

AGENDA

v.3.

First transnational meeting of all Partners (kick-off meeting) Bielsko-Biała, Poland, 09 – 10 January 2019

Time and place:

Time: Thursday, 9th of January 2020, 9.00 – 17.00 – Friday, 10th of January 2020, 9.00 – 14.00
(followed by lunch)

Place: The NGO Centre (Centrum Organizacji Pozarządowych),
Bielsko-Biała, Plac Opatrzności Bożej 18

See the place at [google map here](#)



Organisational information

All Partners are welcome to send two representatives, the national project coordinator and a key specialist.

Partners are asked to arrange their travel and book accommodation on their own. Please contact Agnieszka if any support would be needed. The costs of travel/accommodation will be reimbursed to the Partners within the Erasmus+ lump sum devoted for Transnational Project Meetings (TPM).

The costs of the meeting venue and common meals will be covered by the host, and then deducted, equal share, from the TPM unit support.

Practical information

Hotels recommended, nearby the meeting place:

- President hotel, city centre, approximately 10 minutes walking distance from the meeting place, <http://www.hotelpresident.pl/en/>
- Qubus hotel, city centre, approximately 7 minutes walking distance from the meeting place, <https://www.qubushotel.com/en/hotels/bielsko-biala/3/>
- Aparthotel Ventus Rosa, a little bit more walking (15-20 minutes), but located in the Old Town, <http://ventusrosa.pl/bielsko/ventus-rosa-apartments/>
- Hotel Marczewski, around 20 minutes walk to the meeting place, city center, next to the theatre and opposite the Sułkowski Castle, <http://www.hotelmarczewski.pl/>

It is up to each Partner, if you wish to book one of these hotels, or would rather find another one at booking.com or any other portal.

Travel options:

1. Flight to Katowice and then train to Bielsko Biała.
2. Flight to Krakow and then bus to Bielsko Biała.
3. Flight to Warsaw and then fast train (3 hours) for 30 - 40 Euro to Bielsko Biała.

Meals arranged by the host:

Thursday, 9th: Lunch and dinner + 'coffee breaks'

Friday, 10th: Lunch + 'coffee breaks' (breakfast at the hotel).

Culture programme/Cultural visits:

We are working on it☺

The Participants

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Hans Jørgen Vodsgaard, Interfolk (DK)	(+45) 51 300 320
Aron Weigl, EDUCULT (AT)	(+43) 660 842 14 13
Oliver Löscher, EDUCULT (AT)	(+43) 680 555 6187
Carla Vanessa Gomes, Rightchallenge (PT)	(+351) 913 183 836
Andreas Andreou, FWC/CNTI (CY)	(+35)799 438 562.

Goals of the first meeting:

1. To meet Partners face-to-face and to introduce key persons involved.
2. To agree on tools of communication & information exchange.
3. To detail and discuss, step-by-step, activities planned.
4. To discuss the project dissemination strategy and evaluation.
5. To review the Partners responsibilities and deadlines.
6. To establish the Project Management Committee.

Expected outcomes:

1. Finalised and agreed format of each project activity at national & European level.
2. Finalised and agreed common detailed methodology and key-aspects of project implementation and dissemination plan.
3. Finalised and agreed internal management and financial rules; Partnership Agreement officially signed.
4. Ground set for the mapping process.

PROPOSED AGENDA, v.1.

THURSDAY, 9th of January 2019

Venue: The NGO Centre

Bielsko-Biała, Plac Opatrzności Bożej 18

See the place at [google map here](#)

9.00 – 9.30	Welcome. Appointing the moderator & reporter. Possible changes to the agenda. Signing the attendance list, 1 st day.
BACKGROUND OF THE PROJECT	
9.30 – 11.30	Short presentations of the participating organisations and the Partners' representatives. Partners expectations concerning the project, personal and organisational benefits. COOSS, IT: Lorenza Lupini & Luca Bordoni, Interfolk, DK: Hans Jørgen Vodsgaard EDUCULT, AT: Aron Weigl & Oliver Löscher Rightchallenge, PT, Carla Vanessa Gomes FWC, CY, Andreas Andreou FAIE, PL: Agnieszka Dadak



