

# Minutes

First Steering Committee Meeting for Erasmus funded project *Be Active through Lifelong Learning – BALL* in Reykjavik, Iceland, September 23-24 2014

Chair of Meeting: Jón Steindór Valdimarsson, Evris (Day 1) and Hans Kristján Guðmundsson, U3A Reykjavik (Day 2)

Rapporteur: Jóna Sólveig Elínardóttir

Participatns	
Ingibjörg R. Guðlaugsdóttir	U3A, Reykjavik – Iceland
Hans Kristján Guðmundsson	U3A, Reykjavik – Iceland
Ásdís Skúladóttir	U3A, Reykjavik – Iceland
Concepción Bru Ronda	UPUA, Alicante
Marián Alesón Carbonell	UPUA, Alicante
Malgorzata Stanowska	UTW, Lublin, Poland
Izabela Kato	UTW, Lublin, Poland
Jón Steindór Valdimarsson	Evris, Iceland
Jóna Sólveig Elínardóttir	Evris, Iceland
Hulda Herjólfsdóttir Skogland	Evris, Iceland (Day 1)
Anna Margrét Guðjónsdóttir	Evris, Iceland (Day 2)
Margrét Sverrisdóttir	Rannis, National Agency Iceland (Day 1)

## Agenda

23 September

09.00 - 12.00 **First session: Practicalities**  
(Chair: Jón Steindór Valdimarsson - Evris)

### Opening remarks

Jón Steindór Valdimarsson - Evris

### The project agreement

Margret Sverrisdottir - The Icelandic Erasmus + National Agency

### The Partner Contract

Jón Steindór and Jóna Sólveig - Evris

### The Budget

Jón Steindór and Jóna Sólveig - Evris

### Other items

12.00 - 13.00 Lunch  
13.30 - 17.00 Kick off Conference at Reykjavik Arts Museum – *Towards a Dynamic Third Age*  
19.30 - Working dinner

24 September

09.00 - 13.00 **Second session: Diving into BALL - Coordination of tasks**  
(Chair: Hans Kristján Guðmundsson - U3A)  
**General remarks on the subject matter**  
*Hans Kristján Guðmundsson and Ingibjörg R. Guðlaugsdóttir*  
**The Project website**  
*Concepción Bru Ronda and/or Marian Alesón Carbonell*  
**The Mapping exercise**  
*Hans Kristján Guðmundsson*  
**The Survey**  
*Concepción Bru Ronda*  
**Lublin 30th anniversary Conference - connection to BALL**  
*Malgorzata Stanowska*  
13.00 **Conclusions**

## **Tuesday 23 September 2014 - Practicalities**

### *Opening remarks – Evris*

Jón Steindór opened the meeting. He congratulated the team on the grant and welcomed the participants. He went briefly through the work that lies ahead, and stressed the importance of good collaboration and urged the partners to be aware of the importance of alerting each other without delays, should difficulties of meeting deadlines or other difficulties arise. He went through the meeting agenda and introduced minor changes to the agenda such as the new item *Partners agreement* that needs to be discussed.

The Agenda was accepted.

### **The Project Agreement**

Margrét Sverrisdóttir from the Icelandic Erasmus+ National Agency gave an introduction to the Erasmus+ programme, she explained its main features and changes since the previous EU programmes and gave insights into the connection between the EU 2020 policy objectives and the Education & Training policy objectives. This is important to take into consideration when reporting of the BALL project. She said that the BALL team could possibly apply in Key Action 1 (Mobility) next time round. BALL connects directly to Key Action 2 - Strategic partnerships – Adult Education. BALL was one of the two or three (remains to be seen) funded projects in Iceland.

Margrét explained that the EU educational programmes had been simplified and that all levels of education are now included in one programme. She then introduced the results of the 2014 Erasmus+ call for proposals before walking the participants through the roles of the NA during the project period (See slides). She

noted that there is probably closer contact with the NA in Iceland than in for example Spain and Poland. The management is decentralized.

- NA receives funding from the EU for all the projects, under one contract
- NA makes individual contracts with each project
- NA pays the EU project grant to the project coordinator

The NA provides support

- NA gives advices on the project execution
- NA organises training for the coordinator
- NA supports dissemination

She pointed out that it is the responsibility of the partners to promote the project. For this the NA will provide support in the form .

### **The Grant Agreement**

Agreement will be delivered on 7 October when the NA has signed it. Should not affect the project.

