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Kick off meeting agenda

Florence 14th – 15th November 2017

INCLUVET

MEETING VENUE

FormAzione Co&So Network premises

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**Our office is just above the EURONICS store, entrance is from Via Val di Pesa, 4 (the street on the right).*



Day 1 - 14 th November 2017		
Time	Activity	Partner(s) involved
09:00 – 09:10	Opening of the meeting Welcoming words	P1 -Formazione Co&So Network Patrizia Giorio
09:10 – 10:10	Partner organizations presentations Max 10 min per partner	All partners (short presentations)
10:10 – 10:40	Project presentation Objectives, aims, background of the project idea Overview of the intellectual outputs planned Transnational meetings Joint Staff training Multiplier events, Final conference	P1 - Formazione Co&So Network Patrizia Giorio
10:40 – 11:00	Timeline of the project Project plan presentation Potential adjustments of the timeline	P1 - Formazione Co&So Network Patrizia Giorio
11:00 – 11:20	Coffee break	
11:20 – 12:00	Evaluation and quality management Establishment of quality criteria and indicators to measure the quality of PROCESS and OUTCOMES of the project Development of measuring instruments Quality Management Handbook Implementation of QM instruments (tasks, deadlines) Interim quality report Final quality report	P8 - Fundacion Docete Omnes Proposal of quality management elements, inputs and tasks for all partners
12:00 – 13:00	Dissemination and exploitation Stakeholder analysis Dissemination and exploitation plan The role and organization of	P1 - Formazione Co&So Network Zsofia Jobbagy



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	multiplication events The project website Logo, leaflet	
13:00 – 14:30	Lunch break	Silvano & Valentino Via Nicolò Paganini, 2
14:30 – 16:00	Intellectual output 1: INCLUVET Didactical Guidelines for training VET staff	P5 - Institut National Supérieur de Formation et de Recherche pour l'Éducation de Jeunes Handicapés et les Enseignements Adaptés
16:00 – 16:30	Summary and conclusions of Day 1	All partners
20:00	Social dinner	Trattoria Zà Zà Piazza del Mercato Centrale 26



Day 2 - 15 th November 2017		
Time	Activity	Partner(s) involved
09:00 – 09:30	Questions and clarifications on Day 1 meeting content	All partners
09:30 – 11:00	Management, administrative, financial issues Budget clarification and potential variations Types of costs and eligible costs Proofs of payment, procurement procedures to be done by partners Proofs of implemented activities (participant lists, photos, reports and minutes of the meetings) Reporting deadlines, reporting documents needed Communication procedures (Google drive platform).	P1 - Formazione Co&So Network Michela Beccafichi
11:00 – 11:20	Coffee break	
11:20 – 12:30	Project steps and to do list until next meeting	All partners
12:30 – 13:30	Lunch break	Silvano & Valentino Via Nicolò Paganini, 2