

1^o KICK-OFF MEETING AGENDA

PROJECT NR. 2018-1-PT01-KA202-047463

“Schools 4.0-Innovation in Vocational Education”

25-26-27/11/2018 – EfVET Office, 40, Rue D’Arlon, Brussels-Belgium

First day – 25-11-18

- Arrival and hotel stay

Second day- 26-11-18

10.00 – 10.15	Welcome of EfVET
10.15 – 11.00	Presentation of each partner (max 5 mn/each)
11.00 – 11.15	<i>Coffee break</i>
11.15 – 12.30	Presentation of the project and discussion of the IO (intellectual outputs) Analysis of the schedule and review of the role of each partner Definition of the project logo and responsible partner Approval of communication channels between partners and ways of sharing tasks
12.30 – 13.45	<i>Lunch</i>
13.45 – 14.30	Discussion & approval of the layout and contents of the survey that EfVET will disseminate throughout its members
14.30 – 16.00	Approval of project management and administration documents to be used
16.00 – 16.15	<i>Coffee Break</i>
16.15 – 17.30	Approval of dissemination and monitoring methodologies for the project management
19.30	<i>Joint dinner</i>

Third day- 27-11-18

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| 10.00 – 10.30 | Presentation of the Financial Agreement with a special emphasis on
Annex III
Analysis of legal, financial, administrative, dissemination and reporting
Procedures |
| 10.30 – 11.00 | Approval and signature of the Partnership Agreements |
| <i>11.00 – 11.15</i> | <i>Coffee break</i> |
| 11.15 – 12.00 | Schedule of the next meeting
Delivery of the Certificates of Attendance |
| 12.00 – 12.30 | Meeting evaluation and AOB (any other business)
End of the meeting |