Margrét then went into detail about the Grant Agreement and the ANNEXES before outlining the reporting responsibilities. Here is an outline of how the agreement is built up:

**Part I** Special conditions (p. 3 – payment arrangements)

**Part II** General conditions (p. 10)

Part A: Legal and administrative provisions (p.10)

Part B: Financial provisions (p.25)

**Annex I** = The application (Description of project output)

**Annex II**= Approved budget

**Annex III**= Financial and contractual rules

With regards to Part II in the General conditions we can „delete“ everything that has to do with Key Action 1. This is outlined in the Agreement where it says:

“ARTICLE I.13 - NOT APPLICABLE PROVISIONS FROM THE GENERAL CONDITIONS

The following provisions of Part II - General Conditions of this Agreement shall not apply:

Articles II.16.2.1 & II.16.2.2. & II.16.2.3. & II.16.2.4 & II.16.2.6

Articles II.16.4.1 & II.16.4.2 & II.16.4.3 & II.16.4.5”

Key Action 2 is the most important for the BALL project.

NA will always compare what was said you would do in the original project application to what we are actually doing so it is very important that we read the application thoroughly and keep it in mind at all times when we are working on the project.

Action Points (decision)	Responsibility	Date/week for finalizing
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Evris will go through the agreement with regards to the Articles that do not apply to project BALL and send a copy of the Agreement to the partners where the articles that do not apply have been "striked through".	Evris	06.10.2014
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### Reporting to NA<sup>1</sup>

**Contractual period:** 1.9.2014 – 31.8.2016 = 24 months. Only from 1/9 can we start to report about eligible costs.

Action Points (decision)	Responsibility	Date/week for finalizing
Interim report Reporting period 01.9.2014 – 30.9.2015 Content and finances	Evris	01.10.2015
Final report. 60 days after project is closed. Reporting period 01.09.2014 – 31.8.2016. Content and finances.  <b>Important:</b> -Synergy between application and final report -Quality of project and impact  <b>*Note that we can already start assuming impact from the promotion of BALL, which took place in relations to the kick of conference.</b>	Evris	30.10.2016

The Mobility Tool is the management tool for EU projects, finances and reporting (see: <https://webgate.ec.europa.eu/eac/mobility>). The use of this system is the responsibility of Evris. NA will provide training to coordinator. The training will take place on 7 October 2014. A Guide on Mobility Tool available for the IS coordinators can be found on [www.erasmusplus.is](http://www.erasmusplus.is) as well as a guide on ECAS Account + examples of reports.

### Payment from NA to beneficiary

The payment schedule is somewhat different for BALL than for other projects since Evris is a new legal entity. Normally payments are made out in 50% + 30 % + 20 % installments.

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<sup>1</sup> We will receive reminders about reporting.

BALL applied for: € 227.338 and received a grant for € 199.446

**The first pre-financing payment 50% = € 99.889** will be paid in 2 installments to BALL: Within 30 days following the entry into force of the Grant Agreement € 59.834 and a second payment by March 1st 2015 a payment of € 39.889 on the receipt of documentation proving that 70% of the first pre-financing payment has been used. March 1st is, however, not holy as a deadline for second payment if we can show that the 70% of first payment has been spent earlier.

This method of payment installments is used to minimize risk for NA and the project and to ensure risk management for the NA vis-à-vis the European Commission.

The amount of the final payment will be determined in accordance with the total amount of pre-financing payments already made and receipt of documentation proving the use of full grant amount and based on results of external evaluation of outcomes of project.

All payments are considered as advances/ pre-payments until the NA has formally approved the final report, including the financial report and the project outcomes.

Financial evaluation and the evaluation of the quality of the project outcomes determines the amount paid as balance.

Final payment will be paid 60 days after the final report is delivered. Says in the agreement that 45 days are needed to go over the final report.

### *Payments from the coordinator to the other beneficiaries*

Every project has their own internal payment plan based on the work programme etc. This will be defined in partner contract.

NA makes contract only with the coordinator, no form is provided by NA for partner contracts.

Tips for making partner contracts (from NA slides):

- ✓ Roles and responsibility of each partner
- ✓ Deadlines for delivering work
- ✓ Copyright issues
- ✓ Internal project rules for payments

Coordinator is to create a joint project sheet for travel, project meetings and staff costs.

