



Erasmus+

Hey! Teachers, don't leave the kids alone
2016-1-IT02-KA201-024342

Kickoff Meeting in Bologna (Italy)

Date: 14 – 15 December 2016

Meeting place:

*Sala Riunioni
Università agli Studi di Bologna
Scuola di Psicologia e Scienze della Formazione
Dipartimento di Scienze dell'Educazione "Giovanni Maria Bertin" – EDU
Address: Via Filippo Re 6
40126 Bologna*

Meeting Agenda

Day 1 - 14th December

10.00 - Welcome by Host Partner & Coordinator

Managed by: IERFOP

10.15 - Consortium introduction. A 15 minutes presentation on Partner organisations

Managed by: All the partners

12.00 – Coffee Break

11.30 - Project Overview – Presentation on the project: objectives, intellectual outputs, project events, work plan and project activities, partners' roles and responsibilities.

Managed by: IERFOP

12:30 - Project development and implementation - action plan and tasks assignment.

Management tools.

Managed by: IERFOP

13.00 - Lunch break

14.30 - Project financial and administration requirements

A - Project finance management;

B - Administrative and technical requirements of Erasmus+ programme;

C - Project monitoring process and deadlines, incl.: Interim and Final report, and other reports.

D – Partnership agreement

Managed by: IERFOP

15:30 - Coffee Break

15:45 - COMMUNICATION STRATEGY

Managed by: University of Lodz

17.00 - Estimated meeting end time



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Day 2 - 15th December

12.00 - Project Evaluation / Quality Management and quality coordination tools and approaches.

Managed by: Vilnius University of applied sciences

13.30 - Lunch Break

15.00 Project implementation deliverables and tasks assignment for the next three months.

Managed by: IERFOP

16:30 - Meeting feedback session and evaluation of the meeting

Managed by: IERFOP + Vilnius University of applied sciences

17.00 - Estimated meeting end time