

DRAFT - Meeting Agenda

Schwerin – 13th of Novembre till 14th of Novembre 2014

PROJECT STAY IN

PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

Location of accommodation:

- All partners are hosted at the InterCity Hotel Schwerin
- Address: Grunthalplatz 5-7, 19053 Schwerin (very close to train and bus station in the middle of the city) <http://en.intercityhotel.com/Schwerin/InterCityHotel-Schwerin>
- Telephone: 0049 385 59500
- Partners are invited to wait in the lobby at 8:30 on the 13/11/2014 & 14/11/2014 to be collected for the transport to the location of the meeting.

Location of meeting:

- BBW in der DAA, Zeppelinstraße 1, 19061 Schwerin
- Partners are invited to wait in the lobby at 8:30 on the 13/11/2014 & 14/11/2014 to be collected for the transport to the location of the meeting.

Contacts

- Suse Topp. Project Assistant, Mobil: 0049 176 49455180, Telephone: 0049 385 67688-13
- Partners are invited to wait in the lobby at 8:30 on the 13/11/2014 & 14/11/2014 to be collected for the transport to the location of the meeting.

Payments:

- Please keep in mind to save all your receipts (travel, accommodation, dinner, beverages).
-

Wednesday, November 12th

<u>Time</u>	<u>Activity</u>	<u>Partners involved</u>
all day	Arrival	all partners

Thursday, November 13th

<u>Time</u>	<u>Activity</u>	<u>Partners involved</u>
08:30	Partners are invited to wait in the lobby to be collected for the transport to the location of the meeting.	
09:00	Official welcome and opening of project meeting	BBW in der DAA
09:05	Agreement on the meeting's agenda Short overview by each partner-organisation: How I am and the issues we have worked on	JaW All partners
09:30	WP6 – Adaptation – Development – Transfer Progress of the phase Overview about the state of play (15min, each partner - Powerpoint Presentation)	Summarized presentation by BBW in der DAA (WP-leader) By partners AT, DE, BG, TR, FI, NL
<i>Coffee Break - working coffee during work units</i>		
Transitional phase: Implementation of the training programme (WP6) TO Pilot testing (WP7)		
	Introduction of work package	WinNova (WP-leader)
	<u>Scheduling, planning and coordination :</u> National transfer versions for AT, DE, BG, FI, NL and TR are available : Transfer and test implementation of the training programmes? National ideas by the transfer countries for the test piloting? Running the course - face-to-face training and self study units – how could this be handled? Usage of a common web-plattform? (BLOG? E-learning? WordPress area?....) Development of feedback instruments (questionnaires) (for details see proposal pages 63-66)	with all partners (workgroups)

13:00	<i>Lunch</i>	
	Report from the working groups - Summarized presentations by each transfer- partner	All partners
14:15	Combining of the results and agreement by the partners – defining the next steps for the test piloting	WinNova
	WP2 – Quality assurance	
15:15	Presentation of the results of the Interim Project Evaluation Further steps	SPI (WP-leader)
15:45	Discussion by all partners - Project Evaluation and possible steps for improvement	JaW All partners are invited to contribute suggestions for improvement of the project
	<i>Coffee Break - working coffee during work units</i>	
	WP4 – IPR Agreement	MBO-Raad (WP-leader)
16:15	Presentation of a draft version Agreement on the content and structure	All partners are invited to contribute suggestions for improvement and ask open questions
17:00	Feedback and evaluation of day 1	JaW In cooperation with all partners
17:45	<i>Social Programme "Castle tour"</i>	
19:00	<i>Common Dinner at "Stadtkrug"</i>	

<u>Friday, November 14th</u>		
<u>Time</u>	<u>Activity</u>	<u>Partners involved</u>
08:30	Partners are invited to wait in the lobby to be collected for the transport to the location of the meeting.	
09:00	<p>WP3 - Dissemination of results</p> <p>Presentation of the dissemination results of the partnership and on the specific dissemination action plan</p> <p>Quarterly dissemination progress reports from every partner institution for ongoing monitoring</p> <p>Important topics: - Leaflets, poster, Information-transfer STAY IN Webpage (uploads internal area...), Facebook, E.N.T.E.R, ...</p> <p>Discussion on planning and implementation:</p> <ul style="list-style-type: none"> - Stakeholder round tables in the transfer-countries - 2nd Newsletter 	Pixel (WP-leader) in cooperation with JaW
10:00	<p>WP4 - Exploitation and Sustainability of results</p> <p>Presentation of the outputs: Stakeholder analysis</p> <p>On the basis of this input by NL the further aim should be an exchange between all project partners and the elaboration of the following questions:</p> <ul style="list-style-type: none"> - What do the results mean for the project? - What these findings mean for AT, DE, NL, BG, TR and FI in particular? - How are the results to be interpreted in relation to the Training programme for ? In fact, which type of organisation, target groups and multipliers we have to bring on board? <p>Next step in the project: Elaboration of an exploitation and sustainability strategy for each partner country and implementation of at least one target group exploitation seminar in each transfer-partner country</p>	<p>MBO-Raat (WP-leader)</p> <p>In cooperation with all partners</p> <p>MBO-Raat (WP-leader)</p>

<i>Coffee Break - working coffee during work units</i>		
11:15-12:15	Planning phase: From now to the next meeting 4 th partner meeting and final conference?	JaW In cooperation with all partners
12:15	Summary of the agreements and deadlines WP2-WP8 The next objectives we need to prepare?	JaW All partners are invited to contribute suggestions for improvement and ask open questions
13:00	Lunch	
14:15	WP1: Reporting - Financial issues and Administrative aspects	JaW All partners are invited to contribute suggestions for improvement and ask open questions
15:00	<i>End of Meeting</i>	
15:30	<i>Social Programme Petermännchenfahrt"</i>	
19:00	<i>Common Dinner at "Schweriner Fernsehturm"</i>	

Saturday, November 14th

<u>Time</u>	<u>Activity</u>	<u>Partners involved</u>
all day	Departure of partners	



Partipicants-list

Will be completed as soon as available from Germany (end of October 2014)