Action Points (decision)	Responsibility	Date/week for finalizing
Drafting of partnership contract	Evris	10.10.2014
Final partnership contract	Evris	31.10.2014

### ANNEX 3 – Financial & Contractual Rules

Margrét introduced the **rules** applicable to the use of the grant under different budget categories as outlined in ANNEX 3 and underlined that budget transfers shall respect limits set in Article I.3.2. of the Agreement etc. She also mentioned the importance of being aware of the **rates** applicable to the different budget categories for which unit contributions apply. She went through the “**checks**” that the NA may conduct during the project period. These may be in the form of thorough on the spot desk checks, during or after action and/or monitoring visits. These are to be thought of more like guidance or supporting visit.

#### Quality management

Margrét was happy to learn that we have already started thinking about our self-evaluation for meetings and events. Evis had prepared a draft meeting evaluation document for the SCM-1 and Alicante proposed to transform that evaluation to web-format to facilitate the interpretation of the results. This was welcomed and decided that Evis would send the document to them and they would in turn create a web survey.

Evis is in negotiations with an external evaluator from the Institute of Social Sciences Research Institute at the University of Iceland that is to conduct a mid-term and ex-ante evaluation of the project. Furthermore, external quality assurance is guaranteed through regular Consortia meetings in all partner countries.

The NA will conduct a monitoring once during project period as well as conducting systems checks (visits) where projects are randomly selected. Also a desk check in the form of a visit from NA after the final report has been handed in, might take place.

It is **important** to keep all BALL related documents for 5 years after project is finalised.

Action Points (decision)	Responsibility	Date/week for finalizing
Send meeting evaluation document to Alicante along with list of participants and e-mail addresses.	Evis	30.09.2014
Create web survey based on above mentioned document and send to participants.	Alicante	06.10.2014
Answer survey.	Partner participants	10.10.2014
File results.	Evis	16.10.2014

## *Eligible costs*

Margrét went through the eligible costs under the project and explained that unit costs must be incurred by the beneficiary/partner organisation and be recorded in his accounts in accordance with the applicable accounting principles. She underlined that costs must be identifiable and verifiable, they must be connected with the project and be provided for in the estimated project budget and must be generated during the lifetime of the project (eligibility period). And finally they must be reasonable and justified. This is all outlined in the Grant Agreement.

Evris introduced a draft timesheet. A draft timesheet template will also be made available in the joint Dropbox.

## *Budget categories (from slides)*

Project management: € 30.000

- 500 €/250 € per month
- Unit cost – not reported to NA
- Can be used for dissemination activities, reporting, covering extra travel cost, dissemination of project and results

Transnational project meetings: € 20.000

- Distance 100-1999 km = 575 € per participant per meeting
- Distance 2000 km or more = 760€ per participant per meeting
- Maximum amount 23.000 € per year for the project as a whole
- Have to show proof of attendance

Intellectual outputs: € 106.511

- See table for rates, have to keep time sheets

Multiplier events: € 29.800

- 100 € per local participant
- 200 € per international participant
- Maximum 30.000 € for the project as a whole
- Have to proof attendance of participants, does not cover costs for partners

Exceptional costs: € 12.615

NB! Exceptional costs treated as real cost<sup>2</sup>, 25% own contribution

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<sup>2</sup> As opposed to unit cost. This means that it is absolutely necessary to keep all receipts and invoices in order to be able to demonstrate "real cost".

### **The 20% rule of budget transfer**

The beneficiaries are allowed to transfer up to 20% of the funds allocated for Project management, Transnational Project meetings, Intellectual Outputs, Multiplier events and Exceptional costs to any other budget category with the exception of Project management, implementation costs, and Exceptional costs.\*

*\*Exception Special Needs (See Grant Agreement Article I.3.2. Budget transfers)*

NB! Transfers of more than 20% = AMENDMENT REQUIRED!

To ensure transparency and efficient project management the project coordinator (Evrís) needs to be kept informed about, and needs to agree on, all transfers of funds between budget categories.

Permission does not need to be sought to the NA for transfers under 20%. However, the NA would appreciate being kept informed about developments.

