

1st ECVET goes Business partnership meeting

Trim (IE) / October 18th-21th 2015

AGENDA

SUN, October 18 th		
Time	Activity	Partner(s) involved
All day	Trim Castle Hotel Castle Street; Trim, Co. Meath, IRELAND Tel: +353 (0)46 9483000 Fax: +353 (0)46 9483077 E-mail: info@trimcastlehotel.com Web: www.trimcastlehotel.com	all partners

MON, October 19 th		
Time	Activity	Partner(s) involved
Morning	Trim Castle Hotel Castle Street; Trim, Co. Meath, IRELAND Tel: +353 (0)469483000 Fax: +353 (0)46 9483077 E-mail: info@trimcastlehotel.com Web: www.trimcastlehotel.com	all partners
13.00	Common lunch at the hotel	all partners
14.00	Official welcome by hosts and project coordinator	Meath partnership / Auxilium
14.15	Short introduction of partners organisations (max. 5 minutes per partner, Power Point not required – however feel free to bring a few slides or other info material)	all partners
15.15	Introducing ECVET goes Business (presentation of the background of the project, philosophy behind, objectives, outcomes, milestones and crucial steps)	Auxilium
16.00	Coffee break	
16.30	WP 1 Contractual, financial and administrative issues <ul style="list-style-type: none"> · Contracts · Payments · Budget, headings and its usage · Reporting · Communication issues etc. 	Auxilium
17.30	Summary and feedback day 1	Auxilium / all partners
19.30	Common dinner	

TUE, October 20th		
Time	Activity	Partner(s) involved
09.00	O1 / WP5 – Research study <ul style="list-style-type: none"> · Introduction · Discussion and workshop work 	Meath partnership / all partners
10.30	Coffee Break	
11.00	Continuing of O1 / WP5 – Research study <ul style="list-style-type: none"> · Discussion and workshop work · Further steps 	Meath partnership / all partners
12.00	Outlook to O2 / WP6 – Development of HR Handbook <ul style="list-style-type: none"> · Introduction and overview of the intellectual output 	Auxilium / all partners
12.30	Lunch	
13.30	Outlook to O3 / WP7 – Training Course Development and Piloting <ul style="list-style-type: none"> · Introduction and overview of the intellectual output 	FHM / all partners
14.00	WP2 Quality assurance <ul style="list-style-type: none"> · Evaluation plan · Comments and suggestions of partners · External evaluation 	Auxilium / all partners
14.30	WP 3 Dissemination <ul style="list-style-type: none"> · Dissemination plan and activities · Logo · Website · Dissemination materials 	Auxilium / all partners
15.00	Coffee Break	
15.30	WP 4 Exploitation and sustainability <ul style="list-style-type: none"> · Stakeholder analysis · Setup of the sustainability strategy 	Auxilium / all partners
16.00	Next project steps and developments and discussion of open questions (responsibilities, tasks, deadlines, next meeting etc.)	Auxilium / all partners
16.30	Summary and feedback day 2 Official closing of the meeting	Auxilium / all partners
19.30	Common dinner	

WED, October 21th		
Time	Activity	Partner(s) involved
All day	Departure of partners	all partners

List of Participants

Organisation:	Name:
P1; Auxilium (AT):	Georg Müllner Veronika Rechberger
P2; ÖGB (AT):	Wolfgang Waxenegger Klaus Breuss
P3; FFE (ES):	Lorena Corral
P4; Meath partnership	Jennifer Land Sarah Land
P5; GZS – CCI (SI):	Mojca Cek
P6; TREBAG (HU):	Enikő Nagy
P7; ARES (IT):	Paola Pietrangelo
P8; FHM (DE):	Reinert Meyer-Stolte Johannes Treu