

Erasmus+ Programme, KA2 - Cooperation for innovation and the exchange of good practices - Strategic Partnerships for vocational education and training

Project “One Minute may Save a Life”

AGENDA FOR PROJECT MEETING

Date, time: 09 – 10.12.2015
Location: Meeting Room, Zivac Group Central Stefan cel Mare Street, 240, bl 59 A, Sc. 4, et 1, apt 98, sector 2, Bucuresti – Romania

Partners: Leading partner – ZIVAC GROUP CENTRAL S.R.L.
FUNDATIA PENTRU SMURD
FORENSICS GROUP
UNIVERSITE EUROPEENNE LLP
RIVENSCO CONSULTING LIMITED

1st Day (09 December 2015)		
Item	Time	Topic
1.	11:00 am - 11:15 am	Opening
2.	11:15 am - 12:00 am	Presentation of each partner and refreshing the main topics of the Project.
3.	12:00 am - 13:00 am	Management and implementation: 1. Planning the management activities; 2. Distributing the tasks and responsibilities between partners.
	13:00 am – 13:15 am	Coffee break
4.	13:15 am - 14:30 pm	Discussion - Work Strategy 1. Overview of the main Project's topics/ items; 2. Planning activities, in terms of time, resources allocated for each activity, achievements, <i>i.e.</i> : <ul style="list-style-type: none"> ▪ Preparation: (a) customizing communication methods between partners; (b) scheduling the activities/ needs for the next 3 months of the Project; ▪ Implementation: (O1 - A1, A2, A3, A4): (a) planning the schedule of activities; (b) distributing the tasks and responsibilities between partners; 3. Rescheduling Project timeline.

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	14:30 pm - 15:30 pm	LUNCH
5.	15:30 pm - 16:45 pm	Discussion - Work Strategy 4. Reports of status and progress of the Project; <ul style="list-style-type: none"> ▪ planning reporting activities (plan and methodology); ▪ distributing the tasks and responsibilities between partners. 5. Project Evaluation: <ul style="list-style-type: none"> ▪ planning assessment activities; ▪ distributing the tasks and responsibilities between partners.
	16:45 pm – 17:00 pm	Coffee break
6.	17:00 am - 19:00 am	Discussion - Budget and financial rules 1. Overview of the budget structure; 2. Discussing each item of the budget (H.1 - H.7); 3. Discussing the Project's funding/financial rules (financial management and monitoring activities); 4. Planning the grant payments.

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2nd Day (10 december 2015)		
Item	Time	Topic
1.	8:30 am - 8:45 am	Opening
2.	8:45 am - 10:30 am	Implementation of activities: O1 – A2 - Designing the training module: - deliverables and achievements; work progress considering timing agreed on the first project meeting (mentioned in the Project's application); O1 - A3 - Completing the training program - deliverables and achievements; work progress considering timing agreed on the first project meeting (mentioned in the Project's application); - planning and setting deadlines for next activities, deliverables.
	10:30 am – 10:45 am	Coffee break
3.	10:45 am - 12:15 pm	Implementation of activities O1 (A2-A3): 1. Debates and discussions on content of training module – circulated between all partners (legal/ fiscal aspects, implications); 2. Discussing on design methodology of training module;
	12:15 pm - 13:15 pm	LUNCH
4.	13:15 pm - 14:15 pm	Implementation of activities O1 (A1-A4): 3. Setting specific tasks, responsibilities and activities, deliverable between partners, and the deadlines.
5.	14:15 pm - 14:45 pm	Multiplier event: - presenting activities, materials and design to be applied/ used for multiplier event; - scheduling next activities in preparation of necessary materials, for technical and organisational arrangements to be carried out.

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6.	14.45 pm – 15:30 pm	Project Dissemination: <ol style="list-style-type: none"> 1. Summarising the dissemination activities perform by the partners; 2. Discussing on the status of e-learning platform; 3. Assessing the relevant means/ methods used/ to be used for Project's dissemination; 4. Planning next 3 months dissemination activities and relevant time schedule; 5. Distributing tasks and responsibilities between partners.
7.	15:30 pm – 16:15 pm	Questions and answers;
8.	16:15 pm - 16:30 pm	Issuing certificates of participation of partners