### **Copyright issues - General conditions, Article II.8.1,2,3**

Article II.8.3:

- The beneficiaries shall warrant that the NA and/or the Union has the right to use any industrial and intellectual property rights, which have been included in the results of the project.
- Information about the copyright owner shall be inserted when the result is divulged by the NA and/or the Union.
- Simple cases can be settled by the project
  - Each partner must see to it that their organisation has the rights to their material
  - Partners should mention copyrights in their agreements
- Open access to project results: Open Educational Resources (OER)
  - Copyrights require no registration
  - All copyrights fall on the original maker of the work
  - Copyrights do not concern an idea, method, theory etc.
  - Moral rights to the work/product can never be transferred
    - right to be mentioned as maker
    - right to be treated with respect in relation to product

**Important:** The partner contract needs to include a clause on copyright issues.

Margrét Sverrisdóttir concludes her presentation by pointing out the NA website and e-mail ([www.erasmusplus.is/erasmusplus@rannis.is](http://www.erasmusplus.is/erasmusplus@rannis.is)) and social media mediums:

- Twitter: #ErasmusPlus,
- Facebook: Erasmus+



### *The Partner Contract - Evris*

Evris is responsible for ensuring that tasks are being fulfilled; distribution of material; copyright; reporting (travel – attendance – timesheets etc.); quality and evaluation plan; practical arrangements regarding working documents, communication and e-meetings. Alicante has a model that the BALL project can build on and will transfer it to Evris.

Jón Steindór introduced what Evris considers should be mentioned in the partner contract:

- Roles and responsibilities of partners
- Tasks and deadlines
- Rules of payments
- Copyright issues
- Forms:  
travel – attendance – timesheets for work done, etc.
- Quality and evaluation plan  
self assessment – external evaluation
- Practical arrangements regarding working documents, communication and e-meetings

Action Points (decision)	Responsibility	Date/week for finalizing
Prepare a draft Partner agreement to be agreed on through e-mails and/or Skype meeting	Evris	Before 20.10.2014

### *The Budget – Evris*

#### *Allocation of budget*

Project management: € 30.000

Transnational project meetings: € 20.520

Intellectual outputs: € 106.511

Exceptional costs: € 12.615

**Total 199.446**

The project coordinator (Evris) will pay out to the partners every three months upon the reception of timesheets. Jón Steindór (Evris) will send a plan of payments to all partners by 20 October 2014. Payments will be made in euros. It is likely that the costs of transfer will need to be born by the partners in Poland and Spain. Evris will look closely into this and confirm how this will be done.

It will be checked whether exchange rates are fixed as it was in the Grundvig programme.

Evriss needs to clarify whether we need contracts from employees carrying out the work of the project. Evriss will notify the partners when this has been clarified.

Evriss will enquire about taxes regarding publications, for example in Poland after having consulted further with partners in Lublin.

Partners will send questions/concerns to Evriss before 7 October seminar!

Action Points (decision)	Responsibility	Date/week for finalizing
Evriss sends a plan of payments to all partners.	Evriss	20.10.2014
Get information about whether the costs of transfer will need to be born by the partners in Poland and Spain.	Evriss	20.10.2014
Check whether exchange rates are fixed as it is in the Grundvig programme.	Evriss	20.10.2014
Clarify whether contracts from employees carrying out the work of the project are needed.	Evriss	20.10.2014
Enquire about taxes regarding publications, for example in Poland.	Evriss	20.10.2014
Partners will send questions/concerns to Evriss before 7 October seminar.	All partners	06.10.2014

### *Other items*

#### *Timesheets*

Jóna Sólveig introduced a draft proposal for timesheet but will prepare a new version and present it to the partners for further comments and suggestions for improvements. This will be done through the common online Drop-box work space.

Action Points (decision)	Responsibility	Date/week for finalizing
Prepare a draft timesheet and put into Dropbox.	Evriss	01.10.2014

#### *Transnational meetings*

It was agreed that the planned Alicante meeting should be held on the 21-22 January and it was important keep this meeting on the plan. The possible need to skip further transnational meetings or re-prioritize tasks to meet the cut that was made to the budget will need to be discussed and decided on during the January 2015 meeting in Alicante.

Action Points (decision)	Responsibility	Date/week for finalizing
Next transnational meeting will take place in Alicante in January 2015 – not December 2014.	Alicante	21-22 January 2015 (Final decision on date made on Day two of SCM meeting).
Meeting in Lublin	Lublin	21-22 May 2015

### Logo

Action Points (decision)	Responsibility	Date/week for finalizing
Alicante will prepare a proposal for logo for project.	Alicante	Mid-October 2014

## Wednesday 24 September 2014 - Diving into BALL - Coordination of tasks

### General remarks on the subject matter

Hans Kristján Guðmundsson and Ingibjörg R. Guðlaugsdóttir gave a presentation of the agenda as intended and food for thought on the work ahead.

