

September Brussels/University Maastricht SEEEPHI partners meeting  
Monday - Wednesday 23-25 September  
Action report

It was good to meet with you last week for the final SEEEPHI Partners meeting. It has been terrible to see what was happening yesterday and all of you have been in our thoughts.

However, the project is now officially closed and we have the challenge ahead of us to wrap up the reporting to the commission over the next two months. We therefore ask that all partners please acknowledge receipt of this email and keep to the action points below.

Action points for final reporting as agreed at the Maastricht Partner meeting in Brussels:

1) The Project officially ended on 30 September, no further spending can be made after this date. We have now received the letter from the commission confirming the resumption of activities on 1 September and 30 September as the official close of project date. [The EACEA letter is attached to this email](#). Please forward it to your relevant departments.

2) Final narrative reporting timeline. In order to ensure that we are able to meet the final report deadline of 30 November, we agreed the following narrative report timeline during the partner meeting:

- 10 October: Israel WP partners provide a narrative report on their WP to EU Partners (be creative to show the scope of the WP and how it went maybe even beyond the initial proposal expectations, but be careful to be sure that everything in the original proposal is addressed (see the [original proposal here](#) for reference; [see interim reporting here](#) for reference for any changes that were approved at this time; see [final WP reporting tables attached](#)). If anything was not addressed from the proposal or was changed, be sure to justify why changes were made.
- 20 October: EU WP partners return the narrative reports to Israel partners making their additions/comments.
- 28 October: both WP partners together agree the final WP narrative and submit to ASPHER
- 10 November: ASPHER returns the collated full narrative document to partners – pulling out themes from the WP narrative reports to create a cohesive overarching report ahead of the EPH Lisbon conference (12-15 November)
- 12-15 November (EPH conference) – Partners meet to discuss taking advantage of those who are onsite in Lisbon. This leaves 2 weeks to address any final comments.
- 30 November submission deadline.

3) Lore will be in touch with the project officer and Nadav with the Erasmus Israel office for guidance on final report formatting.

4) Final evaluation report – Paul will handle the final evaluation write up – briefing Orly and Walter now on the procedure and may be in touch with Nadav and Keren for necessary internal evaluation committee input. ASPHER can be in touch with Paul to meet on each of the narrative reporting due dates (10, 20, 28 Oct and 10 Nov to update on partner progress and check in with evaluation feedback, especially with emphasis on contexts, overall reflections and broader relevance).

5) Final financial reports – there is no specific deadline to send individual partner financial reports, but please start sending these to ASPHER over the course of the month of October. If you have any questions, please reach out. We can be available for a meeting for any clarifications. The second reporting period is from 15 October 2022 – 30 September 2024 (no spending can be reported from 15 June 2024 – 31 August 2024 while the project was suspended). Ideally all partners will reach at least 75% spending of their grant award to avoid paying any money back.

6) Financial audit – Lore is checking into the documents required on the financial audit and will confirm these with the project officer. She will get back to you in the next days with more details. [The specific clause from the grant agreement related to the audit is attached to the email.](#)