Lifelong Learning Programme

MaecVET

MaecVET - 3rd project meeting
October 20th-23rd 2013 / Lisbon (PT)

AGENDA

SUN, Oct 20th		
Time	**Activity**	**Partner(s) involved**
All day	Arrival of all partners Hotel Lutécia (www.luteciahotel.com) Av. Frei Miguel Contreiras nº 52 1749-086 Lisboa - Portugal tel.: [+351] 218 411 300, fax: [+351] 218 411 311 info@luteciahotel.com	all partners

MON, Oct 21st		
Time	**Activity**	**Partner(s) involved**
09.00	Official opening of project meeting (meeting room at hotel)	GHD / BBW
09.05	Agreement on the meeting's agenda Presentation of status quo of recent project developments	BBW
09.15	Recognition map: status quo, finalisation, translations, budget foreseen for printing / translation, deadlines etc.	BBW all partners
10.45	*Coffee Break*	
11.15	MaecVET Portal – introduction to general setup and structure, features, services, etc.	Mandarin
12.30	*Lunch*	
14.00	Application and implementation of MaecVET portal - responsibilities, time frame and bench marks for each partner - support by project website, flyers, posters etc. - national promotion tours - individual possibilities of each partner organisation - evaluation of portal - etc.	BBW Mandarin all partners
16.30	Summing-up and evaluation of working day 1	all partners
17.00	End of day 1	
20.00	*Common Dinner at Esquina da Fé (Portuguese restaurant)*	*all partners*

TUE, Oct 22nd		
Time	**Activity**	**Partner(s) involved**
09.30	Financial and administrative issues and preparations to progress report - feedback and discussions to half year reports I and II - overview of payment and money flow - final preparation work for progress report	BBW all partners
11.00	*Coffee Break*	
11.30	General presentation of dissemination activities from 05/13-10/13 (each partner presents at least 5 minutes and provides also evidence documents etc. if available)	all partners
	Upcoming dissemiation issues and responsiblities	
12.15	General feedback on evaluation and quality management issues (outcomes, deductions, feedback from all partners)	BBW all partners
13.00	Next project steps and developments; discussion of open questions, evaluation of day 2 (responsibilities, tasks, deadlines, next meeting etc.)	BBW all partners
	Official closing of meeting	
13.30	*Lunch* at O Sobreiro (Typical Portuguese restaurant)	*all partners*
15.00	Social programme in Lisbon – Old Town	GHD all partners
19.00	Common Dinner at Casa do Alentejo (Flavours from the South of Portugal)	*all partners*

WED, Oct 23rd		
Time	**Activity**	**Partner(s) involved**
All day	Departure of partners	all partners

List of participants:

Organisation:	Participants:	Mobile phone number(s) of participant(s):
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