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## 2<sup>ND</sup> meeting agenda

Paris, 10<sup>th</sup> – 11<sup>th</sup> April 2018

# INCLUVET

MEETING VENUE	<p><b>INSTITUT NATIONAL SUPERIEUR DE FORMATION ET DE RECHERCHE POUR L'EDUCATION DES JEUNES HANDICAPES ET LES ENSEIGNEMENTS ADAPTES</b> <b>premises</b> Tel +33 1 41 44 35 76</p> <p>E-mail: <a href="mailto:severine.maillet@inshea.fr">severine.maillet@inshea.fr</a></p>	<p>Séverine's mobile phone number: +337 60 06 99 52</p>



Day 1 - 10 <sup>th</sup> April 2018		
Time	Activity	Partner(s) involved
09:00 – 09:15	<b>Opening of the meeting</b> Welcoming words	P1-FCN and P5 INSHEA
09:15 – 10:00	<b>Presentation of IO1</b> – “INCLUVET Didactical Guidelines for training VET staff” document Implications for O2 Open questions & Discussion	P5 - INSHEA
10:00 – 11:20	Planning the development of IO2 – “INCLUVET Training Curriculum for VET staff”	P1-FCN and P5 INSHEA
11:20 – 11:40	<b>Coffee break</b>	
11:40 – 13:00	Planning the development of local testing sessions of IO2 – “INCLUVET Training Curriculum for VET staff”	P1-FCN and P5 INSHEA
13:00 – 14:30	<b>Lunch break at a local restaurant</b>	
14:30 – 15:45	Planning the development of IO3 – “INCLUVET in-company Mentors Vademecum”	P1-FCN and P5 INSHEA And P4 JAW
15:45 – 16:15	Planning the development of the INCLUVET short-term joint staff training event in Graz	P4-JUGEND AM WERK STEIERMARK
16:15 – 16:30	<b>Evaluation and conclusions of Day 1</b>	All partners
20:00	<b>Social dinner in Paris</b>	



Day 2 - 11 <sup>th</sup> April 2018		
Time	Activity	Partner(s) involved
09:00 – 09:30	Questions and clarifications on Day 1 meeting content	All partners
09:30 – 10:00	<b>Management, administrative, financial issues</b> Budget clarification and potential variations Reporting documents needed for Progress Report and Interim Report	P1 - FCN Michela Beccafichi
10:00 – 11:00	Dissemination and exploitation activities carried out: - Presentation of each partners' realised and planned dissemination activities (5 min. each) - 1st Dissemination and exploitation report	P1 – FCN and All partners
11:00 – 11:20	<b>Coffee Break</b>	
11:20 – 12:00	State of the art on Quality management handbook and 1st meeting monitoring and evaluation report	P8 - FDO
12:00 – 12:30	Project steps and to do list until next meeting Planification of next meeting	All partners
12.30 – 13:30	<b>Lunch break at INSHEA</b>	
13.30 -15:30	<b>Visit to INSHEA CAMPUS</b>	