

# Erasmus+ project: Qualification, Validation and Certification of Maintenance Personnel

Project meeting #5 by Skype, 17<sup>th</sup> December 2018

**Present:**

Ingemar Andreason  
Guðmundur Jón Bjarnason  
Zsolt Nyeste  
Ilkka Palsola  
Jaakko Tennilä  
Mikaela Malmrud  
Torsten Ekström  
Tomáš Hladík

**Absent:**

Damjan Maletič  
Jan Skarka  
Maria Malmrud

## 1. Opening and welcome

Torsten opened the meeting.

Jaakko was selected to take minutes during the meeting.

## 2. Previous meeting

Minutes taken from previous, November 27<sup>th</sup>, was reviewed.

## 3. Project Financing

Torsten will send out detailed information concerning the first payment for the project latest 21<sup>st</sup> of December 2018. Countries are expected to make invoices according the information before 31.12.2018.

## 4. Defining a Project Plan

Torsten introduced the existing project plan. This will be discussed during the Helsinki meeting in January.

## 5. Next meeting in Helsinki

Next meeting will be held in Helsinki 9-10.1.2019.

Information concerning the practical arrangements for the meeting has been send separately to the attendees.

Main purpose for the meeting is to agree about the management, reporting, working procedures (etc.) for the project in order to make effective workflow possible.

Torsten will send out a detailed agenda for the meeting (latest 31.12.2018?) so that the participants could prepare themselves for the meeting.