



ADMINISTRATIVE PROCEDURES AND CONSORTIUM AGREEMENT



Co-funded by
the Health Programme
of the European Union

REPORTING

- Technical reporting will be coordinated for each WP by WP Leaders.
- Two reports to be submitted to CHAFEA:

RP 1 – Interim report, M 1 – 18 (due 31. October 2019)

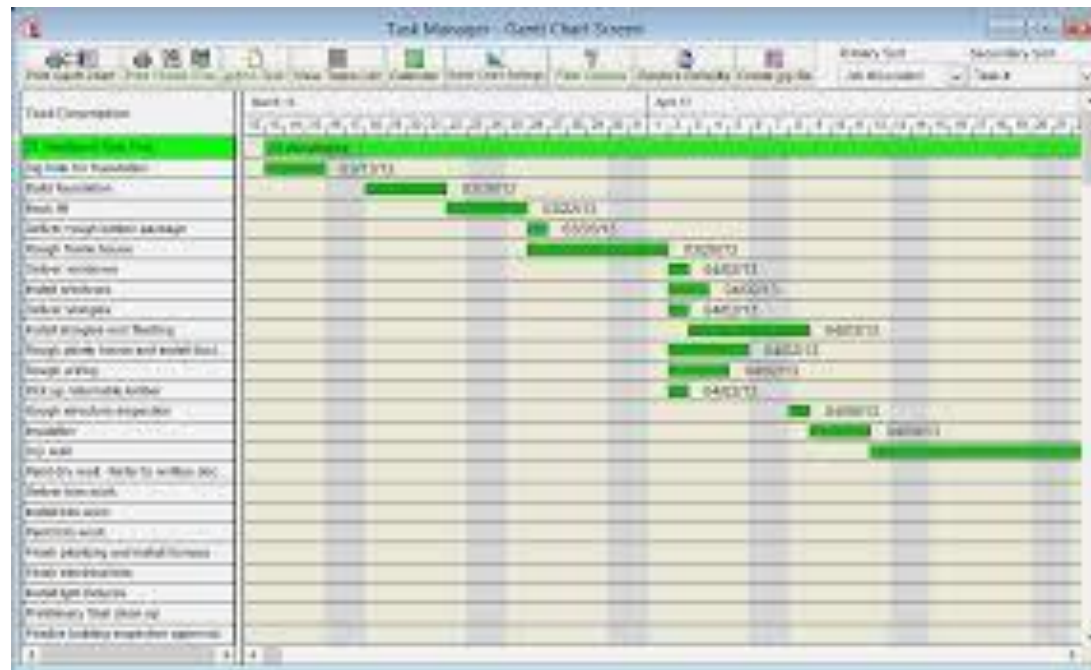
RP 2 – Final report M 1 – 36 (due 30. April 2021)

Reports:

- 1 Internal financial interim Report (due 31 October 2018)
- 2 Internal financial interim Report (due 30 April 2019)
- 3 INTERIM REPORT (due 31 October 2019)**
- 4 Internal financial interim Report (due 30 April 2020)
- 5 Internal financial Interim Report (due 31 October 2020)
- 6 FINAL REPORT (due 30 April 2021)**

GANTT CHART

- A GANTT chart will be created by the Project Management Team through input from WP Leaders.
- Aim: to facilitate monitoring of progress of Joint Action.



CONSORTIUM AGREEMENT

- Agreement to be signed between the Lead Partner, National Institute of Public Health Slovenia and all Beneficiaries.
- Describe specific roles and responsibilities between the Lead Partner and the Beneficiaries.
- Will be sent for comments to all Beneficiaries in May 2018 with signature the following month.

COMMUNICATION

All materials arising from iPAAC Joint Action need to include the statement on EU funding and the EU co-funding logo.

This [*insert appropriate description, e.g. publication, conference, etc.*] arises from the iPAAC Joint Action, which has received funding from the European Union in the framework of the 3rd Health Programme 2014 – 2020.



COMMUNICATION

All dissemination about iPAAC should be reported to the Project Management and Dissemination Teams.

We kindly request that all press related iPAAC matters are communicated to ipaac@nijz.si and ipaac-pr@uzis.cz.

- **What counts as 'press material' and should be sent to the Project Management/Dissemination Team?**
- This includes but is not limited to:
 - Newsletters of your organisation,
 - News articles on websites,
 - Journal articles,
 - Presentations at conferences, etc.

ONLINE COMMUNICATION TOOLS

- Use of online e-learning tool MiTeam
- Could provide an internal space for Associated and Collaborating Partners.
- Question – useful as a comprehensive powerpoint and document repository?

COMMENTS

Contact:

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Secretariat

Looking forward to our mutual cooperation.