



Dear Coordinators,

Publication of our project: 585927-EPP-1-2017-1-RS-EPPKA2-CBHE-JP

I kindly inform you that for ensuring transparency and visibility of EU funding, our project "**Strengthening Capacities for Higher Education of Pain Medicine in Western Balkan Countries**" is now online on the [Erasmus+ Project Results Platform](https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2017_en).

I am pleased to inform you that useful documents related to our project management and reporting, as well the Grant Agreement template, have been published on EACEA website, under the beneficiary space section (https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2017_en).

In particular I would like to draw your attention on the "Guidelines for the Use of the Grant", an important document to help you manage and run your project efficiently. It provides guidance on the implementation of the project activities and on how to handle the financial side of our project. Moreover, it clarifies the content of the grant agreement and its annexes. Therefore, I invite you to **read this document in detail and to share it with your colleagues since it is one of the key documents**.

Please find here attached a scanned copy of the grant agreement for our project in subject.

I remind you also that it is the responsibility of the beneficiaries to agree on the best approach for paying/reimbursing costs incurred on project activities and to define the appropriate modalities. Payment conditions in terms of timing, documents required, destination must be formally agreed by all beneficiaries in the Partnership Agreement. As soon as possible we will prepare a proposal for a Partnership Agreement that we will send you for signing. A signed copy of this Partnership Agreement has to be provided by email to the Agency within 6 months of the signature of the grant agreement.

I wish you all the best for the new year and particularly regarding the implementation of our HEPMP-CBHE project and I look forward to meeting you in Ljubljana in the second half of March 2018.

Best regards,

Project coordinator
Prof Predrag Stevanovic