10th HIT Core group meeting
21-23 and 28-30 September 2021
Online

Welcome to the 10th HIT Core group meeting! At this meeting, we aim to finalise the work on many of the HIT documents.

The meeting will take place over six days, every day between 9.30 and 12.30. Each day will include a comfort break of 15 minutes.

On all meeting days, you are welcome to join us in the meeting room 15 minutes before the start for a virtual welcome coffee to test your connection/equipment by having an informal chat with colleagues.

You will receive a Zoom link and password, which will be the same for all days when we accept your registration.

Please note: this meeting will be over two weeks where we will discuss content and communication issues in the first week followed by finances and control issues in the second week.

Draft Agenda

Day 1: Tuesday 21 September 2021

9.30 – 12.30   Event start - Welcome and updates

HIT application form - content

- Presentation and review of the selection package
- Agreement on the final versions for:
    - HIT application form
    - HIT quality assessment criteria
    - HIT state aid plug-in
    - *HIT supplementary information section*
    - *HIT Lead partner and project partner statement*
    - *HIT admissibility checklist*

Day 2: Wednesday 22 September 2021

9.30 – 12.30   HIT glossary and reporting package

- Presentation and review of the glossary
  - discussion and agreement on the final version
- Presentation and review of the reporting package
- Agreement on final versions for:
  - HIT project progress report
  - HIT partner progress report
- Presentation and review of the project progress monitoring checklist
  - discussion and agreement on the final version

Day 3: Thursday 23 September 2021

9.30 – 12.30   HIT: other documents and communication
- Presentation and review of the co-financing contract
  - discussion and agreement on the final version
- Communication in HIT
  - review of the agreement and implications in the application form

Day 4: Tuesday 28 September 2021

9.30 – 12.30   HIT application form - finance

- Review of the latest version
  - Presentation of the latest version
  - Agreement on the final version

- HIT State Aid – update

- Proposal for separate Title and Description fields for the cost category items

HIT reporting package – finance

- Review of the latest version
  - Presentation of the latest version
  - Agreement on the final version

Day 5: Wednesday 29 September 2021

9.30 – 12.30   Agreement on the final version of HIT Control documents:
   o   Certificate
   o   Control Report
   o   Control Checklist

Day 6: Thursday 30 September 2021

9.30 – 12.30   Update on the fact sheets on cost categories

Value added tax

Update on the sub-group work:
- Public procurement
- Risk-based sampling

Next steps, HIT in general
- How to proceed
- Next meeting(s)