### The Project website

Concepción Bru Ronda and Marian Alesón Carbonell gave a presentation on their proposal for the project website. Their presentation will be made available in .the joint Dropbox.

They walked the team through their requirements analysis and proposed that we would use Drupal as a Content Management System. They are familiar with the system and are confident that it meets all the needs of the project, such as.

1. Responsive Design
2. Content Management System
3. Multilingual approach
4. Website Contents

All partners agreed on that approach. Alicante also proposed that we used internal hosting at Alicante for the website which was welcomed by the partners since this simplifies all procedural aspects and reduces costs for the project.

It was decided that every partner will prepare a text about themselves and send to Alicante to use on the project website as soon as possible, by 3 October.

It was decided that Dropbox would be used as a platform for the partners to share documents. Evis will set up a drop-box account for BALL. Jóna Sólveig will upload material from meeting as well as from kick of conference. Deadline by 3 October.

The Alicante partners pointed to the importance of establishing a corporate identity for project BALL and proposed that Alicante produced a proposal for a logo for the

project. This was welcomed by all partners and the work has already been set in motion. They already proposed a design that is being worked on. The logo should be ready by Friday, 3 October.

Alicante walked the partners through possibilities regarding domain for the project website. It was decided that they would look into what was available. Evris will purchase the domain for the website. Something in the line of [www.ball.edu](http://www.ball.edu) or similar. Alicante will ensure the domain as soon as possible – by 3 October.

The goal was set to have a basic website by mid-october and that the website would then be up and running by mid-November. To make the website as lively as possible Evris would send photos and information material to Alicante. Regarding setup of the page – index – it was agreed that we would change the name of the page “Dissemination” to “News and events”. Also that we would have a news feature on the Home-page of the website. News items on home-page will open a different page where you can read more on the news item under question.

It was also agreed that Alicante would send an info-sheet on the procedures to publish materials on the website by end next week.

Action Points (decision)	Responsibility	Date/week for finalizing
Set up a drop-box account for BALL	Evris	3 October 2014
Design a logo for the project	Alicante	3 October 2014
Purchase a domain for the website	Alicante	3 October 2014
Photos from the conference and SCM available on the BALL Dropbox	Evris	3 October 2014
Send info-sheet to all partners on the procedures to publish materials on the website.	Alicante	3 October 2014
Prepare a text about themselves. Please upload to the “Website” Dropbox folder. Partners should send brief information about their institution, year of establishment, type of institution, objectives and activities, target group, contact details and if you want, also the name of coordinator and researchers. This information should be sent to <a href="mailto:a.lopez@ua.es">a.lopez@ua.es</a> or <a href="mailto:upua.internacional@ua.es">upua.internacional@ua.es</a>	All partners	3 October 2014
Material on the project BALL objectives, target group, methodology, outcomes and partners should be prepared. This information should also be translated into all the languages, so then, once Evris will send us the information to be	Evris	Mid-October 2014

uploaded.		
Each partner should translate the above information mentioned, into their national language. This information should be sent to <a href="mailto:a.lopez@ua.es">a.lopez@ua.es</a> or <a href="mailto:upua.internacional@ua.es">upua.internacional@ua.es</a>	All partners	24 October 2014
Basic website ready	Alicante	End-October 2014
BALL website up and running.  Regarding setup of the page – index – it was agreed that we would change the name of the page “Dissemination” to “News and events”. Also that we would have a news feature on the Home-page of the website. News items on home-page will open a different page where you can read more on the news item under question.	Alicante	December 2014

### ***The Mapping exercise***

Hans Kristján presented U3A’s proposal for a structure and contents of the Mapping Report, which was welcomed by all, and the meeting agreed to consider the proposal as a basic skeleton for the final report. It was decided that when a chapter in the report is finalized (a final draft) it shall be uploaded to the Dropbox folder dedicated to mapping. A complete draft mapping report should be ready no later than 8 December 2014.

### **Country reports**

Alicante noted that the concept “Baby boomers” couldn’t apply to Spain. Also that it was difficult to find common ground between Spanish communes.

