

Project management

Consortium Meeting

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15/11/2017, Zagreb, Croatia



Social Innovation for Local Indian and Israeli

Communities and Graduate Entrepreneurs

TRAVEL REPORT

- [Travel report form](#) ([Google Drive](#))
- Boarding passes
- Hotel invoices
- Receipts
- Any other proof of attendance at the meeting venue

Time management

- [Timesheet \(Google Drive\)](#)
- [Joint declaration](#) (This document replaces the "Staff Convention" and has to be used for the formal registration of staff working for the project.)

Equipment

- Step 1 – Proforma invoice to the Coordinator
- Step 2 – To be approved from the Coordinator
- Step 3 – Buying
- Deadline to make any changes is

10/12/2017

- The process should be finalised by the end of
- 15/02/2018**

Next trainings

Bhubaneswar, India

- **Training-Teachers (22-24 January 2018)**
- **Training-SinnoLABs Managers (23-25 January 2018)**