

AGENDA

Transnational Business Groups

PROJECT MEETING 1

06-08 January 2015, Fátima, Portugal

2014-1-PT01-KA202-001059

05th January Monday	<p>Arrivals at Fátima Bus Terminal Accommodation at Hotel</p> <p>20.00 Meet at lobby for dinner</p>
06th January Tuesday	<p>08.40 Meet at the hotel lobby. Short walk to Fátima Hospitality School.</p> <p>09.00 Welcome to Ourém and introduction to INSIGNARE Sérgio Fernandes and Renato Guiomar</p> <p>09:15 The TBG Project Team - Partners organization's presentations (all partners)</p> <p>10.00 Setting the scene I Sérgio Fernandes and Pedro Major (INSIGNARE); - Financial contract and Annexes - Most important financial and administrative rules</p> <p>11:00 – 11:30 Coffee break</p> <p>11.30– 13.00 Setting the Scene II - Financial monitoring documents</p> <p>13:00 – 14.30 Lunch at Fátima Hospitality School Training Restaurant</p> <p>14.30 – 15.30 Project Management Sérgio Fernandes and Pedro Major (INSIGNARE) - Planning first year Meetings - Writing each meeting's minutes - Ensuring quarterly reports - Communication between partners - TBG website - Links with other websites including partner's websites</p>

	<p>15.30 – 16.45 Monitoring and evaluating project's activities and results I</p> <p>Stjepan Grcic (School of Natural Science Karlovac) and Pieter van Schie (Werkcenter Nederland BV)</p> <ul style="list-style-type: none"> - Ensuring quality control: key milestones and deadlines: activities, results, objectives. <p>16:45 – 17:00 Coffee break</p> <p>17:00 – 18. Monitoring and evaluating project's activities and results II</p> <p>Stjepan Grcic (School of Natural Science Karlovac) and Pieter van Schie (Werkcenter Nederland BV)</p> <ul style="list-style-type: none"> - Ensuring quality control: key milestones and deadlines: activities, results, objectives. <p>18:15 – End of day one</p> <p>20:00 – Dinner - Meet at hotel lobby</p>
07th January Wednesday	<p>08.40 Meet at the hotel lobby. Short walk to Fátima Hospitality School.</p> <p>09:00 – 11.00 Dissemination</p> <p>Peter Hodgson (EfVET)</p> <ul style="list-style-type: none"> - Europe wide dissemination - Dissemination strategy by partner <ul style="list-style-type: none"> - Involving public and private national, regional and local stakeholders - Brochures - Newsletters <p>11:00 - 11:30 Coffee break</p> <p>11:30 – 13.00 “Scuola d’impresa” I</p> <p>Altheo Valentini (EGIA)</p> <ul style="list-style-type: none"> - Explaining the project, its methodologies and tools <p>13:00 – 14.30 Lunch at Fátima Hospitality School Training Restaurant</p> <p>14.30 – 16.30 “Scuola d’impresa” II</p> <p>Altheo Valentini (EGIA)</p> <ul style="list-style-type: none"> - Analyzing the Italian existing materials; - Defining a set of guidelines for creating and gathering new ones, adapted to each partner's economic reality; - Creating and gathering materials at each country; - Defining which can be for common use.

	<p>16:30 – 16:45 Coffee break</p> <p>16:45 – 17.30 Courses implementation report template and brochure Sérgio Fernandes and Ricardo Lopes (INSIGNARE)</p> <p>17:45 – End of day one</p> <p>20:00 – Dinner - Meet at hotel lobby</p>
08th January Thursday	<p>08.40 Meet at the hotel lobby. Short walk to Fátima Hospitality School.</p> <p>09:00 – 11.00 Online course design I José Alves (INSIGNARE) and Altheo Valentini (EGIA) - Moodle overview - Course structure</p> <p>11:00 – 11:30 Coffee break</p> <p>11:30 – 13.00 Online course design II José Alves (INSIGNARE) and Altheo Valentini (EGIA) - Resources (file and links) - News forum - Discussion forum</p> <p>13:00 – 14.30 Lunch at Fátima Hospitality School Training Restaurant</p> <p>14:30 – 15.30 Next steps and preparing second meeting</p> <p>15.30 – Social time and farewell</p>