

# CHINLONE

## Administrative and Financial Management



**CHINLONE Kick-off Meeting,  
Bologna 19th-21 st February 2018**



**Erasmus+**

# PROGRAMME OF THE MORNING

**CONTRACTUAL MANAGEMENT**

**QUIZ**

**FINANCIAL MANAGEMENT**

**QUIZ**

**REPORTING**

**EXERCISE**



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# PLEASE INVOLVE YOUR INSTITUTION'S SERVICES!



**Governance**



**Finance  
department**



**International  
Relations Office**

**Do not underestimate  
the administrative and  
financial workload of the  
project!**

**Organize a meeting  
at your University  
AS SOON AS YOU  
ARE BACK!**

**PLEASE CONNECT US DIRECTLY WITH YOUR  
ADMINISTRATIVE STAFF!**

**We need to receive the  
contacts of your financial  
managers/officers for  
creating a connection  
between CHINLONE  
administrative staff .**

**Write us in case of need!**

**At each project  
meeting, we will  
organize a  
administrative  
training/section**