

Meeting Agenda

Graz – 16th of January till 17th of January 2014

PROJECT STAY IN

PROJECT NUMBER – LLP-LDV-TOI-13-AT-0010

1) Basic Information

Location of accommodation:

Hotel Mercure
A-8020 Graz, Lendplatz 36-37
Tel.: (+43)316/751405, hellograz@hoteldaniel.com
Visit our homepage: <http://www.mercure.com/gb/hotel-5742-hotel-mercure-graz-city/index.shtml>

Location of meeting: Jugend am Werk Steiermark GmbH

A-8020 Graz, Lendplatz 35
Visit our homepage: <http://www.jaw.or.at>

Contacts

Michaela Meier :
Mobile: +43 664 8000 6 5011
<mailto:michaela.meier@jaw.or.at>

Payments:

- Please keep in mind to save all your receipts (travel, accommodation, dinner, beverages).
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Participants

| Name | Organization | Partner |
|-------------------------|--|---------|
| Ms MEIER Michaela | Jugend am Werk (AT) | P0 |
| Ms KÜGERL Nadja | Jugend am Werk (AT) | P0 |
| Ms GICHEVA Tatyana | Chamber of Commerce and Industry (BG) | P1 |
| Mr MATTHÄUS Ingo | BBW Beckmann & Scheller GmbH & Co.KG (DE) | P2 |
| Ms MALMIVUORII Jonna | Länsirannikon Koulutus Oy WinNova (FI) | P3 |
| Ms LEIVO-JOKIMÄKI Kaisa | Länsirannikon Koulutus Oy WinNova (FI) | P3 |
| Mr FRAGASSO Federico | Pixel Associazione (IT) | P4 |
| Ms DE HAAN Mieke | MBO Raad (NL) | P5 |
| Ms WEEMAES Marieke | MBO Raad (NL) | P5 |
| Mr MONTEIRO Rui | Sociedade Portuguesa de Inovação (PT) | P6 |
| Mr BAKAY Emin | Eğitim ve Gençlik Çalışmaları (TR) | P7 |
| Ms TERRENG Astrid | Representative of the National Agency for Lifelong Learning (AT) | - |

Meeting Agenda

1st Transnational Meeting 16th - 17th of January 2014, Graz

Wednesday, 15th January 2014 – Arrival

06:30 p.m.: meeting the participants at the hotel reception; Lunch is organised at a place very near to the meeting place at a typical **Styrian-restaurant “Steirerstubn”**. We will go there together.

07:00 p.m.: Dinner

Day 1, 16th of January 2014

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| 08:30-08:45 | <p><i>Welcome</i></p> <ul style="list-style-type: none">• Mr Walerich Berger, CEO Jugend am Werk Steiermark <p><i>Organisational information</i></p> <ul style="list-style-type: none">• Ms Michaela Meier |
| 08:45-10:00 | <p><i>Presentation of each partner organisation (10 minutes max)</i></p> <ul style="list-style-type: none">• All Partners |
| 10:00-10:45 | <p><i>Presentation of the project – Overview of the contents, objectives, workpackages</i></p> <ul style="list-style-type: none">• Jugend am Werk, Ms Michaela Meier |
| 10:45-11:00 | <p>Coffee break</p> |
| 11:00-12:30 | <p><i>Administrative and Financial Rules, Leonardo da Vinci, Transfer of Innovation Projects – Interactively Workshop</i></p> <ul style="list-style-type: none">• National Agency for Lifelong Learning, Ms Astrid Terreng |

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| 12:30-13:30 | Lunch |
| 13:30-14:15 | <p><i>Financial issues (report, time-line, documentation-sheets...) – questions and answers</i></p> <ul style="list-style-type: none"> • Jugend am Werk, Ms Alexandra Kraus and Mr Benjamin Kraack |
| 14:15-15:00 | <p><i>Brief-presentation of the both transfer-projects CESSIT and SCHOOL INCLUSION</i></p> <ul style="list-style-type: none"> • SPI, Mr Rui Monteiro and PIXEL , Mr Federico Fragasso |
| 15:00-15:15 | Coffee break |
| 15:15-15:45 | <p><i>Workpackage 5 – PART I: Presentation of the evaluation on the projects based on the analysis of requirements and needs in support of the transfer of results – the comparative matrix</i></p> <ul style="list-style-type: none"> • Jugend am Werk, Ms Nadja Kügerl |
| 15:15-17:00 | <p><i>Interactiv workshop based on the evaluation outcomes –</i></p> <ul style="list-style-type: none"> • All partners <p><i>Summary and presentation of the results by the working groups</i></p> <ul style="list-style-type: none"> • Jugend am Werk, Ms Nadja Kügerl with all partners |

Finally after a hard meeting day you will have time for yourself as well. Therefore we didn't fixed a common dinner for this evening. Maybe you will have a little sight-seeing walk round the famous old city of Graz <http://www.graztourismus.at/en>

Finally if you like we can spend time together in the City Center in the evening.

Day 2, 17th of January 2013

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| 09:00-11:00 | <p><i>Workpackage 5 – PART II: Questionnaire study and Quality needs analysis via Interviews :</i></p> <ul style="list-style-type: none">✓ <i>Elaboration of an interview guideline</i>✓ <i>Development of a questionnaire for the target group (pretest version)</i> • <i>Interactiv workshop (2-3 working groups) – all partners</i> <p><i>Summary and presentation of the results by the working groups</i></p> <ul style="list-style-type: none">• <i>Jugend am Werk, Ms Nadja Kügerl with all partners</i> |
| 11:00-11:15 | Coffee break |
| 11:15-12:15 | <p><i>Workpackage 3: Dissemination of results - strategy, activities and materials</i></p> <ul style="list-style-type: none">✓ <i>General information and preconditions of successful dissemination and exploitation of EU project results</i><ul style="list-style-type: none">• <i>Pixel, Mr Federico Fragasso</i> ✓ <i>Instruments of dissemination in the STAY IN project</i><ul style="list-style-type: none">• <i>Jugend am Werk, Ms Michaela Meier</i> |
| 12:15-13:15 | Lunch |
| 13:15-14:00 | <p><i>Workpackage 2: Quality Assurance within STAY IN: Based on key areas... Perspectives, levels, experts, methods</i></p> <ul style="list-style-type: none">• <i>SPI, Mr Rui Monteiro</i> |

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| 14:00-14:45 | <p><i>Workpackage 4: Exploitation and Sustainability of results - Elaboration of a Stakeholder analysis – what does this mean and how could it be done?</i></p> <ul style="list-style-type: none"> • MBO Raad |
| 14:45-15:00 | <p><i>Coffee break</i></p> |
| 15:00-15:30 | <p><i>Workpackage 1: Administrative issues (report, documentation sheets) ... Questions and answers</i></p> <ul style="list-style-type: none"> • Jugend am Werk, Ms Michaela Meier |
| 15:30-16:15 | <p><i>Deadlines & next steps ... Set deadlines for the next steps in the project and distribution of tasks and deadlines for the next steps of Workpackage 1-8 - Arrangement 2nd meeting</i></p> <ul style="list-style-type: none"> • Jugend am Werk, Ms Michaela Meier |