

2018-1-PT01-KA204-047393

Erasmus + KA2 - Strategic Partnership for Adult Education

SPECIALISTS IN CULTURAL HERITAGE AND ATTRACTIVE LIVING ENVIRONMENT –
SPE.C.H.A.L.E. PROJECT

KoM - Transnational Meeting n. 1 | 20-21 November 2018 | Zagreb - Croatia

AGENDA

TIME	ITEM	PRESENTER**
20 November 2018 ARRIVAL OF DELEGATIONS		
morning	Arrival of the foreign delegations in Croatia. <i>Free lunch for delegates</i>	--
20 November 2018 Institute for tourism - Vrhovec 5, Zagreb		
14:15	Opening of the 1° SPECHALE Transnational Meeting - KoM	P6
14:30	Welcome to Consortium members and general overview of the project: reminder of objectives, expected results, planned activities, partnership	P1
14:45	Partners Presentation (All Partners)	All: P6, P2, P3, P4, P5, P7, P1
15:30	Administrative and Financial Issues – Program: Erasmus+ rules, procedures and tools	E+ Portuguese National Agency
16:15	Coffee break	
16:30	Administrative and Financial Issues – Project: Grant Agreement; Approved budget/ amendments; Scheduled activities, administrative and management procedures and tools	P1
17:00	Questions and Debate	All
17:30	Closing comments for Day 1 End of the 1° day of CM	P1
18:30	Common early dinner for delegates at K-PIVOVARI Restaurant <i>(on https://www.facebook.com/pages/K-Pivovari/174318842626969 - it is near the Institute, about 5 minutes of walking distance).</i>	--

21 November 2018 Institute for tourism - Vrhovec 5, Zagreb		
09:00	Opening of the second day - 1° SPECHALE Transnational Meeting	P6
09:10	ERASMUS + Program: a note on Best Practices and Impact	PT E+ National Agency
09:30	Detailed Description on the Programme of Activities to be held during the 36 M – Presentation of I.O1, I.O2, I.O3 Discussion	P1 + All
10:30	Focus on project Phase 1: the I.O1 and its tasks (= responsibilities and actions to be taken by partners)	P1 + P4 + All
11:00	Coffee break	
11:15	Evaluation processes and the Quality and Evaluation Plan	P4
11:45	Dissemination Activities and the Communication Plan. Outputs to be delivered during I.O1. <i>Methodology to be shared.</i>	P3
12:30	Closing comments for Day 2. <i>Minutes to be shared.</i>	P1/PT +P6
13.00	Light Lunch	
14:00	Steering Committee Meeting: (debate about the Consortium agreement) <i>Official documents to be signed</i>	All
15:00	End of the 2° day of CM. <i>Return home for the foreign delegates.</i>	

**Official Partnership:

PORTUGAL

P1_Associação para o Desenvolvimento do Concelho de Moura (ADC Moura)

P2_Associação Transfronteiriça de Municípios do Lago Alqueva

ITALY

P3_Le Terre dei Savoia Association

P4_eConsulenza Agency

LATVIA

P5_Vidzeme Planning Region

CROATIA

P6_The Institute for Tourism

FRANCE

P7_UESS.

Host Organisation:	Name, surname and function of legal representative(s):	Signature of Legal representative(s):