

4th HIT Core Group meeting



Agenda
3-4 March 2020
Prague, Czech Republic





4th HIT Core Group meeting

Prague, 3-4 March 2020

Tuesday, 3 March 2020

8.30 – 9.00 Welcome coffee

9.00 – 10.00 **Objectives and updates**

- Welcome, objectives
- Updates (related to HIT) from other events and working groups (eMS, indicators, small projects and SPF, SCOs)
- Reminder: What are we harmonising?
- Harmonisation of terminology

10.00 – 12.30 **HIT Application form – content parts**

Coffee break included

Approach to target groups and end-users

- Explanation of the proposed approach and identified challenges
- To be decided: Target group on project and/or output level (which information needs a separate box and which can be added to other information requested in AF)

Approach to investments

- Harmonise understanding of an investment – Are there different types? Is change of terminology needed?
- Which information is needed for each type of investment?
- Where and how is the investment information linked to other parts of AF?

Intervention logic (objectives, outputs, results)

- Clarify the understanding of outputs
- To what extent will the choice of programme indicators affect the project intervention logic?
- Which elements must be linked and why? How will the links affect the flexibility of the AF?

Work plan (activities, communication, time plan)

- Which missing information needs to be added and why?
- Time plan

Other elements in Part C – see proposals sent in advance

- Relevance questions (C.2)
- Project management questions (C.6)
- Other questions



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Part A – Project identification and Part B – Project partnership – see proposals sent in advance

- Discussion and/or voting on open issues
- Q&A about unclear parts

Objective: To finalise the content part of the application form, to the furthest degree possible, so that we can turn our attention to the reporting package.

12.30 – 13.30

Lunch

13.30 – 17.00

HIT Application form – content parts (continuation)

**Coffee break
included**

Wednesday, 4 March 2020

08.30 – 09.00

Welcome coffee

09.00 – 12.30

HIT Application form – Project budget (continuation)

**Coffee break
included**

- Unit costs and Lump sums
- Colour coding
- Assessing - Value for money / Audit trail
- Discussion and/or voting on open issues
- Part D – Project budget – Final agreements
- Table D.4 Project budget - overview per partner / per period
- Part E – Partner budget – Final agreements

Objective: To finalise the financial part of the application package, to the furthest degree possible, so that we can turn our attention to the reporting package.

12.30 – 13.30

Lunch break



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13.30 – 16.00

HIT Tools for reporting

**Coffee break
included**

- Monitoring of projects - programme needs (what do you need to know and when)
- Reporting intervals and frequency
- Implications of dynamic reporting and disentangling of content and finance reporting on the HIT reporting tools

Objective: To have sufficient understanding of the needs and changes needed in project monitoring to be able to draft the reporting tools that will be discussed at the next meeting.

16.00 – 16.30

Agreements needed for next steps and closure of the meeting