

Meeting report - Example

Skype meeting minutes December 17, 2018

1 - Attendees

- Altaï Huot –Asie Responsible for PADEM
- Karine Bottreau – PADEM India and Sri Lanka representative

2 - SRI LANKA

PALM

- Fund transfer requested by Chandima: Altaï will take care of it by 31/12/18
- HR Ecofarming: Job description, CV & Newcomer contract: still not received, to follow (Karine)

MENCAFEP

- Fund transfer: 5500 euros will be sent in January (Altaï)
- Mid-term evaluation: Report being finalized, to follow
- Fundraising: no answer to our questions. Relaunched on 17/12: electricity problem at Nuwara Eliya, Chris leaves on-site in Batticaloa Tuesday 18/12/2018

3 - INDIA

SAMBHALI TRUST

- Purchase of the house next door (1st floor) to establish a café and a shop: without using the Accord Cadre funds
- Budget balance = how to ensure the sustainability of the project: to be seen in 2019

SATYA

- Mid-term evaluation report: to relaunch (Karine) on 12/28/2018 if no news

4 – OTHER POINTS BRIEFED

Local contributions:

Questions sent to Danijela to clarify the procedure: still no answer. If no answer at the end of the week, Mayomi will have to send the tables to the partners and ask them to complete them by attaching the supporting documents. All that has been received in local contributions will be deducted from the sums to be transferred by PADEM.

Other projects:

- project under consideration on Haritika: final budget = 1,875,200 Rs and number of beneficiaries = 2,044. See the calls for tenders that may correspond (Altaï).
- the project at SAIKRIPA: to relaunch at the start of the year if no news by then (Karine)

Other :

- Karine holidays from 19 to 25 December inclusive, then from 31/12/2018 to 06/01/2019: return on 7/01/2019

TOOLS – PHASE 1 : PROGRAMING

5 – Next Meeting

- scheduled for Tuesday 08 January 2019 at 11 a.m.