

AGENDA

Kick – Off Meeting

Project: „Universal model of Professional course for New age child carers for women aged 50-64 years”.

Date: 5th and 6th of December

Location: Wojewódzki Urząd Pracy w Katowicach,
Voivodeship Labour Office in Katowice (VLO)
Kościuszki 30, 40-048 Katowice, Poland

Contact person: Anna Magiera – Choraży
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Meeting Objectives:

1. Getting to know each other;
2. Review of the project background, objectives, activities and ideas of realization;
3. Review of the project dissemination and implementation plan;
3. Clarify roles and responsibilities;

Attendees:

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| 1. Valia Dankowa | - Bimec, Bulgaria |
| 2. Daniela Damyanova | - Bimec, Bulgaria |
| 3. Jiri Stuchl | - Mamaloca, Czech Republic |
| 4. Jan Prokeš | - M'am'aloca, Czech Republic |
| 5. Alexandra Ruzsa | - The Government Office for Bekes County, Hungary |
| 6. Miklós Fekete | - The Government Office for Bekes County, Hungary |
| 7. Emma Murtagh | - ProActive, Ireland |
| 8. Lorenza Lupini | - COOSS, Italy (SKYPE) |
| 9. Paweł Durlęta | - VLO, Poland |
| 10. Anna Magiera - Choraży | - VLO, Poland |
| 11. Ilona Wiącek | - VLO, Poland |
| 12. Other Representatives of Voivodeship Labour Office in Katowice | |

Monday, 5th of December

9:30 – 9:40	Meeting Opening <ul style="list-style-type: none">✓ Official welcome✓ Review meeting objectives and the agenda✓ Team introductions
9:40 – 11:20	Presentations of the partnership organizations <ul style="list-style-type: none">✓ Bimec Ltd✓ M'am'aloca✓ The Government Office for Bekes County✓ ProActive Ireland✓ Italy
11:20 – 11:40	Coffee break
11:40 – 12:30	Presentations about VLO <ul style="list-style-type: none">✓ General VLO area of activity;✓ Information and Career Planning Center✓ Questions and answer session
12:30 – 12:50	Introduction into the project <ul style="list-style-type: none">✓ Review project background✓ Review of the project scope, goals, activities, results.
12:50 – 13:10	Presentation of the guest: childcarer employment agency / childcarer education provider.
13:10 – 14:00	Lunch
14:00 - 14:40	Workshops: partner expectations and ideas towards project, discussion and flipchart presentations.
14:40 - 14:50	Summing up the day, closing activities
18:00	Dinner

Tuesday, 6th of December

9:20 – 10:20	Official welcome Introduction to project financial and project management <ul style="list-style-type: none">✓ Analyzing the financial rules✓ Project management principles, evaluation and monitoring activities✓ Cooperation and communication✓ Tools for communication✓ Discussion
10:20 – 11:10	Task division and responsibilities <ul style="list-style-type: none">✓ Review of the project schedule✓ Open discussion about project meetings and resources needed to achieve the goals;✓ Open discussion about roles and responsibilities in the project each of the partners;
11:10 – 11:30	Coffee break
11:30 – 12:10	Results and impact of the project: <ul style="list-style-type: none">✓ Results of the project (outputs & outcomes)✓ Discussion on the project's impact;
12:10 – 12:50	Dissemination and use of the project's results <ul style="list-style-type: none">✓ Ideas and suggestions about dissemination;✓ How we will define and measure success? – discussion;
12:50 – 13:20	Written meeting evaluation
13:20 – 13:50	Closing activities <ul style="list-style-type: none">✓ Preparing next meeting✓ Summing up the meeting
13:50 – 15:00	Lunch
Afternoon	Free time activities
