

AGENDA - Third Transnational Project Meeting

Meeting:	Life On-Line Project Erasmus + Key Action 2 Strategic Partnership
Date:	15th to 18th November 2016
Hosted by Partner:	Srednja sola za gostinstvo in turizem Maribor.



SREDNJA ŠOLA ZA GOSTINSTVO
IN TURIZEM MARIBOR

Tuesday 15th November 2016

Travel day to Maribor, Slovenia.

Wednesday 16th November 2016

8:45 am	Travel to Srednja sola za gostinstvo in turizem Maribor	All
9:00 am	Tea and Coffee on arrival	
9:15 am	Welcome from Srednja sola za gostinstvo in turizem Maribor	Janko Štruc
9:20 am	<p>Introductions of participants – How the project has been going so far.</p> <ul style="list-style-type: none"> • Objectives for the day • Update on LIFE Online Project so far • Feedback from the October Pilot (5 minutes each) 	All
10:15 am	<p>Setting the Scene- Overview of the project</p> <ul style="list-style-type: none"> • National Agency Monitoring/On the Spot check • Project Objectives • Target Groups • Key Milestones, Intellectual Outputs (1 to 7) and end products • Blended Mobility of VET learners • Multiplier Events & Structure (example will be giving to the partners) <p>Discussion</p>	Jonathan Harding Bridgwater & Taunton College & Pete Hodgson - EfVET
11:00 am	Presentation on the Skills Agenda and Business Economy by Dale Edwards – Somerset Chamber of Commerce.	Dale Edwards Somerset Chamber of Commerce
11:15 am	Tea and Coffee break	

11:35 am	Project Management & Quality Management Processes <ul style="list-style-type: none"> • Quality Management Plan • Quality Indicators & Internal Evaluator Report • Monthly Status Reports • Communication (between meetings) • Time sheets, financial tables, evidence, eligibility - Discussion / clarifications 	Jonathan Harding Bridgwater & Taunton College
12:00-13:00 pm	Lunch	All
13:00 pm	<u>Partner activity:</u> <ul style="list-style-type: none"> • Module Presentation - Each partner will present their module and development of e-learning materials (20 minutes each) • Feedback from each partner and employer representatives (10 minutes each) 	All
16:00 pm	Reflections of the day and introduction to day 2	All

Thursday 17th November 2016

8:45 am	Travel to meeting at Srednja sola za gostinstvo in turizem Maribor	All
9:15 am	Tea and coffee & Introduction to day 2	All
09:30 am	Tour of Srednja Sola ZA Gostinstvo In Turizem, Maribor	All
10:15 am	<u>Dissemination</u> <ul style="list-style-type: none"> • Dissemination & exploitation strategy, country plans and record requirements • Target groups • Links with national and local organisations • LIFE Online website update • Links with other websites including partner websites • Project Leaflet update • Group work:- Ideas for dissemination: press releases, events and presentations • Review of partner dissemination records 	Pete Hodgson - EfVET
11:00 am	Tea and Coffee break	
11:30 am	<u>Dissemination Continued</u> <ul style="list-style-type: none"> • Partner presentations on their own in country dissemination plans (10 minutes each) 	All
12:30-13:30pm	Lunch	All

13:30 pm	A speaker from a company and or a company visits - To be confirmed	All
15:30 pm	Tea and Coffee break	
15:45 pm	<u>Next Steps</u> <ul style="list-style-type: none"> • Action Plan - Summary of outcomes and actions • Expected results and any problem areas where help required 	All
17:15 pm	Meeting End - Date and Time of next meeting	
<u>Friday 18th November 2016</u>		
Travel Day		