



# IN-EDU KICK-OFF MEETING

Perugia (IT) –7-8 February 2019

<b>Day 1</b> @ FORMA.Azione srl - Via L. Catanelli, 19 – 06135 – Perugia		
9.00	<b>Partners pick-up at the hotel</b>	<b>Running coffee</b>
9.30 – 9.45	<b>Arrival of the participants and opening of the meeting</b> <ul style="list-style-type: none"> <li>• Signature of the Attendance Sheet</li> <li>• Presentation of the agenda</li> <li>• Distribution of working materials</li> </ul>	
9.45 – 10.45	<b>Overall introduction to IN-EDU project: THE LOGICAL FRAMEWORK METHOD</b> <ul style="list-style-type: none"> <li>• Aims and objectives</li> <li>• Expected results</li> <li>• Expected impact</li> <li>• Target groups</li> </ul>	
10.45 – 12.30	<b>Presentation of the partners</b> (8 minutes presentation + 2 minutes Q&A) -PPT Template provided-	
12.30 – 13.00	<b>Report on KA3 meeting in Brussels</b>	
<b>Light Lunch</b> <b>Please inform us in advance about eventual dietary requirements</b>		
14:15– 16.00	<b>Focus on the Work packages and related activities &amp; responsibilities</b>  WP 1 – Management and coordination – <b>FORMA AZIONE</b> WP 2 – Preparatory actions - <b>CENTRE FOR PEACE</b> WP 3 – IN-EDU Capacity building – <b>SDA</b> WP 4 - IN-EDU Civic Hackathon - <b>SDA</b> WP 5 - QA and impact assessment - <b>IREX</b> WP 6 - Project Dissemination and exploitation - <b>PRIZMA</b>	<b>Running coffee</b>
16:00 – 17.00	<b>Financial Management of the project and Partnership Agreement</b> <ul style="list-style-type: none"> <li>• Overall activities and budget distribution</li> <li>• Financial reporting &amp; Payment procedures</li> <li>• Signature of the Partnership Agreement</li> </ul>	
19:45	<b>Dinner in the city centre</b> – FORMA.Azione will make reservation for all the partners – OSTERIA AI PRIORI (Via dei Priori, 39)	
<b>Please inform us in advance about eventual dietary requirements.</b>		



<b>Day 2</b>		
<b>@Associazione FORMA.Azione srl - Via L. Catanelli, 19 - 06135 - Perugia</b>		
9.00	<b>Partners pick-up at the hotel</b>	
09.30 - 11.00	<b>Focus on :</b> <ul style="list-style-type: none"> <li>○ Project Management Handbook</li> <li>○ Risk management strategy</li> <li>○ Quality Assurance Plan</li> <li>○ Project Work Plan</li> <li>○ Monitoring activities: internal reports</li> <li>○ Communication and dissemination plan</li> <li>○ Website and partners' platform</li> <li>○ IN-EDU logo</li> <li>○ Social media channels (Facebook, Twitter, Youtube, ISSUU)</li> <li>○ other materials (leaflets, brochures, posters, gadgets)</li> </ul>	
11.00 - 12.45	<b>Focus on the project's milestones and next steps to do</b> <ul style="list-style-type: none"> <li>● Transnational training for trainers (FORMA.Azione)</li> <li>● Civic Hackathon (SDA)</li> <li>● WP2 deliverables and outputs for the next meeting</li> </ul>	
13.00	<b>End of the meeting</b> Group photo	
<b>Light Lunch</b>		