Education and Culture DG
Lifelong Learning Programme

Leonardo da Vinci project n° 2010-1- FR1-LEO05-49021

Agenda
Di&Di - Kickoff meeting in Paris, 12 th and 13 th of December 2013

Wednesday, 11th of December 2013

Arrival of the European partners in Paris, mainly at the Hotel (address) *

Thursday, 12h of December 2013

9h00- 10h00 Arrival of the participants at Enda Europe and coffee **
Welcome and presentation of Enda Europe by Jacques Pomonti, President of Enda Europe and Fabricia Devignes, director of Enda Europe
Short presentation of each of the partners of the Di&Di project (5'per country)
France : Iriv by Bénédicte Hallba
Italy : Instituto per l'Europa Centro-Orientale e Balcanica by Stefano Bianchini and Sara Barbieri
Switzerland : Stiftung ECAP Schweiz by Nathalie Benoit
Bulgaria : Centre Immigration et Intégration by Tihomira Trifonova
Germany : Bildungsmarkt e.v by Regina Schmidt-Rossleben

10 h00-11h00 Presentation of the project Di&Di -
Objects and objectives of the project by Mélodie Beaujeu
Work programme by Bénédicte Halba

11h00- 11h30 Pause -

11h30-12h30 Discussion and questions on the added value of the project for each partner in their respective country by Mélodie, Bénédicte and the Di&Di partners

12h30-14h00 Lunch at "La tête à toto".
270 Rue du Faubourg Saint-Antoine, 75012 Paris

14h00-17h30 Presentations of each workpackage by its leader partner and discussion/questions on the participation of the other partners

14h00-14h30 Workpackage 1 - Management- by Enda Europe (Mélodie Beaujeu)
14h30- 15h00 Wp2 - Elaboration of the learning program - by Iriv (Bénédicte Halba)
15h00-15h30 Wp3 - Mentoring for professionals - by Enda Europe (Mélodie Beaujeu)
15h30-16h00 Questions
16h00-16h45 Wp4 - Experimentation - by ECAP & IECOB

enda europe **Leader**

iriv **Coordinator**

16h45-17h15 Wp5 - Exploitation - by Center Immigration & Integration
17h15-17h45 Wp 7 – Evaluation - by Bildungsmarkt e.v

17h45-18h00 : Synthesis of the first day and presentation of the 2nd day by Bénédicte and Mélodie

19h30 Meeting point at the Enda Europe ** for the Dinner at "Chez Lili et Marcel"***

Friday, 13th of December 2013

9h00-10h45 Management of the project - Administrative and financial issues and rules, contract and bilateral contracts, timesheets by Mélodie Beaujeu (45 min)
Discussion with all the partners on the different administrative and financial issues on the basis of the financial and administrative handbook proposed by the European Commission (45 min)

10h45-11h00 Break

11h00-12h30 Intermediary and final reports (deadlines, eligible and ineligible costs) by Bénédicte Halba

12h30-14h00 Lunch at "Les pères populaires"***

14h -15h30 Presentation and discussion on the tools related to the Wp6 : disseminating results
Weblog and newsletter by Bénédicte Halba (IRIV)
Brochure, website, logo by Mélodie Beaujeu (Enda Europe)

15h30-17h00 Presentation and discussion on the final publication by Mélodie and Bénédicte with other partners (Wp5)

17h00-17h30 – Synthesis of the two days and dates for the next European meetings by Mélodie and Bénédicte

17h30 End of the meeting

Documents dispatched

- Gantt Diagram
- Contracts
- Financial handbook

Useful addresses in Paris

Enda Europe
5 rue des Immeubles Industriels
75011 Paris
01 43 67 56 05
Code : 78b21 (2nd Floor)
Mélodie's cellular phone : + 33 6 09 98 64 88

* **iriv**
11 rue de Saussure
75017 Paris
Tél : 33 1 42 84 08 25
Fax : 33 1 42 84 08 25
E.mail : contact@iriv.net
Benedicte's cellular phone : + 33 6 63 05 40 00

Restaurants

La tête à Toto
270 Rue du Faubourg Saint-Antoine, 75012 Paris

Les Pères populaires
46 Rue de Buzenval, 75020 Paris

Chez Lili & Marcel
1 Quai Austerlitz, 75013 Paris