



Project Management Committee (PMC) Meeting London, United Kingdom, August 25th-28th 2015

Agenda

MEETING LOCATION: Middlesex University. Town Hall Committee Room – 3, The Burroughs, Hendon, London NW4 4BT.

Date: Wednesday 26th August 2015:	
10.15AM-1.15PM	PMC meeting (on Project progress and completing the FINAL REPORT).
2.15APM-3.30PM	PMC meeting
4.00-6.00PM	PMC meeting

Date: Thursday 27th August 2015:	
9.30-11.15	PMC meeting
11.45AM-1PM	PMC meeting
3.00-5.00PM	Visit to the British Library

1. Address by the Chair of the PMC
2. Minutes of previous meeting
3. Partners presentations on Tempus (on Project progress and completing the FINAL REPORT, BUDGET UPDATE- staff costs, Other costs, Publications)
4. Tempus budget- an important discussion on Tempus budget- a representative from each partner must outline any concerns/issues they have about the Tempus budget- are there underspends for example? **Are there concerns in their University about how to use the remainder of their budget before the end of the Project? Are all staff budget categories being utilised and if so why not? Staff costs? Travel costs and costs of stay? Equipment? Printing and publications? Other costs?**
5. Financial Statement- due 1st September 2015 (Please forward to John Kennedy)
6. **IMPORTANT DATE OCTOBER 14th 2015 period of eligibility of costs shall end on this date**
7. FINAL REPORT on the implementation of the project to the EACEA (DUE Two months after the end of the eligibility period- mid December 2015). + Internal LIT Project Reports (as aid to completing FINAL REPORT)
8. Promotional materials for the Final Report

Developing information literacy for lifelong learning and knowledge economy in Western Balkan countries

9. Timeline for approval of guidelines and IL programmes (See Deliverable no. 15), Implementation of IL programs (See Deliverable No. 13) and IL programme rollout (See deliverable no. 14).- An update from each partner on the progress on these issues.
10. Planning the coordination, timetabling and physical rollout of all IL programs (Including after the lifetime of the Project- Sustainability)
11. Project monitoring, Evaluation & the Evaluation Working Group (deliverable no 16- led by Manolis Koukourakis University of Crete & Elli Georgiadou Middlesex University). An update from Manolis Koukourakis/Elli Georgiadou including update on the **Final Quality Plan**
12. Deliverable no. 17: Lasting monitoring of IL programmes
13. Deliverable no. 19: Dissemination of the project steps
14. Deliverable no. 21: Dissemination of the project results
15. Deliverable no. 22 International recognition of the IL program
16. Deliverable no. 23: Transfer of results
17. Deliverable no. 24: Sustainability
18. Deliverable no. 25: Western Balkan Network for IL
19. Promotion of the IL program. This refers to deliverable no. 20 (see EForm application pages 120-121).
20. Western Balkan Information Literacy Conference
21. Any other Business