

IN PATH | Intelligent Pathways for Better Inclusion

517976-LLP-1-2011-1-PT-GRUNDTVIG-GMP

Kick-off meeting | 6 and 7 December 2011 | Porto |

Agenda

Tuesday 6th of December 2011

8:45-9.30	Partners go to meeting venue
Notes:	Please see mail with instructions of how to get to SPI office
9:30-9:45	Arrival at meeting venue SPI office Welcome
9:45-11.00	Individual partner presentation and “breaking the ice”
Notes:	It is up to the individual partner, if a power point presentation is suitable or not.
11.00-11.30	Coffee break
11.30-13.00	WP1 - Project Management SPI <ul style="list-style-type: none"> • Presentation of the project, its objectives, work plan, deliverables, and role of partners • Guidelines for communication between partners • Presentation of the associated partners • Presentation of proposals for logo
Notes:	SPI will provide a general overview of the project and its main aims.
13.00-14.30	Lunch break
14.30-16.00	WP2 - Needs Analysis Uni. Pitesti <ul style="list-style-type: none"> • Presentation of the aims of the WP • WP2 Strategy (Methodology and time table proposal) • Structure of national reports • Key points for successful implementation (tips and tricks from the WP coordinator)

Notes:	WP coordinator, please detail as much as possible the methodology including methodology for desk research and proposal of questionnaire and interview grid.
16.00-16.30	Coffee break
16.30-18.00	<p>WP3 - Content Development Uni. Macerata</p> <ul style="list-style-type: none"> • Presentation of the aims of the WP • Methodology and time table proposal • Discussion of linkage to WP2 and how needs analysis can be useful for content development • Partners role in content development
Notes:	WP coordinator, please prepare as detailed as possible a proposal of the methodology and time table.
18.00-18.15	Summary of the day and end of 1 st meeting day

Social programme: 18.00-20.00

Dinner: 20.00

Wednesday 7th of December 2011

8:45-9.30	Partners go to meeting venue
Notes:	Please see mail with instructions of how to get to SPI office
9:30-9:45	Arrival at meeting venue Potential pending issues from previous day
9:45-10.30	WP1 - Project Management SPI <ul style="list-style-type: none"> Administrative and financial issues
Notes:	Each partner should bring the one page of the partner agreement signed with them.
10.30-11.00	WP5 - Grundtvig In-Service Training Course Pilgrims <ul style="list-style-type: none"> Presentation of the aims of the WP Methodology and time table proposal WP coordinator shares previous experience conducting Grundtvig in-service training course: "what to be aware of"
11-11.30	Coffee break
11.30-12.30	WP4 - Test and Validation Inveslan <ul style="list-style-type: none"> Presentation of the aims of the WP Methodology and time table proposal (including proposal for structure of national reports) Discussion of how to make the workshops a success Initial discussion of recruitment of workshop participants
Notes:	WP coordinator, please outline as detailed as possible methodology and evaluation methods. Each partner implementing a workshop will elaborate a report of the main results and findings. A proposal for the structure would be good to have for discussion on this meeting.
12.30-13.00	WP6 - Dissemination EAPN

	<ul style="list-style-type: none"> • Presentation of the aims of the WP • Dissemination strategy (including methodology and time table) • Template for collection of the 100 stakeholders per country • Discussion between partners: "how can be best disseminate the project and create an impact?"
Notes:	The WP coordinator should prepare as detailed as possible the dissemination strategy including good advices for the partners to use, when disseminating. Also provide a template for the collection of the 100 stakeholders.
13.00-14.30	Lunch break
14.30-15.00	WP7 - Exploitation SPI <ul style="list-style-type: none"> • Presentation of the aims of the WP • Exploitation strategy (including methodology and time table proposal) • Proposal for website
Notes:	WP coordinator, please detail as much as possible the methodology including methodology and timetable. SPI will present proposal for website.
15.00-15.45	WP8 - Quality Plan ILI <ul style="list-style-type: none"> • Presentation of the aims of the WP • Presentation of external evaluator • Quality Strategy (including methodology and time table proposal) • Presentation of questionnaire for meeting
Notes:	External evaluator will be present at the kick-off meeting. WP coordinator will present the kick-off meeting questionnaire.
15.45-16.00	Coffee break
16.00-16.30	Summary of the day and end of 2 nd meeting day

Meeting venue:

Sociedade Portuguesa de Inovação (SPI)
Avenida Marechal Gomes da Costa 1370
4150-356 Porto