATORSKOM
SASTANKU 2019**

Putovanje može trajati

4

Dana

4 DANA

(slovima)

Odobravam upotrebu

AVION, JAVNI PREVOZ, TAXI

(Vrsta prevoznog sredstva, a ako se putuje automobilom potrebno je navesti marku i registarsku oznaku automobila.)

Odobravam isplatu akontacije u IZNOSU od €:

635 EUR

1. Arhivski broj



(potpis ovlaštene osobe
nalogodavca)

SPECIFICATION OF TRAVEL COSTS FROM UoM

OBRAČUN PUTNIH TROŠKOVA

Obrazac: OPT

Za izvršeno službeno putovanje RADOVANA STOJANOVIĆA
(ime i prezime osobe koja je putovala)

Od 27.01.2019. do 30.01.2019.

OBRAČUN DNEVNICA						UKUPNO IZNOS €
ODLAZAK		DOLAZAK		Broj sati	Broj dnevnic 4 (Erasmus+)	
datum	sat	datum	sat			
27.01.19	14:40	30.01.19	08.55			480
OBRAČUN PREVOZNIH TROŠKOVA						198.51
RELACIJA		Vrsta prevoznog sredstva	Daljina (u km)	Za prevoz iznos €		
Od	Do					
PG	Brussels	Avion				
Brussels	PG	Avion				
Brussels air	Brussels city	Train			9.00	
Brussels city	Brussels airport	Train			9.00	
Podgorica city	Podgorica airport	Taxi			8.00	
Podgorica airport	Podgorica city	Taxi			8.50	
Početno stanje brojila:		Završno stanje brojila:	1		233,01	
OBRAČUN OSTALIH TROŠKOVA – OPIS					Iznos	
Hotel smeštaj Brisel (prema pravilima programa trošak se pokriva iz dnevnica)					202.72	
Osiguranje (prema pravilima programa trošak se pokriva iz dnevnica)					4.10	
					UKUPNO €	713,01
Primljen avans dana 18.01.2019.					u iznosu od €:	635.00
OSTAJE ZA isplatu IZNOS €						78,01
U	PG	08/02/19			(podnosioc računa)	

U prilogu putnog naloga je: Izvještaj sa službenog puta i svi navedeni računi

Potvrđujem da je službeno putovanje prema ovom nalogu izvršeno i da se isplata može izvršiti.

(potpis ovlaštene osobe
nalagodavca)

Po ovom obračunu priznato troškova:	IZNOS €	
Isplaćena akontacija:	IZNOS €	
RAZLIKA ZA - isplatiti – vratiti:	IZNOS €	
Podnosioc računa:	Isplatio/la:	Pregledao likvidator:
.....

FORMAL EMPLOYMENT CONTRACT BY UoM

Na osnovu člana _____, saglasno odredbama člana _____, na predlog _____ zaključuje se sljedeći

UGOVOR O ANGAŽOVANJU NA PROJEKTU

između:

NARUČIOCA: _____, zastupanog po _____ (u daljem tekstu: **Naručilac posla**)

i
IZVRŠIOCA POSLA: _____, JMBG: _____, sa prebivalištem u _____ kao Izvršioca posla (u daljem tekstu: **Izvršilac posla**)

Predmet ugovora

Član 1

Predmet ovog ugovora je obavljanje poslova na implementaciji projekta: **ERASMUS+ Reforming doctoral studies in Montenegro and Albania – good practice paradigm (MARDS)**, br. **598465-EPP-1-2018-1-ME-EPPKA2-CBHE-SP**, finansiranog od strane Evropske komisije, po osnovu Ugovora br. **2018-2479/001-001**, potpisanog između Evropske komisije i Univerziteta Crne Gore, kao koordinatora projekta _____ godine.

Izvršilac posla će biti angažovan po potrebi poslodavca, u zavisnosti od obima posla koji je neophodan za realizaciju projektnih aktivnosti u okviru projekta.

Ovaj ugovor reguliše odnose, prava i obaveze ugovornih strana.

Član 2

Izvršilac posla je obavezan da poslove iz člana 1 ovog ugovora obavlja savjesno i u skladu sa datim uputstvima, vodeći pri tome računa o ugledu Naručioca.

Član 3

Ugovor se zaključuje na period od _____g, ukoliko su za vrijeme trajanja ugovora ispunjeni uslovi obezbjeđenja finansiranja projekta.

Naknada i druga prava

Član 4

Izvršilac posla ima pravo na naknadu za rad na projektu koji će se vrednovati u skladu sa propozicijama projekta.

