**Third SPAR partner meeting to be held in Lousada, Portugal – 6 / 7th of October 2017.**

***Programme and Agenda.***

**Practical information**

**Time and place**

Course Venue: Biblioteca Municipal de Lousada – Municipality of Lousada http://www.cm-lousada.pt/pt/biblioteca-municipal

**Accommodation**

Lousada Country Hotel, <http://www.lousadacountryhotel.pt/> [Lousada Country Hotel \*\*\*\*](http://www.lousadacountryhotel.pt/EN/hotel.html)

Variante de Vila Meã 531, Silvares , 4620-426

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Aims and objectives of the SPAR partners’ meeting

The aim of the third SPAR meeting is to fully brief partners on the recently held Ecorys spot audit and reflect on issues noted by the auditors as key areas of concern. We will also discuss the processes that need adjusting or tweaking so they are more in line with best practice standards defined by Erasmus+. The meeting will assess the recently developed learning courses and curricula – highs/lows, strengths and weaknesses and up and coming work packages (8, 9 & 10)

The objectives are:

* To discuss the Erasmus processes particularly those we fell short on as determined by Ecorys (regulatory body for Erasmus+ in the UK).
* To agree a way forward regarding the midterm report
* To refine further the valorisation/evaluation processes both qualitative and quantitative.
* To explore the next phase of the programme and work packages.

## **Meeting Agenda**

**Friday 6 October, 2017**

**2.00pm until 5.00pm**

**1. Formalities**

* Appoint a moderator and a reporter
* Approval of the agenda
* Sign Attendance List

**2. Contractual information**

* Erasmus+ audit feedback (Laraine)
* Overview of financial & HR feedback from Ecorys spot audit (Lindsey)
* Role of the evaluator and a suggested way forward (Laraine)
* Knowledge Bank and Website – suggested way forward (Damien McGlynn)
* Review of mid-term report and what is required to substantiate further outputs and outcomes (Lindsey)
* Partner claim forms

**Saturday 7th October**

**9am - 12 noon.**

**3. Project Plans**

* Feedback from all six partners as to delivery of their learning programmes within their own countries – strengths / weaknesses
* Explore the variety of approaches to learning curricula and discuss similarities or differing approaches and how best to capture feedback.
* Review the 5-day learning course programme
* Discuss and agree a way forward for the next defined work packages e.g. WP WP 8 (Curricula Compendia – Oct – Jan 2018)

WP 9 (plan and announce Erasmus+ courses, Nov – Feb 2018)

WP 10 (national conferences – Marts – April 2018)

WP 11 (eu conference – June 2018 in Budapest)

**4. Discuss methods of communication**

* Identify what materials and resources are required from partners for the midterm report.
* Discuss how we are communicating at the moment and if it is adequate or needs to be further refined.
* Explore what further digital or administrative support is required by partners to ensure that we fully deliver on project objectives.

**9. A.O.B. (any other business)**

Please note that the majority of the information stated below will be available at the partners meeting in hard copy but will also be emailed directly to partner agencies.

**Item 1: Operational issues**

* Feedback from Ecorys/Spot Audit
* Letter to Helene Clark (supplied at meeting)
* Digital Plan (original)
* Meeting review form

**Item 2: Financial Information**

* SPAR attendance sheet
* SPAR TPM partner claim form