



National Erasmus+ Office in Kyrgyzstan

Erasmus+



1a, Igembardiev Street, "Aurora" Business Center, 2nd floor, Office #225
Bishkek, 720005, Kyrgyz Republic
tel/fax: +996 (312) 39 81 62, tel: +996 (312) 39 81 63
e-mail: neo@erasmusplus.kg

Erasmus+ CBHE Projects Coordination Meeting

Agenda

Theme: Preparation for Reporting to EACEA on Deliverables

Date: 18 June at 14:00

Format: Online or In-person

Duration: 3.5 hours

Moderator: National Erasmus+ Office

Objectives of the Meeting

1. **To ensure a common understanding** among all project partners of EACEA's requirements for interim and final reporting, including both narrative and financial components.
2. **To review the status of planned deliverables** across all work packages, identify any gaps or delays, and ensure alignment with the approved project workplan and logframe.
3. **To clarify reporting formats and documentation standards** for outputs, events, and expenditures, ensuring all partners are audit-ready and compliant with Erasmus+ CBHE regulations.
4. **To coordinate responsibilities and timelines** among project partners for finalising and submitting high-quality deliverables and reports.
5. **To provide a platform for peer support**, sharing challenges, solutions, and best practices in report preparation, quality assurance, and internal communication.

Expected Outcomes

1. **Validated list of deliverables** completed or in progress, with clear status updates for each work package.
2. **Shared understanding of reporting templates and requirements** as outlined by EACEA, including key supporting documents (e.g., timesheets, attendance lists, dissemination evidence).
3. **Agreed internal roadmap** for submitting deliverables and compiling reporting documentation, with clear deadlines and responsibilities assigned.



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4. **Identification of critical issues or delays**, along with mitigation strategies and agreed wording for justification in the final report.
5. **Improved coordination mechanisms** between the lead coordinator and institutional partners to ensure consistency, quality assurance, and timely submission.
6. **Improved quality of reporting and deliverables**, through peer exchange, clarification of standards, and better alignment with EACEA expectations.
7. **Checklist or toolkit** developed and shared among partners to guide accurate and complete documentation for the interim or final report.

AGENDA:

09:00 – 09:15

Welcome and Opening Remarks

- Overview of meeting objectives
- Key reminders from the EACEA on interim/final reporting procedures
- Introduction of participants

09:15 – 09:45

Session 1: EACEA Reporting Requirements – Key Elements

- Types of reports (interim vs final) and deadlines
- Overview of narrative and financial reporting templates
- Common errors and best practices from previous calls

Speaker: MariaSol Parrado, EACEA, Brussels

09:45 – 10:45

Session 2: Deliverables and Work Packages – Ensuring Compliance

- Mapping deliverables: what has been submitted vs planned
- Verifying quality, formats, and supporting evidence (annexes, dissemination)
- Handling deviations and justification narratives

Speaker: Nurgul Kasenova, NEO in the Kyrgyz Republic

10:45 – 11:30

Session 3: Financial Documentation and Audit Readiness

- Staff costs, equipment, travel, subcontracting: what to prepare
- Timesheets, invoices, and audit trail essentials
- Institutional internal coordination tips

Speaker: Gulnara Isaeva, NEO in the Kyrgyz Republic

11:30 – 12:00

Session 4: Q&A and Discussion on Specific Project Challenges

- Open floor for questions from institutional partners

- Discussing cases of delayed deliverables or budget reallocation requests
- Sharing templates and document examples

12:00 – 12:20

Session 5: Roadmap for Finalising Reports

- Checklist for submission
- Timeline for internal review and validation
- Roles and responsibilities across partner institutions

12:20 – 12:30

Closing and Next Steps

- Summary of action points
- Follow-up support from NEO and Coordinators
- Next check-in date or reporting milestone reminder



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