

AGENDA - Third Transnational Project Meeting

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

Tuesday 15th November 2016

Travel Day to Maribor, Slovenia.

Hotel Orel ***

Volkmerjev prehod 7, 2000 Maribor, Slovenia

T: +386 2 250 67 00

F: +386 2 251 84 97

E: orel@termemb.si



20:30pm	Meet in hotel for evening dinner – various cost per person.	All
----------------	---	-----

Wednesday 16th November 2016

8:45am	Travel to meeting at Srednja sola za gostinstvo in turizem Maribor	All
9:00am	Tea and Coffee on arrival	
9:15am	Welcome from Srednja sola za gostinstvo in turizem Maribor	Janko Štruc
9:20am	<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	Setting the Scene- Overview of the project <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) Discussion	Jonathan Harding Bridgwater & Taunton College & Pete Hodgson - EfVET
11:00am	Presentation on the Skills Agenda and Business Economy by Dale Edwards – Somerset Chamber of Commerce.	Dale Edwards Somerset Chamber of Commerce
11:15am	Tea and Coffee break	
11:35am	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
12:00-13:00pm	Lunch at SŠGT: menu 10 € each	All
13:00pm	<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) <p>Important Note: All partners must have their information on the above send to Julie by the 28th October</p>	All
16:00pm	Reflections of the day and introduction to day 2	All
17:15pm	Travel back to hotel	
19:30pm	Evening - Dinner: Restaurant Rožmarin Menú 25 € each	All

Thursday 17th November 2016

8:45am	Travel to meeting at Srednja sola za gostinstvo in turizem Maribor	All
9:15am	Tea and coffee & Introduction to day 2	All
09:30am	Tour of Srednja Sola ZA Gostinstvo In Turizem, Maribor	All
10:15am	<p><u>Dissemination</u></p> <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 <p>Review of partner dissemination records</p>	Pete Hodgson - EfVET
11:00am	Tea and Coffee break	
11:30am	<p><u>Dissemination Continued</u></p> <ul style="list-style-type: none"> • Partner presentations on their own in country dissemination plans <p>(10 minutes each)</p>	All
12:30 13:30pm	Lunch at SŠGT: menu 10 € each	All
13:30 Pm	A speaker from a company and or a company visits - To be confirmed	All
15:30pm	Tea and Coffee break	
15:45 pm	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Action Plan - Summary of outcomes and actions • Expected results and any problem areas where help required 	All
17:15pm	Meeting End - Date and Time of next meeting	
19:30pm	Evening - Dinner: Restaurant Jack & Joe (prices vary)	All

Friday 18th November 2016

Travel Day