

MINUTES OF MEETING

Date	:	02.08.2019
Place	:	Skype Meeting
Participants	:	Prof. Dr. Fatih KONUKÇU (NKU) Prof. Dr. Lokman Hakan TECER (NKU) Ali Sırrı ÖREN (NKU) Kadriye ÇİL (NKU) Ş. Alp TUNCER (SUM) Sonya ENILOVA and TDCNM team Mamuka GVILAVA and CIVITAS team Vladimir FILIN and UKRMEPA team
Subject	:	Monthly Project Coordination Meeting – 9
		<p>1. In the context of Video Translations and Voiceover Recording for the Ecosystem Education Programme, NKU informed that they have received most of the translations and some voiceover recordings from partners and asks about the status of others. TDCNM said they have prepared the text and everything but the voiceover should be done by the contracted company. CIVITAS asked about how the voiceover will be done. Contractor SUM gave some instructions about how to do the voiceover. CIVITAS asked whether a studio is needed or not. Contractor SUM said that it is advised in case a professional end product is required. In this case, partners don't need to do that in a studio. They can do voiceover recording in a silence-free room. NKU reminded that they should finish video sets until the end of August and the whole programme should be finished until the second week of September so that they can start to use the Ecosystem Education Programme at schools. CIVITAS asked about checking some parts of game translations in Georgian and the Contactor SUM said that they are going to check the screenshots and translations which is more a technical part of the issue.</p> <p>2. In the context of Interim Report, NKU informed that they finished the first period on 31st May, 2019 and they have to finalize all Interim Reports in 3 months. NKU expects the partners to finalize the files and upload them on the system as soon as possible (till the end of August). TDCNM informed about the problem how to put the staff costs on the procurement window and asks how the partners cope with this problem. NKU said that the Project Coordinator is trying on it on EMS. CIVITAS said that they have just done the text and sent to Project Coordinator. UKRMEPA explained that auditor's check is planned to be done during August 5 – August 15, 2019 for the financial report but they are not sure how it will work and exactly when it will finish. TDCNM said that they will write problem about staff costs o the table to all partners in email. TDCNM also reminds that they sent the</p>

Common borders. Common solutions.

	<p>Narrative Report to Project Coordinator on 19th July, 2019 but they haven't received any comments about it, yet. NKU said that they will check it and informs that it is because of PC was trying to solve uploading problem on EMS.</p> <p>3. In context of Project Website, NKU informed that JTS suggests some issues about the project webpage if partners also write their comments on how to improve the website, it will be very useful. CIVITAS commented that uploading the Skype meetings on the website is not correct because they are not for public use. UKRMEPA agreed on the comment and idea. NKU said that they take the note of the recommendation. Contractor SUM said that they are going to share this comment with Project Coordinator and they will decide on whether the recordings of Skype meetings will be on the website or not. CIVITAS said that it is better that NKU administers that point and they can provide images and comments to upload the website. Contractor SUM reminded that there are seven roles on project website to manage and they are going to explain them all in September, during the meeting in Odessa.</p> <p>4. In the context of Project Meeting in Ukraine, for the meeting, arrival is suggested to be 18th September with the meetings on 19th - 20th September 19th-20th, 2019. TDCNM said that the congress, beach clean-up and project meeting comprise a tight schedule. UKRMEPA said that they are going to prepare the agenda next week and they need some suggestions about whether asking the teachers and students to attend the clean-up activity during the project meeting together or separately? NKU answered that the beach campaign should coincide with the meeting according to the project proposal. They don't know whether it is possible or not, of course. CIVITAS said that it is difficult to enter the waste data according to 200 items on the webpage. They ask whether they will use all the categories. Contractor SUM informed that they have already finished 90% of Marine Litter Watch and the partners can use the entry on the webpage as well. They ask partners to check it and comment on it. They have embedded two sites on the project website.</p>
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