

Draft Agenda

SELF-EMP project kick-off meeting

Date and time: 10-11th January 2017

Venue : FOREM - Calle de las Mercedes nº 19 – 20020 –Madrid Metro Estrecho

Participants:

- **FOREM (ES):** Olga López, Pilar Mora, Susana Rodríguez
- **GALILEO (IT):** Tito Livio Mongelli, Pierangelo Verbicaro
- **Ed-consult (DK):** Jolande Leinenbach, Merete Pedersen
- **Kairos (UK):** ¿Daniele Trevisan?
- **APSHSTDC (PT):** ¿Victor Jorge, Pedro Carrana?
- **DIMITRA (GR):** ¿Vaso Anastasopoulou, George Petrou?
- **UATAE:** ¿?

Meeting objectives

According to the application form, kick-off meeting will take place in month 2 (October 2016) in Madrid, Spain.

Due to the delay in signing the agreement, the reduction of the number of meetings approved regarding the application form and the difficulties of the partners' agenda, the meeting was delayed until January 2017.

This meeting will be aimed:

- To check the general overview of the project, as well as its partnership and its task and expected results.
- To discuss and agree on the internal rules for project management and administration proposed by the applicant in the management plan.
- To discuss and agree on the dissemination plan proposed by the applicant.
- To choose the project logo among those proposed by Galileo.
- To discuss on the evaluation methodology.
- To discuss and agree on: methodological approach and contents for the Reports on the state of art.
- .To discuss on methodological approach for the Intellectual Output.

TUESDAY 10		
09:00	09:15	Welcome coffee
09:15	10:30	Introduction of participants and organizations: “who is who” (10 minutes per partner aprox)
10:30	11:15	Project overview: expected results, intellectual output, events and meetings
11:15	11:45	Coffee break
11:45	12:15	Budget overview and partner budgets
12:15	12:45	Adaptation of the proposed schedule to the approved project
12:45	13:45	Discussion and agreement on the management plan
13:45	14:30	Lunch
14:30	16:00	Discussion and agreement: methodological approach and contents of Reports on the state of the art
16:00	16:15	Coffee break
16:15	17:30	Discussion on intellectual output: methodological approach, activities to develop it, partners tasks, responsibilities, schedule...
20:30		Dinner in the restaurant myVeg – Calle Valverde 28 – Metro: Gran Vía

WEDNESDAY 11		
09:15	09:30	Welcome coffee
09:30	11:00	Discussion and agreement on the dissemination plan: target groups, dissemination activities, responsibilities, project logo, project web, social networks...
11:00	11:30	Coffee break
11:30	12:30	Discussion: methodological approach to the monitoring and evaluation plan
12:30	12:40	Dates for next meetings
12:40	13:15	Summary and conclusions of the meeting
13:15		¿Lunch?