

LIFE Nat.Sal.Mo. (LIFE17 NAT/IT/000547)

Proposal of the agenda for the monitoring visit of 4-5/06/2019

4 June 2019 Department of Agricultural, Environmental and Food Sciences, University of Molise, Via De Sanctis s/n, 86100 Campobasso

10:00-14:00 Introductions and discussions about the technical aspects of the project

- The monitor and the participants to the monitoring visit will briefly introduce themselves.
- General presentation of the project developments provided by the Project Manager.
- Progress report of the state of the project from each Associated Beneficiary (it is required a ppt presentation describing project's progresses, problems and/or delays faced) showing the results obtained up to the monitoring visit compared to the results foreseen in the Grant Agreement).
- The progresses shall be described action by action with foreseen start/end dates and actual start/end dates.

14.00-15.00 Lunch break

15:00-18:30 Financial and administrative aspects of the project

We will require a summary of costs sustained until the monitoring visit, subdivided in expenditure categories of the total balance. We will also ask to have printouts of the accounting systems for every beneficiary.

Verification of the accounting system and sample check of supporting documents for expenditures sustained by the project (invoices, timesheets, payment proofs, contracts, tender procedure documents etc.).

If they are already available, we would like to see the Partnership Agreements (or drafts).

Note that it is important that all Associated Beneficiaries will be represented, preferentially by the technical and administrative referents.

5 June 2019 Field visit

9:00 – 13:00

9:00 meeting at the Department of Agricultural, Environmental and Food Sciences, University of Molise, Via De Sanctis s/n, 86100 Campobasso and visit to the two target sites along the Biferno and Volturno river.