Decision: Each country will prepare a country report, based on the proposal put forward by U3A Reykjavik, keeping in mind that the data and analysis must be comparable between the partner countries for the final comparative study.

U3A Reykjavik will send the key questions they intend to ask the Icelandic consortium (as a sort of focus group) to use for the work in Iceland, to all the BALL partners.

### **Comparative study – European dimension.**

U3A will be responsible for producing the final chapter in the form of a Comparative study – European dimension.

Action Points (decision)	Responsibility	Date/week for finalizing
When a chapter in the report is	Alicante	Before 8 December

finalized (a final draft) it shall be uploaded to the BALL "Mapping" Dropbox folder.	Poland U3A	2014 if possible.
All chapters should be ready and uploaded to the Dropbox folder.	Alicante Poland U3A	8 December 2014
A complete draft mapping report should be ready.	U3A	17 December 2014.
SCM meeting in Alicante	Evris Alicante	21-22 January 2015

### *The Survey*

Concepción Bru Ronda and Marián Alesón Carbonell presented their proposal on how to conduct the survey. They presented the partners with the open source tool LimeSurvey that they have extensive experience in using. They proposed that LimeSurvey would be used for the BALL survey and gave a very enlightening presentation on the features that the tool has to offer. It was agreed that LimeSurvey would be used. Alicante will be responsible for the technicalities and all partners agree on the technical approach proposed by Alicante.

All partners agreed that the content of the questions of the survey is very important: What we want to achieve and what we want to compare at the end needs to be clear.

The number of respondents needs to be clear. It was discussed that a total of 1000 respondents might be suitable in total, subject to further scrutiny.

It was decided that each partner will prepare a list of survey questions; the target groups and how to approach them following the mapping exercise which is due to be completed on 8 December.

It was decided that a list of topics and ideas on questions would be prepared by Alicante, Poland and U3A Reykjavik. This would entail that each partner design 20-30 questions, excluding demographic questions like gender, age etc, and upload these to the "Survey" folder in the BALL Dropbox by 15 December 2014.

It was decided that the age of respondents should be 50-70. Decision on age-groups however will be decided later on.

It is clear that Poland needs to have the option to print out the survey and then fill out the results at a later stage.

Decision on the content of survey will be made in Alicante in January.

Alicante will then take February to complete the technical work of the survey so that it will be ready to send out on 2 March. The survey will then run throughout March. Analysis and the writing up of results will take place during the first three weeks of April. Final work on the country reports and comparative study should be ready by 30 April so that it is ready for the conference in Lublin.

Action Points (decision)	Responsibility	Date/week for finalizing
Upload 20-30 questions, excluding demographic questions like gender, age etc, to the "Survey" folder in the BALL Dropbox.	U3A Reykjavik, Alicante and Lublin	15 December 2014
Decision on the content of survey.	U3A Reykjavik, Alicante and Lublin	22 January 2015
Technical work of the survey is complete.	Alicante	End-February 2015
Send out survey to participants. Participants will use the month of March to answer the survey.	Alicante	2 March 2015
Analysis and writing up of results from the survey.	Alicante	1-21 April 2015
Work on country reports and comparative study is concluded.	U3A Reykjavik, Alicante and Lublin	30 April 2015

### **Lublin 30th anniversary Conference - connection to BALL**

Malgorzata Stanowska and Izabela Kato presented their concept for the SCM and BALL conference in Lublin next spring. It was decided that on 21 May 2015 Lublin will host a BALL steering committee meeting and that in relations to that meeting and the BALL project in general, the conference: **Old age - between the past and the future** will be held on the next day, 22 May 2015. The organization and the budgeting for the conference will be done in collaboration with the project coordinator.

During the conference Evris will present the project BALL as the project coordinator. Poland would also be interested in having presentations by Icelandic partners on the politics and policies in human resources management in Iceland in relations to the Third Age. The conference will also feature 2-3 by Polish experts and 1 expert from Iceland and Spain. Poland will upload a draft programme to the Dropbox.

Action Points (decision)	Responsibility	Date/week for finalizing
SCM meeting in Lubling	Lublin	21 May 2015
BALL conference in Lublin	Lublin	22 May 2015

## *Conclusions*

Jón Steindór (Evrís) will be in contact with partners in Alicante about the organization and agenda for the SCM in Alicante in January.

Hans Kristján then closed the meeting thanking everybody for their good inputs, and open minded and fruitful discussion