

### **February 8<sup>th</sup> meeting at David Yellin:**

Meeting from 9:30---to as long as it takes (even if we need to move into other rooms!).

- a. Summary of Brussels Meeting:
  - a. Special Mobility Strand
  - b. Summarizing all meetings—need to justify work days.
  - c. Reporting—going for midterm report within first 13-4 months of program
  
- b. Preparing for Meeting in Israel in March (going over agenda and focusing on concrete outcomes for meeting—see note below).
  
- c. Working on COURSE for Israel (topics finalizing AND delegating tasks and time-line). Yitchak we will chat by phone to discuss how you will run this session.
  
- e. I have just returned from Brussels’ “Kickoff Seminar Meeting for New ERASMUS+ Projects” and although I will be having a session in March relating to important issues that we must relate to, I am updating you and your administration on the necessity of **KEEPING TRACK** of **EACH MEETING** that you have had and will be having. Work and salaried days need to be documented **NOT ONLY** by contracts with the staff/faculty (that they are members of your HEIs of NGOs), salary slips **BUT ALSO**—the “outcomes” of your work days (which need to be shown in summaries of meetings, work plan set out, etc.).
  
- f. **THERE ARE PENALTIES that WILL BE implemented** if the EU evaluators feel that the work days allotted for tasks were not validated by “concrete outcomes”. This is very serious and I want to make sure we are all on the same page of the work that we need to “show”. I cannot emphasize too much that this is a real “risk” and we need to be really organized so that our hard work will be recognized and eligible. I know that some of your administrative teams are meeting, mapping out mobility schedules etc. **THESE MEETINGS** should be documented as these are work days for the project and you have “outcomes” (e.g. workplan, etc.). We need to see the summaries of these meeting.