

RECIPE PROJECT MEETING Almada 2014 Sept, 28th - Oct, 2nd

AGENDA

MEETING OBJECTIVES:

- Quality assurance of case study progress
- Quality assurance of general project progress through:
 - Evaluation of Copenhagen meeting (April -14)
 - Feedback from external evaluator
 - Updating of action plan documents
- Agree on:
 - Dates for next project meetings (Ennis, Ireland + Karmøy, Norway)
 - Dates for and contents of Course 1 + 2 (incl. Course Handbook)
 - Plan for DVD production
 - Preliminary framework for European RECIPE Conference

DATE	TIME	ACTIVITY		
Sunday Sept, 28		Travel day. Pick up arrangements to be settled when we know the different arrival times →	Anfitriões	
	20.00	Dinner with all delegations (except Steve)		
Monday Sept, 29	09.00	Meeting starts at <u>Sesimbra Hotel & SPA</u> → Welcome by hosts → Opening and flow of project work at the meeting by P1 (chair/writer of minutes, agenda, objectives for meeting) → Final adoption/'signing' of Copenhagen Minutes	P1	
	WORKING SESSION 1			
	09:30	WP 4 Evaluation of Copenhagen meeting <ul style="list-style-type: none"> ▪ P3 sums up and presents results ▪ Comments from partners ▪ P3 sums up discussion – Amendments for next evaluation? 	P3	
	09:45	WP 2 COURSEs + Handbook <ul style="list-style-type: none"> ▪ Presentation, discussion & debate and final decision on the programme/logistics/deadlines. ▪ <i>Proposal will be sent to partners two weeks before the meeting.</i> 	P2 (+ hosting institutions)	
	11.00	Coffee Break		
11.20	WP 5 Dissemination <ul style="list-style-type: none"> ▪ Status ▪ Further actions 	Presentations, media, web, conference	P5	

		WP 3 GENERAL PROJECT MATTERS	<ul style="list-style-type: none"> ▪ Meeting dates (Ennis +Karmøy) ▪ Amendments ▪ Finances (e.g. reporting of costs) ▪ Progress (see after lunch) 	P1	
	12.30	LUNCH at Sesimbra Hotel & SPA			
	WORKING SESSION 2 - afternoon				
	14.00- 16.15	WP 3 PROJECT PROGRESS	<ul style="list-style-type: none"> ▪ Interim EXTERNAL EVALUATION (Steve) ▪ Action Plan documents to be updated 	P1	
	Free time ☺				
	17.45	<i>Departure to Lisbon</i> (to see Saint George Castle and have dinner at the house of fado)			
Tuesday Sept, 30	09.00	Departure to Charneca de Caparica			
		Arrival Carlos Gargaté School - Guided tour of school			
	WORKING SESSION 3 – at the school				
	09.45	WP 1 CASE STUDIES	<p>Progress report from each partner</p> <p>1) Deferred presentation of Danish case study (Kenneth) → debate</p> <p><i>“Young Skills” is an important element in the local Youth Strategy. It is a Regional development project that aims to help more young people complete a vocational education.</i></p> <p>2) Status report from each partner on:</p> <p>a) Final choice of case(s)</p> <p>b) What has been done so far?</p> <p>c) What are the next steps?</p>	P1 P4	
	11:00	<i>Coffee Break</i>			
	11:20	WP 1 CASE STUDIES	<i>Status reports from partners continues</i> Questions, Ideas, Summing up	P1 P4	
	12h45	LUNCH in Charneca de Caparica (near the hosts’ school)			
	WORKING SESSION 4 - at the school				
	14:00	WP 1 RECIPE DVD (see descr. from application, right)	<ul style="list-style-type: none"> • Presentation of P4 plans • Discussion/ideas related to plans • Further actions? 	<i>“Materials from the partners’ case studies will be collated and edited to produce a DVD for RECIPE: training and support illustrating and emphasising the main strategic and practical issues examined in the case study reports. The DVD will be produced originally in English, then adapted by each partner for wider dissemination.” (application)</i>	P4
	15:00	All WPs	<p>Tying up all loose ends.</p> <p>1) National groups:</p> <p>a) Action plan for each partner institution’s WP</p> <p>b) Mail to Britt-Mona: Updated version of matrix (see a) above)</p> <p>c) Next steps for your inst. when you return home</p> <p>2) Plenary session:</p> <p>a) Reminding fellow partners of tasks related to <u>your</u> WP</p> <p>b) Questions to partners</p>	<p>Important issues to consider:</p> <p><i>Case studies reports. Framework? (P4)</i></p> <p><i>DVD (P4)</i></p> <p><i>Articles and Papers (P4 + P5)</i></p> <p><i>Courses and handbook (P2)</i></p> <p><i>Conference (P5)</i></p> <p><i>Progress report (P1 + ext)</i></p> <p><i>Interim, course and final evaluations (P3)</i></p> <p><i>Publicity material incl. web (P5)</i></p>	P1 (and all)
16:50	End of working Sessions – Summing up			P1	

	17.15	Beach, surf lessons and dinner in Charneca de Caparica 	
	22.00	Arrival back at the Hotel	
Wednesday Oct, 1	9.00	Departure for Lisbon	Anfitriões
		12.45 - Going to Sintra 13.30 - Lunch in Sintra 17.00 - Visit in Belém	
	18.30	Arrival back at the Hotel	
	20.30	FAREWELL DINNER	
Thursday Oct, 2		Return travel day arrangements to be settled when we know the different departure times	

PREPARATION AND RESPONSIBILITY:

P1-NO WP 3	<ul style="list-style-type: none"> • Work out agenda and program in cooperation with hosts → distribute to partners primo sept. • Present Meeting Objectives • Ensure project progress on all levels <ul style="list-style-type: none"> ◦ Check progress with action plan documents ◦ Update work plan if necessary ◦ Inform partners before and at meeting • Contribute to “tying up all loose ends” before going back home • Prepare and present a short status report on your own case studies
P2-DK WP 2	<ul style="list-style-type: none"> • Prepare, present and lead the process on RECIPE Courses and Handbook (proposal to partners two weeks prior to meeting) (Monday) • Deferred presentation on case study “Young skills” • Prepare and present a short status report on your own case studies
P3-IRE WP 4	<ul style="list-style-type: none"> • Sum up and present at meeting the evaluation from Copenhagen • Present plans for interim evaluation for the progress report due in May 2015 • Prepare and present a short status report on your own case studies
P4-GR WP 1	<ul style="list-style-type: none"> • Lead the flow of the session on case study progress report according to agenda (Tuesday) • Prepare and present plans for RECIPE DVD production according to agenda (Tuesday) • Prepare and present a short status report on your own case studies
P5-PT WP 5	<ul style="list-style-type: none"> • Toda a responsabilidade pela agenda social e logística = Ser anfitriões perfeitos • Present status report on Dissemination → lead a process in partner group on new, good diss. Ideas • Suggest a framework for European RECIPE Conference → debate/discussion on how to move forward on this (ideas from the group?) • Prepare and present a short status report on your own case studies

*And of course: Bring your fantastic 😊 and positive attitude
(as you always do)*