



Project title:

LIDS – Learning Important Digital Skills

Reference number: 2019-1-DE02-KA204- 006342

Implementation period: September 2019 – August 2022

Kick off Meeting

10-11 October 2019, Schrobenhausen, Germany

Venue of meeting: Volkshochschule Schrobenhausen e.V. (VHS)

Where: VHS-Haus, Lenbachstraße. 22, Schrobenhausen

Emergency Contact numbers: Jana Gerstmair, 0049-175-2615261

Version date: 9. September 2019

Agenda

Wednesday, 09 October 2019		
Time	Action	Presenter – Comments
All day	Arrivals	Transfer information from the airport will be sent to all
19:45	Meeting at Griesers Hotel reception and share a dinner in the area	Partnership – meeting each other
Thursday, 10 October 2019		
Time	Action	Presenter – Comments
8.45	Meeting starts (walk to the meeting, use directions sent to you)	Welcome by the project Coordinator and host of Meeting 1 Jana Gerstmair and Roland Schneidt
9:00 – 10:00	<p>Introduction by each partner institution (about 4-5 min each) (who you are, what do you offer, location, size, why you joined the project?) Task for all: Prepare a short PPP of your institution/organization in EN. It will be published on the project website.</p> <p>949253544 VOLKSHOCHSCHULE SCHROBENHAUSEN e.V. Schrobenhausen, Germany Jana Gerstmair: jana.gerstmaier@vhs-sob.de Roland Schneidt: roland.schneidt@web.de</p> <p>904082778 Zdruzenie za kreativnost, komunikacija, kolaboracija i kriticko razmislivanje 4K Skopje, The Republik North Macedonia Ljubica Ruzhinska: 4c.info.mk@gmail.com</p> <p>937130969 ERGASIA EKPAIDEFTIKI ANONYMI ETAIRIA Amaliada Greece George Sarlis: gsarlis@ergasiak.gr</p> <p>923952646 IMS Research & Development Center Limassol, Cyprus Pavlos Carrera: research@ims-edu.com</p> <p>951411309 ASPEKT-MANAGEMENT I MEZHDUKULTURNI OTNOSHENIYA Plodiv, Bulgaria Krasimira Bakardzhieva: krasimira.bakardzhieva@gmail.com</p>	Each presentation will be done by one representative from the partner organization.

	<p>932356435 Izobrazevalni center Geoss d.o.o. Litija, Slovenia Sandra Katic: sandra@ic-geoss.si</p> <p>932264285 CENTRO PROVINCIALE ISTRUZIONE ADULTI Taranto, Italy Pasquale Nesca: pnesca@gmail.com</p> <p>999894916 UNIVERSIDADE DO PORTO Porto, Portugal Costa Elisio: emcosta@ff.up.pt</p> <p>909986780 CEPA GINER DE LOS RIOS Don Benito, Spain Francisca Gea: geafrancis10@educarex.es</p>	
10.00 – 11.00	Partnership Agreement Work-Plan	All
11.00 – 11.30	Coffee break	bring sweets from home ☺
11.30 – 13.00	Presentation and Discussion of Outputs Plan of Action (presentation of plan, time tables, activities Discussion / Decisions	
13:00 – 14:30	Lunch Break – VHS Institute	All
14:30 – 17:30	Continue Presentation and Discussion of Outputs Plan of Action Discussion / Decisions	All
16:00	Coffee during work	
20:00	Dinner at a local traditional tavern (price per person to be confirmed) Directions to be announced	Information by Jana Gerstmair
Friday, 11 October 2019		
Time	Action	Presenter – Comments
9:15 – 10:30	Finalization of the plan	All partners involved
10:30 – 13:00	<ol style="list-style-type: none"> 1. Management and Reporting – Financial and monitoring reporting 2. Quality assurance and evaluation 3. Project Brochure 4. Indicators and monitoring 5. Dissemination plan, project logo, web site 6. Promotion activities and tools (newsletters etc.) 7. Publication of results 8. Planning meeting 2, 3, 4 and 5 	All partners involved

11:00	Coffee during work	
13:30 – 14:00	Quick Lunch	
14:00	Departures	
Saturday, 12 October 2019		
All day	Departures	

P.S. OPTIONAL: bring any traditional sweets for the meeting

Coffee and light lunch will be offered by vhs.