11.30 – 11.45	Coffee break
11.45 – 13.15	<p>Overview of the competence recognition, validation and certification systems applicable for civil society organisations active in the adult education field, already functioning in the partner countries. Possible benchmarks.</p> <p>Short presentations by the Partners:</p> <p>COOSS, IT: Lorenza Lupini & Luca Bordoni, Interfolk, DK: Hans Jørgen Vodsgaard EDUCULT, AT: Aron Weigl & Oliver Löscher Rightchallenge, PT, Carla Vanessa Gomes FWC, CY, Andreas Andreou FAIE, PL: Jerzy Kraus</p>
13.15 – 14.30	Lunch in the city. Venue will be proposed by FAIE.
CONTRACTUAL TERMS	
14.30 – 15.15	<p>Short overview of the project implementation strategy: Project idea, timeframe and budget. Links with the other initiatives: FIRST Network/ Agnieszka Dadak, FAIE (PL)</p>
15.15 – 15.45	<p>Deciding on tools of internal communication & information exchange. Planning the information & promotion campaign. Ideas – all the Partners.</p> <p>Planning monitoring activities (Coordinator: FAIE, PL) Planning dissemination activities (Coordinator: Rightchallenge, PT). Planning evaluation activities (Coordinator: EDUCULT, AT).</p>
15.45 – 16.30	<p>Grant Agreement. Project reporting, documentation and finances. Discussion and clarification.</p> <p>Discussing the Project Agreement proposed (PA), possible refinements. Appointing the Project Management Committee members and naming the project personnel. Possibly: Signing the PA (Parties authorized).</p> <p>Agnieszka Dadak, FAIE (PL)</p>
16.30 –	Culture programme/Cultural visits & some rest.
18.30 –	Common dinner in the city. Venue will be proposed by FAIE.



FRIDAY, 10th of January 2019

Venue: The NGO Centre

Bielsko-Biała, Plac Opatrzności Bożej 18

See the place at [google map here](#)

9.00 – 9.30	Welcome. Appointing the moderator & reporter. Possible changes to the agenda. Signing the attendance list, 2 st day.
AER-V PROJECT STEP BY STEP – PARTNER’S IDEAS & PROPOSITIONS	
9.30 – 10.00	Mapping existing solutions for recognition and validation of knowledge, skills and competences available for the adult learning CSOs in all Partner countries. Short presentation of initial ideas & propositions by the Activity Leading Organisation: FAIE, PL: Rafał Dadak
10.00 – 10.30	TPM2 organisation with main focus on: General review of the existing competence recognition and validation systems, applicable for the adult learning CSOs, in all Partner countries. Good practices and success stories. Short presentation of initial ideas & propositions by the Activity Leading Organisation: COOSS, IT: Lorenza Lupini & Luca Bordoni Deciding on the dates of the partner meeting in Ancona, Italy in April-May 2020.
10.30 – 11.00	TPM3 organisation with main focus on: Review and analysis of the training offer for acquiring/upgrading competences, preceding the recognition and validation process (for ex. the exam) – the ‘certification’ as a specialist in a certain field. Good practices and success stories. Short presentation of initial ideas & propositions by the Activity Leading Organisation: EDUCULT, AT: Aron Weigl & Oliver Löscher Deciding on the dates of the 2nd partner meeting in Vienna, Austria in Sept – Oct 2020.
11.00 – 11.15	Coffee break
11.15 – 11.45	TPM3 organisation with main focus on: Review and analysis of the



	<p>examination systems to recognize and validate certain competences. Good practices and success stories.</p> <p>Short presentation of initial ideas & propositions by the Activity Leading Organisation: Interfolk, DK: Hans Jørgen Vodsgaard</p>
11.45 – 12.15	<p>TPM4 organisation with main focus on: Review and analysis of the requirements for maintaining the 'certification as a specialist in a certain field' - continuing certification requirements.</p> <p>Short presentation of initial ideas & propositions by the Activity Leading Organisation: Rightchallenge, PT: Carla Vanessa Gomes</p>
12.15 – 12.45	<p>Short-term joint staff training event with main focus on: Experiencing the Structured Democratic Dialogue co-laboratory in order to develop recommendations for developing competence validation systems for the adult education sector CSOs.</p> <p>Short presentation of the Structured Dialogic Design methodology and the co-laboratory organisation by the Activity Leading Organisation: FWC, CY: Andreas Andreou</p>
12.45 – 13.15	<p>TPM6 organisation with main focus on: developing the Exit Strategy.</p> <p>Short presentation of initial ideas & propositions by the Activity Leading Organisation: FAIE, PL: Rafał Dadak</p>
13.15 – 14.00	Any other issues. Meeting evaluation. Closing the meeting.
14.00 – 15.00	Lunch in the city. Venue will be proposed by FAIE.

Prepared by: Agnieszka Dadak,
FAIE, 20-12-2019, v2