

With the support of the Comenius Lifelong Learning Program of the European Union

RECIPE

FIRST PROJECT MEETING THESSALONIKI - November 10th - 14th 2013

AGENDA

DATE	TIME	ACTIVITY	Partner responsible	
Sunday 10		Travel day Pick up arrangements to be settled when we know the different arrival times. Transport to hotel	P4	
	20:30	Dinner	P4	
Monday 11	09:00	Meet at the lobby of the hotel		
	09:30	Welcome to Thessaloniki	P4	
	09:45 – 12:00	Working session 1:		
		Agenda and instructions - Meeting chair - Minutes - Meeting objectives	P1	
		Introduction of each partner institution and external evaluators/advisors (5 minutes /partner)	P1 – P5	
		Brief overview of RECIPE project and its objectives <i>Coffee break 10.30 – 10.45</i>	P1	
	12:00	Lunch	P4	
	13:00 – 16:30	Working session 2:		
		WP3 Project management and coordination to start in month 1 - Common understanding of the objectives - Communication between partners - Fronter Learning Platform - Web-site - Work Plan (including future meeting dates) <i>Coffee break 14.30 – 15.00</i>	P1	
20:30	Dinner	P4		

Tuesday 12	09:00	Meet at the lobby of the hotel		
	09:30 – 10:30	School visit (If cancel – Working session)	P4	
	10:30 – 15:30	Working session 3:		
		WP1 Research and Development to start in month 2	P4	
		WP4 Quality Plan to start in month 1	P3	
		WP5 Dissemination to start in month 1	P2 and P5	
		<i>Coffee break 10.30 – 10.45</i>		
	12:00	Lunch	P4	
13:30 -	Working session 3: to be continued			
	WHAT needs to be done? When? By WHOM? (Group work – plenary)	P1 and EEC		
	<i>Coffee break 14.30 – 15.00</i>			
Wednesday 13	09:00	Meet at the lobby of the hotel		
	09:30 – 12:30	Working session 4:		
		WP3 Project management and coordination to start in month 1 - EU grant agreements / administrative matters - Budget - Financial and project reporting	P1	
		Evaluation	P1, P3 and EEC	
		<i>Coffee break 10.30 – 10.45</i>		
	12:30 – 18:00	Cultural visit incl. lunch	P4	
20:30	Farewell dinner	P4		
Thursday 14		Return travel day		

P1 – Norway

P2 – Denmark

P3 – Ireland

P4 – Greece

P5 – Portugal

EEC – External evaluators and consultants