

MEETING MINUTES

1st MEETING OF THE PROJECT PARTNERS FOR THE PROJECT

FUTURA

Date: 15th of March 2016.

Place: Slovenia, Brežice, Brežina 102, KOVIS d.o.o. headquarters.

Start: 8:00.

Participants: according to the list of participants (Annex 1 of this meeting minutes).

The agenda of the meeting:

1. **Presentation of the FUTURA project and the action plan.**
2. **Roles and duties of project partners.**
3. **Appointment of Steering Committee Members.**
4. **Appointment of Executive Board Members.**
5. **Any other business.**

AD1 & 2

Basic rules of implementation of the FUTURA project were presented and an overview of the project was carried out. Project has to be implemented in accordance with the Grant Agreement and all its annexes. Also all relevant European and national legislation of each project partner has to be taken into account. Each project partner is responsible to carry out activities described in Annex 1 of the Grant Agreement.

Budget of the project and rules for eligibility of the project's costs were presented and discussed. Also rules for keeping records and other supporting documentation for proving proper implementation of the project and eligibility of costs were presented. Principles for calculation of grant amount and time schedule of payments was discussed.

Rules regarding preparing deliverables and reporting to the Commission were presented. Project partners need to upload deliverables and technical/financial parts of reports to the Commission to the Participant portal.

Project partners agreed that they will prepare detailed operational plans for implementation of the action.

AD3

The following Steering Committee Members were appointed:

Project partner	Member	Substitute member
KOVIS	Alen Šinko	Mitja Črpič
Omnia	Peter Duchovič	Barbora Klimekova
ZX-Benet	Martin Pormann	Petr Beranek
VUD	Michal Kais	Lubomir Palčák

Steering Committee meetings will take place according to the Consortium Agreement and Grant Agreement.

AD4

The following Executive Board Members were appointed:

Project partner	Member	Substitute member
KOVIS	Ivan Smolej	Mitja Črpič
Omnia	Ondrej Smatana	Barbora Klimekova
ZX-Benet	Martin Pormann	Petr Beranek
VUD	Michal Kais	Juraj Sloboda

Executive Board meetings will take place according to the Consortium Agreement and Grant Agreement.

AD5

There was no discussion.

Meeting ended at 12:30.