

Meeting Minutes

1st Peer Review Group meeting

Date: 9 April, 2014

Location: Ljubljana, Slovenia

Participants: Henny van Lanen, Janusz Kindler, Sandor Szalai, Sabina Bokal

Points of discussion:

- next PRG Report
- reviewing process
- other issues

After 2nd IDMP CEE workshop in Ljubljana, Peer Review Group (PRG) and Programme Manager had a short meeting to discuss further work and way of cooperation between them.

1. Next PRG Report:

Mr. Henny van Lanen will be the leader of the 2nd PRG Report which will be prepared before 3rd IDMP CEE workshop in October 2014. The report will summarize General Observations over the 1st and 2nd quarters of 2014 (January-July 2014). For the nature of the General Observations, see 1st report. Important input will be the evaluation of the milestone/final reports that were produced.

2. Description of the reviewing process:

- Activity Leader prepares milestone/final report¹ in a template provided by the Programme Manager.
- Activity Leader sends milestone/final report to the Programme Manager before the deadline set in the agreement and in activity list (min 10 days before).
- Programme Manager uploads milestone/final report on Dropbox and sends information about the availability of the report to all PRG members.
- PRG members have max 10 days for reviewing the milestone/final report. First the report is checked by the leader of the particular PRG report (*in case of the 2nd report Henny van Lanen*). He will compile a draft evaluation and will send this to other PRG members. He also coordinates further work and collects comments from other three members of the PRG on the evaluation.
- The leader of the PRG report sends the evaluation of the milestone/final report back to Programme Manager with one of the following assessments:
 - accepted without modifications
 - accepted with minor revision
 - accepted with major revision
 - rejected.
- The PRG will not comment on National Reports, if a milestone/final report refers to these. It is the responsibility of the Activity Leader to synthesize these adequately. However, PRG members would like to have the opportunity to read these reports and to trace certain findings. When a milestone/final report has to be reviewed, the Programme Manager informs the PRG members, if National Reports were used, and which ones. The Programme Managers also uploads these National reports in the Dropbox.

Payment:

- If milestone/final report gets “*accepted without modifications*” or “*accepted with minor revision*” Programme Manager will send back to Activity Leader confirmation on properly implemented services. The rest of the procedure should be followed as described in agreements under article 7.

¹ The final report deals with the final „output/deliverable” of the activity.

- In case that report gets “accepted with major revision” or “rejected”, payment will not be made. In this case Activity Leader with her/his team has max 10 more days to correct, justify, change what was noticed by PRG that it is not according to the plan set in the activity list or do not coincide with overall and specific objectives of the IDMP CEE. All the changes that Activity Leader made in milestone/final reports have to be appropriate marked in the revised milestone/final report. The Activity Leader also will add in a separate document how her/his team replied to the comments of the PRG.
- Programme Manager sends revised milestone/final report with changes and Letter with Reply to Comments back to the PRG for another review.
- After milestone report is accepted as final it will be uploaded on the hidden (partners) page of the IDMP CEE web site (<http://www.gwp.org/en/GWP-CEE/IDMPCEE/for-Partners/>) and available to all other partners.
- After Final Report is accepted as final it will be uploaded on the public page of the IDMP CEE web site (<http://www.gwp.org/GWP-CEE/IDMPCEE/>).

3. Some additional remarks regarding future milestone/final reports:

- Milestone report is information about the progress made (from previous milestone report) within particular activity meant for GWP CEE Regional Secretariat, Programme Manager, Peer Review Group and partners involved into IDMP CEE. It is not intended for further distribution.
- Activity Leaders have to be able to put their milestone/final reports into the overall contexts of the IDMP CEE (added to the Milestone report template).
- PRG TOR will not be changed.

*Meeting Minutes prepared by Sabina Bokal and confirmed by Peer Review Group.
Ljubljana, April 2014*