

FINAL TRANSNATIONAL PROJECT MEETING

Agenda

14 July 2026

Purpose: to confirm the final administrative, reporting and sustainability actions before project closure.

No.	Agenda item	Key points for discussion / decision
1	Opening and approval of the agenda	Confirmation of the meeting objectives and approval of the final administrative agenda.
2	Final status of work packages	Brief update on each work package; identification of outstanding activities, corrections and responsible partners; confirmation of final internal deadlines.
3	Completion and final review of project results	Final versions of the teaching modules, practical tasks and translations; final verification of the NEDLib e-learning platform; confirmation that all materials are accessible and ready for public use.
4	Training activities, summer schools and multiplier events	Submission and review of final reports, agendas, participant lists, photographs, certificates and evaluation results; confirmation of quantitative and qualitative outcomes.
5	Quality assurance and evaluation	Review of project indicators, evaluation questionnaires, achieved results, lessons learned, challenges and good practices; final assessment of the quality and usability of project outputs.
6	Dissemination, visibility and communication evidence	Final updates of the website and social media; collection of links, publications, press releases, screenshots and other evidence; confirmation of correct EU funding acknowledgement.
7	Final reporting and partner documentation	Overview of the documents required from each partner; activity descriptions and supporting evidence; internal deadlines for submission to the coordinator; consistency check across all partner reports.
8	Financial and administrative closure	Review of completed activities against the approved budget and work plan; clarification of remaining administrative questions; organisation and secure storage of project records.
9	Sustainability and post-project responsibilities	Maintenance of the NEDLib website and e-learning platform; continued use of the modules; future training and dissemination; responsibilities of partners after the formal end of the project.

No.	Agenda item	Key points for discussion / decision
10	Final action plan and deadlines	Agreement on the final list of pending tasks, responsible partner or person, completion deadline and final date for submitting all materials to the project coordinator.

Documents and evidence to be confirmed

• Final activity and work package reports • Agendas, attendance lists and certificates • Evaluation summaries and participant feedback • Final teaching materials and translations	• Website, social media and publication links • Photos, screenshots and dissemination evidence • Platform access and maintenance arrangements • Final responsibilities and internal deadlines
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Expected outcome: a complete final action plan with assigned responsibilities and confirmed deadlines.

Notes and decisions