Član 5

Iznos iz tačke 4 ovog ugovora Naručilac će uplatiti Izvršiocu posla na račun broj _____, koji Izvršilac posla ima kod _____banke u Podgorici.

Član 6

Ugovorne strane će sve sporne odnose prvenstveno rješavati sporazumno, a eventualne sporove povodom ovog ugovora rješavaće nadležni sud u Podgorici.

Primjerci ugovora

Član 7

Ovaj Ugovor sačinjen je u četiri primjerka istovjetnog teksta.

IZVRŠILAC POSLA

ZA NARUČIOCA

Broj:

Datum:

AGENDA OF THE MEETING



Education, Audiovisual and Culture Executive Agency (EACEA)

Erasmus+ : Higher Education - International Capacity Building

Brussels,
EACEA.A.4/EB/en/ARES(2018)

Subject: Invitation to the Grant Holders' meeting of the newly selected Capacity Building for Higher Education (CBHE) projects, 28-29 January 2019, Brussels

Dear CBHE coordinator,

Following our email of 23 November 2018, we are pleased to confirm our invitation to the CBHE Grantholders' Meeting that will take place on **28-29 January 2019** at the Management Centre Europe in Brussels (Belgium).

This two-day meeting is addressed to the representatives of CBHE projects selected under the Call for proposals EAC/A05/2017. Its overall aim is to address in detail practical issues related to the implementation of your project, the management of the grant agreement and the financial rules applicable to the CBHE grant. The meeting will also be an excellent opportunity for new and experienced practitioners to network with other projects.

The participation to the conference is **mandatory** for all selected projects under the above mentioned call. This participation is limited to a maximum of 2 representatives per project, namely:

1. The project coordinator from the coordinating institution (as identified in the grant application and in the grant agreement)
2. One representative from one of the beneficiary institutions located in a Partner Country (partners from Programme Countries are not invited to this meeting).

Given the limited capacity of the venue and the necessity to treat all projects on an equal footing, we will enforce a very strict policy of not allowing additional participants on the meeting's premises.

According to the rules of your CBHE grant agreement, your participation costs as well as those of your partner institution representative can be covered by the project grant.

As you will see in the draft programme enclosed, the meeting will be divided into plenary sessions, parallel workshops sessions and a helpdesk.

1. The **workshop sessions** will be devoted to financial issues. They will be recorded and made available after the meeting, so as to allow all project partners to receive first-hand information.
2. The **helpdesk** will allow individual projects to meet their EACEA Project Officers. Participation to this helpdesk is mandatory.
3. Other helpdesks will allow you to meet with (i) representatives from the International Contact Points (ICPs) in the Programme Countries, (ii) representatives from the National Erasmus+ Offices (NEOs) located in some of the Partner Countries¹ and (iii) colleagues from the European Commission and the Agency in charge of other Erasmus+ and Marie Skłodowska Curie actions in order to discuss project implementation issues.
4. Finally, a time-slot will be devoted to networking between project representatives in order to encourage interactions and discussions between projects working in the same regions.

¹ Partners Countries from regions 1 to 4 and 6 to 11 as specified in the Erasmus+ Programme Guide

We invite you to inform your partners of this important meeting, to identify the partner representative from a Partner Country institution who will attend the meeting with you and to collect from your partners any question you may want to address with EACEA staff during the Helpdesk sessions. The partners that will not be able to attend should be warmly encouraged to view the videos of the workshops. The link to access these videos will be sent to the project coordinators after the meeting.

Furthermore, in the framework of this event we will use the networking tool "ConnexMe App" (<http://evenium.com/c/connexme>) which will enable you to consult the programme, the list of participants and other material and which should also facilitate networking amongst participants. You are encouraged to download the ConnexMe app in advance of the meeting.

Participants must confirm their participation by registering **by 20 December 2018** on the following website:


https://eacea.ec.europa.eu/erasmus-plus/events/grant-holders-meeting-2019_en

The **password** required is: **CBHE2019**

Once your registration has been confirmed by "Cecoforma", the service provider in charge of the logistical organisation of the conference, you will have access to all practical information such as how to reach the Management Centre Europe in Brussels.

