Minutes from the first Kolarctic CBC, KO4035 –ArcticSkills, Project Financial management & reporting, Rovaniemi 10th–11th Feb 2020.

Background and Program

Sunday 9th
Travel day for the **NO** and **RU** participants from Kirkenes and Murmansk to Rovaniemi.
TBC Check in accommodation Scandic Rovaniemi City hotel

Monday 10th
Travel for the **FI** and **SW** participants from Tornio/Haparanda to Rovaniemi.
11:00 Lunch at Scandic Rovaniemi City hotel
12:00 Financial meeting. The meeting will take place at MA Kolarctic location.

Session 1:	Grant Contract and Project budget
Session 2:	Financial Management & Reporting
Session 3:	Access to PROMAS
Session 4:	Monitoring and Evaluation
Session 5:	Financial reports
Session 6:	Activity planner

19:00 Dinner TBC.

Tuesday 11th
09:00 Financial meeting Sessions 1 – 6 continues continues……

14:00 Return travel for all participant

Information

Timings in the program will be flexible.

You have already received important background documents needed for the meeting.
At our first meeting, you will have your own memory stick with all relevant documents in addition to the background documents.

The main purpose is to meet and to get familiar with the Kolarctic reporting system and preparing all documents needed for the January reporting.

MINUTES

Participants

NO Robert H Flatli	PM
NO Trond Hansen	Consultant
NO Joakim Pettersen	Coordinator regional coordinators
NO Trond Remmen	Book keeper
RU Elena Zubritskaya	Head of Russian delegation
RU Elena Rudnik	Regional coordinator
RU Sergey Arzumanov	Interpreter
FI Marja-Liisa Tyystälä	Representing the FI coordinator (Sanna Laihinen)
FI Jani Harju	Representing the FI coordinator (Sanna Laihinen)
SW Sanna Keranen	Regional coordinator
SW Tanja Niva	Regional coordinator
KOLARCIC represented by:	
Riikka Oittinen	Programme Manager Kolarctic CBC Programme
Katri Niska-Honkonen	Financial manager Kolarctic CBC programme

Case #	Matters for discussion	Responsible
01/20	**The "Workshop" was opened by Riikka Oitiainen MA** MA appreciated that the first meeting was held in Rovaniemi. She highlighted, among many important matters in a Kolarctic project , the importance that all partners have responsibilities in the project. MA gave us the insurance that they would support the meeting whenever needed.	Chairman
02/20	**PM Robert information** PM presented the main purpose about The Workshop.; to meet and to get familiar with the Kolarctic reporting system and preparing all documents needed for the the first reporing period, January - February report. Partners received a memory stick with presentations, instructions and templates for section 1 – 6.	PM
03/20	**Section 1** The Grant contract and the Project budget were presented to the Workshop.	Consultant
04/20	**Section 2** Katri from MA presented the Financial management & reporting system.	MA
05/20	**Section 3** PM gave a short introduction to PROMAS and all regional coordinators and the Board member will be given 2read rights" to	PM

	PROMAS. Be advised that the e-mail fro PROMAS might to your bin folder in your e-mail system. In PROMAS you can find all information about KO4025 ArcticSkills project. PM and consultant will have the "wright and read" opinion only.	
06/20	**Section 4** Trond presented the Monitoring and Evaluation plan. A rather big and complex document that you all have to read through.	Consultant
07/20	**Section 5** PM and Katri lectured the regional coordinators in use of the different templates in the project. The first reporting period will be January and February together. This report must be ready for the next meeting (Skype) in early March.	MA and PM
08/20	**Section 6** Activity plan from now on is named the Activity planner. The activity planner will be updated and shared to the regional coordinators, the board members and the MA. It is important that the PM get feedback on the plan continuously for updating.	PM
09/20	Summary In early March, the next meeting will be held using Skype as the medium. The LP will contact the partners for ONE to ONE discussions and reporting. LP will establish a "share point" to share documents, information and updates. PM will be responsible for updating PROMAS, WEB site, share point and Facebook.	PM