



RetailLink

Phase I Final Meeting

Basingstoke, 17 & 18 February 2016



Reminder



Submission Package

- Signed PDF of Application Form
- Signed letters of commitment for ALL partners (using official templates)
- Final PDF of Baseline Study
- CV – Coordinator and Lead Expert

Respect the DEADLINE

16th March 2016, 3.00pm CET

Approval



- **MA proposal to Monitoring Committee**

3rd May 2016

- **Notification and amendment to Subsidy Contract**

- **Phase 2 duration 3rd May 2016 – 3rd May 2018**

Important dates!



- **15th March 2016, 3.00pm – SUBMISSION DEADLINE**
- **16th March 2016, 3.00pm – PHASE 2 PACKAGE DEADLINE**
- **3RD MAY 2016 MONITORING COMMITTEE DECISION**
- **19-20TH MAY 2016 LP/LE TRAINING SESSION**

COMPULSORY

LP role and responsibilities



- **Igualada:**
 - **Coordinating with PPs and LE**
 - **Monitoring the workplan and outcomes**
 - **Liaising with the Secretariat**
 - **Signing contractual documents**
 - **Submitting the progress report and the mid term reiew.**
 - **Setting out agreement w/ PP on financial management**

PP role and responsibilities



- Ensure First Level Controller Certificate is issued and submitted in due time.
- Liable of own expenditures
- Attending transnational meetings
- Comply with Progress and Mid Term Review reporting requirements
- Ensure working process with ULG and production of project outputs, namely IAP
- Complying with deadlines