For further information about the conference organisation, registration, visa issues, travel and accommodation please contact "Cecoforma" at cbhe@cecoforma.com

Yours faithfully,



Ralf RAHDERS
Head of Unit

Enclosure: Programme Grantholders meeting 2019

Copy: EAC, DEVCO, NEAR, EEAS
EU Delegations
NEOs, ICPs



Agenda
Erasmus+ Capacity Building in Higher Education
Grantholders' Meeting
28-29 January 2019, Brussels (Belgium)

Meeting place:
Management Centre Europe
 Rue de l' Aqueduc 118, 1050 Brussels

Monday 28 January 2019			
MORNING			
PLENARY SESSION			
08.30-09.15	Registration		
<i>Chairman: Ralf Rahders, Head of Unit, Education, Audiovisual and Culture Executive Agency (EACEA)</i>			
09.15-10.00	Capacity building for Higher Education: Opening remarks, Results and future perspectives		
PROJECT MANAGEMENT			
10.10-11.30	Project Implementation & Monitoring		
11.30-12.00	<i>Coffee break</i>		
WORKSHOPS ON FINANCIAL AND CONTRACTUAL MANAGEMENT			
12.00-13.00	Parallel Workshops on Financial management (Session I)		
13.00-14.30	<i>Lunch offered</i>		
AFTERNOON			
WORKSHOPS ON FINANCIAL AND CONTRACTUAL MANAGEMENT			
14.30-16.30	Parallel Workshops on Financial management (Session II)		
16.30-17.00	<i>Coffee break</i>		
HELPPDESK			
17.00-18.30	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Helpdesk (1st part) Helpdesk for CBHE projects with EACEA staff </td> <td style="width: 50%; vertical-align: top;"> Desks <ul style="list-style-type: none"> ▪ Youth ▪ ICM ▪ EMJMD ▪ Marie Curie ▪ Jean Monnet </td> </tr> </table>	Helpdesk (1st part) Helpdesk for CBHE projects with EACEA staff	Desks <ul style="list-style-type: none"> ▪ Youth ▪ ICM ▪ EMJMD ▪ Marie Curie ▪ Jean Monnet
Helpdesk (1st part) Helpdesk for CBHE projects with EACEA staff	Desks <ul style="list-style-type: none"> ▪ Youth ▪ ICM ▪ EMJMD ▪ Marie Curie ▪ Jean Monnet 		
18.30-20.00	<i>Networking Cocktail offered by EACEA at the Management Centre Europe</i>		

Tuesday 29 January 2019								
MORNING								
HELPDESK								
09.00-11.00	Helpdesk (2nd part) Helpdesk for CBHE projects with EACEA staff				Bilateral contacts Between project representatives and National Erasmus+ Offices / International Contact Points <i>(on individual appointment)</i>			
11.00-11.30	<i>Coffee break</i>							
11.30-13.00	Networking & Synergies among projects (by regions)							
	Western-Balkans	Africa	Middle East	Latin America & Caribbean	Eastern Partnership	South East Asia	Far East Asia	Central Asia & Russia
13.00-14.30	<i>Lunch offered</i>							
AFTERNOON								
PLENARY SESSION								
<i>Chairman: Ralf Rahders, Head of Unit, Education, Audiovisual and Culture Executive Agency (EACEA)</i>								
14.30-15.30	Improving impact and visibility							
15.30-16.00	Closing session <ul style="list-style-type: none"> ▪ Capacity building in practice! ▪ Closing remarks 							
16.00-16.30	<i>Coffee break</i>							
HELPDESK								
16.30-18.00	Helpdesk (3d part) Helpdesk for CBHE projects with EACEA staff				Bilateral contacts Between project representatives and National Erasmus+ Offices / International Contact Points <i>(on individual appointment)</i>			

ATTENDANCE LIST 20/02 (Example, not from Brussels, but for 3 days spent on meeting)



MARDS – Reforming doctoral studies in Montenegro and Albania

Kick-off meeting

University of Montenegro, 20 February 2019

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10.				

ATTENDANCE LIST 21/02



MARDS – Reforming doctoral studies in Montenegro and Albania

Kick-off meeting

University of Montenegro, 21 February 2019

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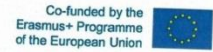


MARDS – Reforming doctoral studies in Montenegro and Albania

Kick-off meeting

University of Montenegro, 21 February 2019

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MARDS – Reforming doctoral studies in Montenegro and Albania

Kick-off meeting

University of Montenegro, 21 February 2019

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MARDS – Reforming doctoral studies in Montenegro and Albania

Kick-off meeting

University of Montenegro, 21 February 2019

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43.				

ATTENDANCE LIST 22/02



MARDS – Reforming doctoral studies in Montenegro and Albania

Kick-off meeting

University of Montenegro, 22 February 2019

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MARDS – Reforming doctoral studies in Montenegro and Albania

Kick-off meeting

University of Montenegro, 22 February 2019

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MARDS – Reforming doctoral studies in Montenegro and Albania

Kick-off meeting

University of Montenegro, 22 February 2019

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MARDS – Reforming doctoral studies in Montenegro and Albania

Kick-off meeting

University of Montenegro, 22 February 2019

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PHOTOS OF THE MEETING

