

Erasmus+

UK education, training, youth and sport opportunities across Europe

Project Title:

“Intercultural competence training for SMEs hosting European mobilities”

Project Acronym: InterMobil

Agenda

Kick-off Meeting

Dates:

03.11. – 04.11.2014

Meeting venue: A8020 Graz Eggenberger Allee 11

Institute of International Management

4th floor



Erasmus+

Monday 3rd November 2014

<i>First work session</i>	
09:00 – 10:30	<p>InterMobil Partnership: Introduction of Partner organisations <i>(20 minutes per organization) - All partners</i></p> <p>P1: EuroPartnership Agency Ltd. (UK) P2: European center for quality Ltd. (BG) P3: FH Joanneum (AT)</p>
10:30 – 10:45	<i>Coffee break</i>
10:45 – 12:00	<p>P4: LUISS Guido Carli (IT) P5: INCOME (ES) P6: A.I.A.M (PT)</p>
12:00 – 13:00	<i>Lunch</i>
<i>Second work session</i>	
13:00 - 14:00	<p>InterMobil Project overview</p> <p>Presentation of the project rationale - objectives, intellectual outputs, project events, project activities, roles of partners, etc.</p> <p><i>Anelia Haradinova, ECQ</i></p>
14:00 – 14:45	<p>Questions and answers regarding the project and its implementation</p> <p>Interaction between WP Leaders and contributing partners</p> <p>Partner input and ideas for the development of the project results</p> <p><i>All Partners</i></p>
14:45 - 15:00	<i>Coffee break</i>
15: 00 - 16:00	<p>CCLVET Project Overview (the base of the InterMobil project)</p> <p>Presentation of the project, the project products, the real-time use and benefits of the project products</p> <p><i>Rupert Beihauer, FH Joanneum</i></p>
16:00 – 16:30	<p>Questions and answers regarding the project and how it can be used in InterMobil project realisation</p> <p><i>All Partners</i></p>
17:00 – 19:00	<i>Tour around beautiful Graz</i>
19:00 -	<i>Official project dinner</i>

Tuesday 4th November 2014

Third work session	
09:00 – 10:00	<p>Project financial and administrative requirements</p> <p>Project management structure: role of applicant, coordinator and WP leaders.</p> <p>Project monitoring: Interim and Final report, other reporting, content of reports and deadlines for documentation by partners and submission of reports.</p> <p>Project financing: eligible costs (and evidence), co-financing by partners, instalments and final payment</p> <p>Discussion of the financial requirements of Erasmus+</p> <p>Discussion of the administrative and technical requirements of Erasmus+</p> <p><i>Gosia Kuklinska, EuroPartnership Agency</i></p>
10:00 - 10:30	<p>WP 2: Knowledge Transfer and Country Analysis</p> <p>How the actions in WP 2 are to be organized and conducted</p> <p><i>Rupert Beinhauer, FH Joanneum</i></p>
10:30 – 10:45	Coffee break
Fourth work session	
10:45 - 11:45	<p>Management and communication panel</p> <p>Management and coordination tools and approaches</p> <p>Communication tools and techniques</p> <p>Dissemination plan and channels</p> <p><i>Anelia Haradinova, ECQ</i></p>
11:45 - 12:15	<p>Work plan for 1st project year and set up of each partner's tasks.</p>
12:15 - 13:00	<p>Next steps:</p> <p>Next meetings arrangements</p> <p>Deadlines for deliverables over the next 4-6 months</p> <p>Dissemination actions for deliverables in next 4-6 months</p> <p>Conclusions and end of the meeting</p>