


538512-LLP-1-2013-NO-COMENIUS-CMP

RECIPE PROJECT MEETING NORWAY 2016 - May, AGENDA

MEETING OBJECTIVES:

- Quality assurance of general project progress through:
 - Summary of internal evaluations of project meetings and Course 1 (Sesimbra)
 - External project evaluation (current status)
 - Updating of action plan documents
- Agree on:
 - Further plans/strategy for dissemination and sustainability
 - Necessary work progress before final report submission
 - Settle details for Course 2 → final agreement and distribution of work tasks
- Learn more about Norwegian fjord and mountain culture

DATE	TIME	ACTIVITY	
Sunday May, 8		Travel day Pick up arrangements to be settled according to different arrival times → Installation at Radisson Blu hotel , Haugesund	Per
Monday May, 9	08.15	Bus departure hotel. All luggage in bus by 08.10	
	08.30	School visit: Torvastad School and Culture Center <ul style="list-style-type: none"> • Information by head teacher • Guided tour + visits in classrooms 	P1
	10.00	School visit: Vågen Learning Center – visiting the sail ship «Alma» <ul style="list-style-type: none"> • Welcome by the Mayor of Karmøy, Jarle Nilsen • Guided tour on the sail ship “Alma” of Vågen Læringscenter • Coffee and a bite before getting on the bus 	P1
	11.00	Guided bus transport to ' Ryfylke Fjord Hotel ', Sand Guide: Ørjan (map in meeting folder)	P1
	13.00	Lunch at hotel	
	14.00	Opening of the Project meeting	
		Agenda: Opening items <ul style="list-style-type: none"> • Formal seconding of minutes <ul style="list-style-type: none"> ○ Ennis ○ Sesimbra (board meeting) • Approval of/comments on agenda • Presentation of meeting objectives 	P1
	14.20	Summary of internal evaluations so far in project	P3
	14.50	Dissemination plans for the last project months <ul style="list-style-type: none"> • Overall strategy by P5 • National strategies to be shared (max. 8 minutes for each partner) 	P5 All
	15.30	Coffee break	

	16.00	Sustainability: <ul style="list-style-type: none"> • How do we develop and sustain the project idea in our organisations? • Sustainability across Europe → the European dimension 	Individual reflection ↓ work in national Groups ↓ Plenary session (IGP)	P1 All	
	17.30	Meeting ends → free time ☺			
	20.00	Dinner at hotel			
Tuesday May, 10	09.00	Agenda: Greeting from Director of Education in the municipality of Suldal, Nils Erik Eide			
	09.20	Presentation of final collated case study report			P4
	10.00	Course/Conference → settle all details <ul style="list-style-type: none"> • Contents • Practical arrangements 			P2 P4
	10.45	Coffee break			
	11.00	Final evaluation from external evaluator Steve Molloy on: <ul style="list-style-type: none"> • Progress • Products (deliverables) • Partner collaboration • Dissemination and further sustainability 			P1 Steve
	12.00	Lunch at hotel			
	13.00	Final Report → Necessary input from partners according to timeline (jan. 2016) <ul style="list-style-type: none"> • Finances • Time sheets • Dissemination 			P1 John
	14.45		<i>Wandering the streets of Sand</i> Guided tour from the museum through the small town → group task related to the visit		P1
20.00	Dinner at hotel				
Wednesday May, 11	09.00	Agenda: <ul style="list-style-type: none"> • Updating of all necessary details • Specify progress until Oct. 2016 (updating of work plan if necessary) 			P1
	11.00	Checking out and all luggage to be loaded into the bus before lunch			All
	11.45	Lunch at hotel			
	12.30	Round trip by bus via Røldal to Haugesund (map in folder) Planned stops (might be changes): <ul style="list-style-type: none"> • ‘Røldal Stave Church’ • ‘Langfoss’ (one of Norway’s largest waterfalls) • ‘Åkrafjordtunet’ – coffee break Arrival and installation at Scandic Maritim Hotel in Haugesund at approx. 18.00			P1
	20.00	FAREWELL DINNER “Solbakken gård”			
Thursday May, 12		Return travel day arrangements to be settled when we know the different departure times			B-M

PREPARATION AND RESPONSIBILITY:

P1-NO WP 3	<ul style="list-style-type: none">• Overall leadership and coordination of meeting<ul style="list-style-type: none">○ Work out agenda and prepare social and cultural program → distribute to partners before Easter○ 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○ Prepare Final Reports• Contribute to “tying up all loose ends” before going back home• Prepare a plan for own dissemination and sustainability
P2-DK WP 2	<ul style="list-style-type: none">• Prepare, present and lead the work session on RECIPE Course 2 (Tuesday). Liaise with P5 on the conference part• Prepare a plan for own dissemination and sustainability
P3-IRE WP 4	<ul style="list-style-type: none">• Sum up and present at meeting the internal evaluation from meetings and Course 1• Prepare a plan for own dissemination and sustainability
P4-GR WP 1	<ul style="list-style-type: none">• Prepare and present the final case study report (Tuesday)• Prepare and present plans for hosting Course 2 (Tuesday)• Prepare a plan for own dissemination and sustainability
P5-PT WP 5	<ul style="list-style-type: none">• Present overall plan/strategy for Dissemination (Monday)• Liaise with P2 on Conference RECIPE Course 2 (Tuesday)• Prepare a plan for own dissemination and sustainability

Welcome to our last formal project meeting in Norway :)