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## HELP Meeting –1000 Monday 14 September 2009 HELP Office

### AGENDA

- Local Partnership – review of stakeholder meeting (LJ)
  - o Stakeholder participation
  - o Results of monitoring
  - o Main outcomes
  - o Contact - newsletter
  - o Way forward
- Monitoring – collection, collation and storage of results (CZ)
- Training Development – target group, training preparation (ALL)
- Annex IV – preparation of templates and coordination with HELPs (BM)
- Storage of Tempus Documentation – minutes, outputs, staff contracts (BM, CZ)
- Dissemination Outputs / HELP Products – ideas (ALL)
- HELP website (CZ)
- Forms – change of bank a/c and institution name, RO transfer (BM)
- Office Supplies – items to be ordered and procedure (BM, CZ)
- February visit – preparation – names, Per Diem, hotel, flights (BM, CZ)
- Salary for project staff (MA)
- General project issues (ALL)
- AOB