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## **8TH NOVEMBER 2019**

**11.00 – 19.00** – Arrival

Accommodation: Hotel IBIS

**14.00 – 16.00** – visit to Starostwo Powiatowe - meeting with the Authorities

**20.00** – Welcome dinner, getting to know each other

## **9TH NOVEMBER 2019**

**9.30 – 14.00 meeting venue: Starostwo Powiatowe, Kielce**

PARTICIPANTS:

- Starostwo Powiatowe w Kielcach
- Powiatowa Poradnia Psychologiczno-Pedagogiczna w Chmielniku
- Powiatowa Poradnia Psychologiczno-Pedagogiczna w Bodzentynie
- Powiatowa Poradnia Psychologiczno-Pedagogiczna w Piekoszowie
- Świętokrzyskie Centrum Doskonalenia Nauczycieli w Kielcach
- Stowarzyszenie Ruchów Europejskich (ATLME) – Portugalia
- Innovation Frontiers IKE – Grecja
- Średnia Szkoła Zawodowa Bedekovčina – Chorwacja

**9.30 – 9.45** Welcome & project meeting starts

**9.45 – 10.00** Introductions of participants – How the project has been going so far.

- Objectives for the day

**10.00 – 12.00** Setting the Scene- Overview of the project

- National Agency Interim report
- Project Objectives
- Key Milestones, Intellectual Outputs (1 to 7) and end products (Handouts)
- Multiplier Events Feedback from Haaga Helia and Helsinki Business College
- Partner activity: Each partner will present their feedback from the pilot course including feedback from your business links within the training (30 minutes each).

**12.00 – 15.00** Visit to Powiatowa Poradnia Psychologiczno-Pedagogiczna in Chmielnik

**15.00 – 16.00** Lunch

*1st TRANSNATIONAL PROJECT MEETING  
Kielce, 08-10 November 2019*



**16.00 - 17.00** Project Management & Quality Management Processes

- Quality Management Plan
- Review of Blackboard site
- Monthly Status Reports
- Communication (between meetings) (need to fix online meetings)
- Time sheets, financial tables, evidence, eligibility - Discussion / clarifications, Dealing with translations (exceptional costs)

**10TH NOVEMBER 2019**

**8.00 - 9.00** Breakfast

**9.00 – 10.00** Reflections of the previous day and introduction to the following

**10.00 – 11.00** Workshop: How to use an e-learning platform

**11.00 – 11.30** Tea and Coffee break

**11.30 – 13.00** Discussing the details of the international short-term training program in Portugal - a student with specific learning difficulties (dyslexia, dysgraphia, dyscalculia, dysortography)

**13.00 – 14.00** Cultural workshops

**14.00 – 15.00** Dinner

**15.30** Departure